

RFP FOR SELECTION OF CA FIRM FOR GST COMPLIANCES INCLUDING PREPARATIONS & FILING of RETURNS,  
ADVICE AND REGULATION AT HEAD OFFICE, DIVISIONS & ZONES OF CHHATTISGARH HOUSING BOARD

**Important Date**

<b>Date of issuance of Tender Document</b>	<b>26.04.2023</b>
<b>Last Date of receipt of RFP (Proposal Due Date)</b>	<b>10.05.2023 (upto 3.00pm)</b>
<b>Date of Opening of Technical Bid</b>	<b>10.05.2023 4.00pm</b>
<b>Date of Opening of Financial Bid</b>	<b>To be informed later</b>

## 1. Brief Profile of CGHB

- a) **Introduction of Housing Board:** With the motto to facilitate 'House for all', Chhattisgarh Housing Board (CGHB) was constituted in February 2004 under the Chhattisgarh Housing Board Act 1972. But providing housing facility to the people of economically weaker section (EWS) and lower income group (LIG) on subsidized rates has remained the priority of CGHB. Making dedicated efforts in the direction, CGHB has made a mark in providing housing facility with necessary infrastructure to the homeless/needful citizens of state at an affordable price. Thus, CGHB is engaged in providing houses in subsidized rate and in this respect CGHB is getting the construction activity by the contractors. Further CGHB is also undertaking the deposit work on behalf of other government department.
- b) **Head Office** means Head Office of C.G.H.B. at Paryavas Bhavan, Sector-19, North Block, Nava Raipur Atal Nagar. **Various Divisions/Zone:** Housing Board for better working and smooth implementation of project is divided in various divisions and each division is being headed by the executive engineer. Further for the purpose of sales of the buildings. The housing board has various zonal offices known Estate Management Zone. Thus, the Housing Board has following wings which is as under:
- b.1. **Divisions:** That CGHB has various divisions which has mainly role to construct the buildings via contractor for which payment to contractors & taxes has to be paid as per rule. There are 20 Divisions in the housing board which are: –

Sr.	Name of unit	Sr.	Name of unit
1	Raipur Division I	11	Durg Division
2	Raipur Division II	12	Rajnandgaon Division
3	Raipur Division IV	13	Bilaspur Division
4	Capital Project Division	14	Korba Division
5	Mahasamund Division	15	Raigarh Division

6	Electrical Division Raipur	16	Dhamtari Division
7	Electrical Division Durg	17	Kawardha Division
8	Electrical Division Bilaspur	18	Jagdalpur Division
9	Electrical Division Jagdalpur	19	Kondagaon Division
10	Project Division Korja	20	Ambikapur Division

b.2 **Estate Management Zone:** that the Estate management zone plays the role in the sales of building constructed by division. There are 16 EM Zones in the housing board which are –

Sr.	Name of unit	Sr.	Name of unit
1	EM Zone 1 Raipur	9	EM Zone Bilaspur
2	EM Zone 2 Raipur	10	EM Zone Raigarh
3	EM Zone4 Raipur	11	EM Zone Korba
4	Capital Project Raipur	12	EM Zone Ambikapur
5	EM Zone Durg	13	EM Zone Korea
6	EM Zone Rajnandgaon	14	EMZone Kondagaon
7	EM Zone Kawardha	15	EM Zone Dhamtari
8	EM Zone Jagdalpur	16	EM Zone Mahasamund

A Total No. of division is 20 & total no. of EM Zone is 16 & one Head office hence total units are 37. If no. of units changes during the year the amount shall not be changed .

## 2. DISCLAIMER

- a) The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, in documentary form by or on behalf of the CGHB is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- b) Though adequate care has been taken in the preparation of the RFP, the Applicant should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Chief Accounts Officer, CGHB immediately

- before the Proposal due date. If no intimation is received by the CGHB within the date, it shall be deemed that the RFP is satisfied that the Document is complete in all respects.
- c) The RFP is not an agreement or an offer by the CGHB to the prospective Applicants or any other person. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The RFP includes statements, which reflect various assumptions and assessments arrived at by the CGHB in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The RFP may not be appropriate for all persons, and it is not possible for the CGHB, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
- d) Information provided in the RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The CGHB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- e) The CGHB and its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this Selection Process.

