

**JAWAHARLAL NEHRU PORT AUTHORITY**  
**FINANCE DEPARTMENT**

**Tender document for the work of "Appointment of GST Consultant"  
for JNPA for the period of 3 years".**

## 1 Scope of the Tender:

JNPA intends to engage a GST consultant (herein after Consultant) having vast experience in handling indirect taxation like GST, Service Tax for compliances and issues arising from time to time regarding Indian taxation. Experts in the GST matters and indirect taxations followed in India and being implemented by the Govt of India are invited to participate in this bidding process. The Consultant shall provide consultancy services as per the scope of work indicated below-

### **Section I**

- Goods and Services Tax (GST) Retainership
  - a.** Computation of monthly GST liability and preparing the challans.
  - b.** Computation of monthly GST credit and adjustments thereof.
  - c.** Maintenance of the GST Credit register for input services used based on documents provided by the client
  - d.** Reconciling of the GST liability account on regular basis.
  - e.** Preparation and submission of the monthly/quarterly/half-yearly returns in appropriate Form of GST
  - f.** Scrutinizing documents from time to time to ensure proper compliance
  - g.** Providing updates on statutory changes in GST related matters to the Client
  - h.** Causing appearance and making submissions in the course of assessments
  - i.** Providing monthly information of GST liability and GST credit as applicable to JNPA
  - j.** Preparation and submission of replies against the notice issued by the tax authority from time to time.
  - k.** Attending the queries, raised by the CERA audit and CAG audit.
  - l.** Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
  - m.** Computation of monthly GST liability for reverse tax mechanism.
  - n.** Providing assistance and guidance for any changes required in the SAP system for GST implementation at present/future.
  - o.** Service Tax Pending Reconciliation if any.
  - p.** The consultant will verify and certify the bills for allowable/disallowable GST input tax credit and for GST TDS. The verification and certification shall be on daily basis/bill wise.

- Audit Reconciliation and Filing of Annual GST Return / Annual GST Reconciliation and filing of GST Annual return.
- Providing Four qualified representative (at least 2 CA(inter)/ICWA(inter) & 2 M.Com/B.Com/MBA(Finance) or PGDA (Finance) to visit on day to day basis to work relating to GST (payable on Actual deployment basis)
- Filing of monthly GST TDS return and other compliances.
- Reconciliation of Annual income and expenditure under Clause 44 of the Tax Audit Report as required under Income Tax Act, 1961 every year.

## **Section II**

The relevant activity wise fees will be payable on actual provision of services as given below;

Sr.No.	Particulars
1)	Replies to various Show Cause Notices/Demand Notices/ Revision notices etc. issued by Service Tax Authority /GST Authority within stipulated period of time.
2)	Guidance on various litigations, summons and court matters involving service tax/GST/VAT implication.
3)	Draft, filling and appeal petitions and stay leave petition before Appellate Authority
4)	Attending the hearing of appeal petition in person before the Appellate Authority and appear as an Authorised representative before Appellate Authority /CESTAT/ Conciliation proceeding on behalf of JNPT (per appeal)

### **Need Based On- Call Advisory Services**

The service of the Tax Consultant would include advice on issues pertaining to GST and regulatory matters which may arise from time to time in the course of operations.

The aforesaid service would cover the following statutes:

- Service Tax Act, 1994
- GST Act, 2016
- Sales Tax Act, 1956.

## **Schedule-A**

### **PRICEBID**

#### **'PROVIDING CONSULTANCY SERVICES TO JAWAHARLAL NEHRU PORT AUTHORITY RELATING TO GST AND INDIRECT TAX LAWS ISSUES AND LEGAL COMPLIANCE'**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Budgetary offer</b>
<b>Section I</b>		
1)	Lump Sum fees considering the above Scope for 3 years.	
<b>Section II</b>		
a)	Replies to various Show Cause Notices/Demand Notices/ Revision notices etc. issued by Service Tax Authority /GST Authority within stipulated period of time. (Quote per case basis)	
b)	Guidance on various litigations, summons and court matters involving service tax/GST/VAT implication. (Quote per case basis)	
c)	Draft, filling and appeal petitions and stay leave petition before Appellate Authority. (Quote per case basis)	
d)	Attending the hearing of appeal petition in person before the Appellate Authority and appear as an Authorised representative before Appellate Authority /CESTAT/ Conciliation proceeding on behalf of JNPT (per appeal) (Quote per case basis)	
	Total	
	Add: GST @ 18%	
	Total Value	

#### **Note:**

1. No appearance fee will be paid for appearance in Mumbai and non-effective hearings. (i.e. adjourned/cancelled hearings) except reimbursement of Travelling expenses on proof of Travelling.
2. For matters not covered above, fees will be reasonable and subject to mutual consent.
3. GST on the claim of the successful bidders will be paid at the prevailing rates from time to time subject to reflection in Port GSTR-2A/GSTR-2B as eligible ITC.

4. Drafting/Reply/Appearence fee/Appeals filling fee etc. as mentioned in Part F will be paid on actual basis.
5. For Port Tax related cases, Port reserves right to engage Port Penal Advocates/Other Advocate/Any Other Chartered Accountants/Cost Accountants based on the complexities and specific Issues involved in the Case. The Consultant shall extend fullest cooperation and necessary professional support from Port side to the Advocate/Other Chartered Accountants/Cost Accountants.

**The budgetary should be submitted within 7 days on following email on or before 6<sup>th</sup> November, 2023 upto 1500 hrs.**

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