- f) The CGHB also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any Applicant upon the statements contained in the RFP.
- g) The CGHB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP.
- h) The issue of this RFP does not imply that the CGHB is bound to select an Applicant or to appoint the Successful Applicant and the CGHB reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- i) The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the CGHB or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the CGHB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

3. **GST Impact:** That we all are well aware that the introduction of the Goods and Services Tax (GST) is a very significant step in the field of indirect tax reforms in India by amalgamating a large number of Central and State taxes into a single tax. Thus, the GST was levied by subsuming the value added tax levied by the state government, Central excise duty/service tax levied by the Central government.

Further the activity of construction of houses/ flats which the housing board is carrying is also well within the 4 corners of the GST law and therefore, the activity carried out by the housing board is subjected to Goods and service tax and accordingly, the housing board is supposed to make monthly payment of GST and accordingly file monthly returns.

- **Payment of Goods and service tax:** housing board is required to make payment on monthly basis before filing the return GST 3B.

- Availment of eligible input tax credit in respect of the GST paid against various services /Goods received from various vendors.
- Deduction of GST(as TDS) from bills of vendor and deposit in the exchequer of Government, non compliance may lead to personal liability as well.

4. **GST cell and nodal officer:** for smooth and better implementation of GST in the housing board a separate GST cell has been created at Head Office of CGHB. The appointed firm has to operate the GST cell and should be headed by Chartered Accountant having knowledge of GST, coupled with activities of housing board. Further, the GST cell will also comprise of various other supporting staff as below whose list will be enclosed by the firm

Sr.No.	Qualification	Post
1	Chartered Accountant	Team Leader
2	Chartered Accountants/C.A/C.S./Advocate	Team coordinator
3	C.A Final	Assistant Manager 1
4	Article Assistant	Junior Assistant
5	Graduate B.COM	Data Operator
6	Graduate B.COM	Data Operator
7	Graduate B.COM	Data Operator

Even further, it is much required that the GST cell shall report to a particular person who is appointed as nodal officer of GST in the housing board, which will provide required documents to competent sanctions related to GST.

**5. Scope of work for GST CELL is given below :**

- Formulation of GST policy for housing board as a whole to facilitate timely compliances under GST Rule.
- To advice for required modification to be made in software i.e. to analyze existing e-AWAS software for technical compatibility and coverage of business processes from GST point of view. Comparison from information required to be uploaded in GSTN portal and information available at present in e-AWAS will be

made and accordingly guidance to IT Cell will be made to make suitable modifications in the software of E-AWAS.

- To identify suitable Harmonized System Nomenclature or Service Accounting Code as applicable to particular category of supply of Goods and/or Services.
- To advise for suitable steps to be taken to avoid undue hardship due to Anti-profiteering laws under GST.
- To study the invoicing pattern being followed by CGHB and inter - division/estate management zone transactions and their impact from the GST perspective.
- Providing Training and conducting training sessions in Head office with respective accountants of EE's of various Divisions and Zones i.e. to conduct trainings on GST to functional staff to provide knowledge on GST rules. Training faculty and training material will to be arranged by the consultant on their own cost.

## 6 Deliverables

- **Returns:** Housing board is supposed to file the return by consolidating all the figures from various Divisions, Zonal offices and as well as Head office. The returns include the monthly/Yearly returns such as GST3B, GSTR1, GSTR-7,GSTR-9,GSTR-9C etc. and or any Modification Processed in Law from time to time , Further, Housing Board is also suppose to file the annual returns.
- Facilitation in Procedural changes for compliance of GST :
  - a. To validate format for invoice, debit note and credit note for GST purpose
  - b. To determine valuation of services for payment of SGST, CGST & IGST
  - c. To compute the liability of tax to be deposited & ensuring timely payment of the same
  - d. Reconciliation of Input Tax Credit as per invoices raised to us and as reflecting in GSTR-2A
  - e. Disposal of notices /correspondences related to GST received from CAG, Central and state Government, GST department and to attend proceedings related therewith.

- **Continuous and ongoing deliverables**

- a. To advise and guide the Board on the various amendments in the relevant Act, rules, notifications, circulars etc. issued from time to time having relevance on the board and answering queries and clarification under GST law.
- b. To Identify and guide on the tax planning opportunities in the new GST regime.

7. **Audit/Annual return:** That GST cell has to conduct GST Audit after completion of the financial year and accordingly has to file GST Annual Return.

8 **Penalty**

For delay in submission of reports/deliverables, a penalty of 1% per month of delay will be charged. However, the total penalty will not exceed 10% of the value of contract.

9. **Contract Period**

Contract period would be Financial Year 2023-24. The performance will be evaluated by CGHB on monthly basis and if any point of time performance not found satisfactory the agreement would be unilaterally terminated by CGHB after the expiry of one month from the date of serving the notice in this regard.

10 **Scope of Extension**

If the expertise service given by the CA firm is found to be satisfactory and due to any reason new agency is not hired then with mutual consent, the period of its validity may be extended.

**11 CONDITIONS FOR ELIGIBILITY OF FIRM:**

Firms must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Firms who satisfy the Conditions of eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Firm shall fulfill the following “Minimum Eligibility Criteria”:

- a. The firm should be in practice for a period of 5 Years or more and its branch office in state of Chhattisgarh should be in practice for a period of 3 years or more.
- b. The firm shall have minimum annual average turnover of INR 50.00 Lakh per year in the last three financial years i.e. 2019-20, 2020-21, and 2021-22.
- c. The firm should have at least 3 FCA partner in the firm.



RFP FOR SELECTION OF CA FIRM FOR GST COMPLIANCES INCLUDING PREPARATIONS & FILING of RETURNS, ADVICE AND REGULATION AT HEAD OFFICE, DIVISIONS & ZONES OF CHHATTISGARH HOUSING BOARD

- d. The firm should be empanelled with Comptroller & Auditor General of India.
- e. The firm must have experience of 3 Yrs in providing services of GST consultants in any Govt/Semi Govt/Governmental Organization.
- f. The firm should have sufficient number of Expert Employees which includes CA'S , C.A. (Final) , M.COM / B.COM having experience of accounting in Computerized system and working knowledge of MS-EXCEL.
- g. At least One partners of the firm should have the post qualification in DISA/CISA.

**12 EVALUATION CRITERIA**

The following criteria and point system shall be followed:

S. No.	Criteria	Description	Marking System	Max marks
1	Turnover	Average Annual Turnover in last 3 F.Y	Above 1 Cr	25
			0.75 Cr to 1.00 Cr	20
			0.50 Cr to 0.75 Cr	10
2	Partner	Total FCA partner	>4	25
			4	20
			3	10
3	Work Experience	Experience of GST Consultancy in any Govt. / Semi Govt. /Governmental Organization.	More than 4 Year	25
			4 Year	20
			3 Year	10
4	Office	Office of the CA firm in Chhattisgarh (For a period of last 5 years or more) a) Branch office in Chhattisgarh  b) Head office in Chhattisgarh	5 Marks	10
			10 Marks	
5	Specific Experience	GST Return Filing experience in any Govt. / Semi Govt. /Governmental Organization	More than 4 Year	15
			4 Year	10
<b>Total Marks</b>				<b>100</b>

Minimum Qualifying Marks – 70 Marks out of 100 as above.

Please quote your professional fees offer for undertaking above tasks in the GST cell at the Head office. Please note that the appointment of the consultant is for the period from 01.04.2023 to 31.03.2024. The consultant is supposed to quote monthly fees of assignment exclusive of GST, which would be paid on actual basis.

**13 General Condition for the Bidders:-**

- While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about services required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment based on this RFP.
- No commitment of any kind, contract or otherwise, shall exist unless and until a formal written contract has been executed.
- This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- Proposal in Joint Venture / Consortium are not allowed.

**a. COMPLIANCE TO RFP/ COMPLETENESS OF RESPONSE**

- 1) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 2) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.

**b. Bidders must:**

- 1) Comply with all requirements as set out within this RFP
- 2) Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
- 3) Include all supporting documentations specified in this RFP.

**c. Pre-Bid Queries**

The bidders or their official representatives can submit their queries relating to pre-bid. All pre-bid queries should be sent to CGHB at its email within 5 days of the date of publishing of its advertisement. The Bidders are requested to send their consolidated queries in the e-mail of CGHB only once and further queries sent by the Bidders shall not be entertained. Queries received after this date will not be entertained.

CGHB may incorporate any changes in the RFP based on acceptable suggestions received as pre-bid queries. The decision of Commissioner regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

**d. Document to be submitted for Technical Bid**

The Technical bid should be in a separate seal cover giving all the details of proposal except Price. On cover mention that it is "Technical Bid". An applicant can apply for both clusters, but only one cluster will be allotted.

The requisite documentary evidence needs to be submitted by the CA/Firms for each of eligibility criteria. The following information/data shall be provided by the bidders in The Technical Bid.

1. Declaration Form Annexure1
2. Profile of the CA Firm in Annexure2.
3. Applicant Information in Annexure3.
4. Technical Capacity in Annexure4.
5. Financial Capacity in Annexure5.
6. Power of Attorney for Signing of Proposal in Annexure 6.
7. Copy of Pan card and COP, Firm Constitution
8. Copy of GST Registration

Self-Declaration needs to be signed by authorized signatory. Entity shall be under a duty to ensure that it fulfills the eligibility criteria and other essential condition.

**e. Financial Bid**

- 1) The Financial/ Price bid should be in a separate sealed cover giving quoted price duly signed and stamped by the bidder without any cutting and overwriting as per **Annexure 7**. On cover clearly mention that it is “Financial Bid”.
- 2) Separate Financial Bids are required to be submitted for each Cluster. The name of cluster should be should clearly mentioned on the envelope of financial bid.

**f. Cost of Bid Document**

The cost of RFP document for each cluster shall be submitted in the form of Demand Draft of an amount equivalent to INR 2,950/- including GST (Rupees Two Thousand Nine Hundred Fifty only) in favour of "CAO, Chhattisgarh Housing Board" payable at Raipur/ Nava Raipur Atal Nagar. The cost of RFP document is non- refundable. DD of bid Document is to be submitted in a separate envelope along with technical bid. on envelope Firm will mention “Fees of Bid document”. If Fees of Bid document is not submitted its bid will not be considered.

**g. Performance Security**

Prior to signing of the contract, the bidder to whom LOA has been issued shall have to furnish performance security of INR 1,00,000 (Rs. one Lakh Only) in the form of Demand Draft/FD From Any Scheduled Commercial Bank as per RBI guideline in the name of Chief Accounts Officer, Chhattisgarh Housing Board, for the duration of 1 years.

**h. Earnest Money Deposit**

Earnest Money Deposit INR 50,000 (Rs. Fifty Thousand) must be submitted in the name of Chief Accounts Officer, Chhattisgarh Housing Board. It May be in the form of Demand Draft from any Scheduled Commercial Bank as per RBI Guideline. It will be put up in a separate envelope, on envelope Firm will mentioned “EMD envelope”. It will be returned to other bidders except approved bidders after finalization on of bidding process. EMD of approved bidder will be returned, only after submission of performance security by it. If EMD is not submitted its bid will not be considered.

**i. Validity of Bids or Tender**

The Bid or Tender shall be valid for a period of six months from the Last date of receipt of RFP.

**j. EMD shall be forfeited in the following cases:**

- 1) If any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- 2) If the successful Applicant fails to execute the Consultancy Agreement within the time stipulated in the Letter of Award or any extension thereof provided by CGHB.

**k. Submission of Bids**

All envelopes shall be addressed to

**Chief Accounts Officer  
Chhattisgarh Housing Board, Head Office,  
Paryavas Bhawan, Sector-19, North Block, Atal Nagar, Nava  
Raipur, Raipur, Chhattisgarh  
Pin: 492002  
Tel :0771-2512124  
Email:caocghb@gmail.com**

**I. Availability of RFP Document**

The RFP document will be available and can be downloaded from the official website of the Chhattisgarh Housing Board at [www.cggb.gov.in](http://www.cggb.gov.in)

**m. Bid Stage**

In the Bid Stage, Financial proposals would be opened only for those Applicants who have been found technically qualified.

**n. Selection of Firm**

- (i) Selection will be made on Least cost basis, i.e. bidders whose financial bid is found to be lowest for the cluster will be selected.
- (ii) In the event that two or more Applicants bids equal amount (the "Tie Applicants"), the Board shall select the Applicant with higher technical score. If the tie still persists, the selection shall be determined by higher marks in technical evaluation criteria Sr. No. 4 & 5 Combined of the firms between the Tie Applicants. If the tie still persists firm having higher turnover will be given preference.
- (iii) After selection, a Letter of Award (the "LOA"), shall be issued, in duplicate, by the Board to the Selected Applicant and the Selected Applicant shall, within 10 (ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. Then agreement will be executed between the selected firm and CGHB on stamp paper as per rule. Then work will be started.

**o. Arbitration clause**

Arbitration clause upon selection the selected bidders will enter into an agreement with the board. this agreement will contain an arbitration clause. Any dispute arising between the parties will be subject to arbitration by an arbitrator duly appointed as per the provision of the Arbitration Act.

**p. Payment**

- a) Payment will be made by CGHB within 30 days from the acceptance of bill and report.

**q. Force majeure clause**

Neither CGHB nor Service provider shall be considered breach of contract to the extent that performance of their respective obligations is prevented by an event of force majeure that

arise after commencement of contract.

### **Annexure-1**

#### **Declaration Regarding Acceptance of Terms and Conditions of Contract & clean track record.**

[On the Letterhead of the Entity including full postal Address, and telephone, facsimile and e-mail address]

Reference No.

Date: \_\_\_\_\_

To

Chief Accounts Officer

Chhattisgarh Housing Board

Head Office , Paryavas bhawan, Sector-19 ,North Block ,

Atal Nagar, Nava Raipur, Raipur (Chhattisgarh)

Sir,

We have carefully gone through the Terms & Conditions contained in the bid Document regarding Providing consultancy and advisory to ensure GST compliances, filing of all related monthly as well as annual returns of GST within the stipulated timeline after availing due Input Tax Credit (ITC) as per GST Act and rules made there under and carry out audit as mandated under GST Act and rules thereto. We do hereby accept the terms and conditions of the contract as listed in the bid document. Further we do declare that we have not been blacklisted for supply of services by any government organization.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours Truly,

Signature of the Authorized Signatory

Seal of the Entity

## Annexure 2: Profile of the CA Firm

### A. Details of the Firm/Lead Bidder

S. No.	Particulars	Details
1.	Name of the Firm	
2.	Constitution of Firm	
3.	Address of the Head Office (incl. Tel Phone)	
4.	PAN of the Firm	
5.	GST registration No.	
6.	ICAI Registration No.	
7.	Date of constitution of the Firm	
8.	Number of Full time Partners as on PDD	
9.	Number of full time CA Employee as on PDD	
10.	Number of Audit Staff employed full time with Firm as	
	a. Article Clerks	
	b. Other Audit Staff	
11.	Date of incorporation of branch in the state of C.G.	
12.	Whether the Firm has experience in any internal audit or Internal audit of accounts or any other services for any Govt. Companies/ Corporations etc.	
13.	Whether there any court cases/arbitration/ any other legal case against the Firm (If yes, please provide details in separate annexure)	
14.	Contact Person:	
	Contact No:	
	Email address:	

**Date: -**

**Name of the Applicant**

**Place: -**

**Signature of the Applicant**



**Annexure 3: Applicant Information**

**A. Latest Details of Full time Partners/Sole Proprietor of the Firm**

S. No.	Name of Partners/Proprietor	Member-ship No.	FCA/ACA	Date of joining The Firm (Full Time)	Date of becoming FCA	Certification (if any)
1.						
2.						
3.						
4.						
5.						

**B. Latest Details of Full time C.A. Employees of the Firm**

S. No.	Name of Employee	Member-ship No.	FCA/ACA	Date of joining The Firm (as employee)	Date of becoming FCA	Certification (if any)
1.						
2.						
3.						

**Date:-**

**Name of the Applicant**

**Place:-**

**Signature of the Applicant**

**Annexure 4: Technical Capacity**

**(This is to be given on the letter head of the Applicant)**

S. No.	Name of the assignment	Brief of the Service provided	Name of the client	Whether the client was a Company, a Corporation or Authority or undertaking or Board of State /Central Govt., a Society	Professional Fees Charged (INR)	Start and Completion Date of Assignment
1.						
2.						
3.						
4.						

**Note :**

1. For above experience, the CA Firm must submit a copy of the appointment letters from the client organizations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work and date of start and completion of service is not furnished by the Applicant.
3. Professional fees of the assignments shall not be considered for evaluation if this certificate is not signed and stamped by the Statutory Auditor/CA in case of assignments with corporate entities).
4. The renewal/ extension of any ongoing assignment shall not be considered as a separate assignment.
5. The reappointment of any assignment shall be considered as a new assignment. The Applicant shall furnish separate Work Order/ Appointment Letter for each such reappointment.

**Annexure 5: Financial Capacity**

**A. Annual Turnover for the Firm for last 3 Financial Years**

<b>S. No.</b>	<b>Financial Year</b>	<b>Turnover (INR)</b>
1.	2019-20	
2.	2020-21	
3.	2021-22	
	<b>Average annual Turnover for last 3 FYs</b>	

**Date:-**

**Name of the Applicant**

**Place:-  
Applicant**

**Signature of the**

**Certificate of the Chartered Accountants/Statutory Auditors**

Based on Audited Accounts and other relevant documents of \_\_\_\_\_,  
we M/s \_\_\_\_\_, Chartered Accountants/ Statutory Auditors,  
certify that the above information is correct.

**Name of the Applicant**

**Signature of the Applicant**

**Note: Annual Turnover amount shall not be considered for evaluation if this certificate is not signed and stamped by the auditor/CA certifying Annual Turnover.**

**Annexure 6: Power of Attorney for Signing of Proposal**

Know all men by these presents, We, ....., do hereby irrevocably constitute, nominate, appoint and authorize....., son of....., and presently residing at....., who is presently employed with us and holding the position of **Partner** for " Selection of External Agency (Chartered Accountant Firm) For GST Consultancy for CGHB " as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such ads, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the proposed or being developed by Chhattisgarh Housing Board (the "Authority") including but not limited to signing and submission of all Proposals, and other documents and writings, participate in Applicants' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Proposal, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we, the above named principal have executed this power of attorney on This ----- day of Month----- , **2023**.

**Name of the Applicant**  
**Signature of the Applicant**

Witnesses :

1. \_\_\_\_\_
2. \_\_\_\_\_

**Annexure 7: FINANCIAL BID**

**Annexure 7: FINANCIAL BID**

**(To Be Submitted by the Bidder in a Separate Sealed Cover on letter head of applicant)**

Minimum Fee	Annual Fee Amount to be quoted by the applicant (In Figure)	Annual Fee Amount to be quoted by the applicant (In words)
Rs. 20.00 Lacs ( Rs. Twenty Lacs only)		

Notes:

- a) Only GST as applicable shall be paid Extra on the above quoted fee.
- b) Statutory Deductions like TDS etc. shall be made by the Housing Board as per statutory rate and norms wherever applicable.
- c) The Financial Proposal (Professional Fee quoted by the applicant) shall be equal or more than the Minimum, any Financial Proposal below the Minimum Fee shall be summarily rejected.

Complete address of the Bidder

\_\_\_\_\_  
Place:\_\_\_\_\_

Signature \_\_\_\_\_ :

\_\_\_\_\_  
Date:\_\_\_\_\_

Name and Designation: \_\_\_\_\_ -

\_\_\_\_\_

Company's Seal:\_\_\_\_\_

RFP FOR SELECTION OF CA FIRM FOR GST COMPLIANCES INCLUDING PREPARATIONS & FILING of RETURNS,  
ADVICE AND REGULATION AT HEAD OFFICE, DIVISIONS & ZONES OF CHHATTISGARH HOUSING BOARD