



Government of India
Ministry of MSME

MSME - DEVELOPMENT INSTITUTE
65/1, GST Road, Guindy, Chennai- 600032

TENDER – GST SERVICE

Tender No. 10042/2018-19/EI/GST Dt. 04/05/2018

MSME - DI invites sealed quotations from established, reputed and experienced firms to provide GST services to Micro, Small and Medium Enterprises at MSME DI Office, Guindy, Chennai. The required services are

1. GST New Registration,
2. GST Monthly Return Filing GSTR3B & GSTR1
3. GST Quarterly Return Filing GSTR3 & GSTR1
4. GST Amendment in the existing Registration.
5. Rectification of Errors in GST Filing
6. GST Nil Return Filing

The tender documents with detailed requirements may be downloaded from MSME DI, Chennai Website. www.msmedi-chennai.gov.in

The last date for tender submission is 22/05/2018 by 05:45 PM.

**For inquiry please contact, Shri R Senthil Kumar, Asst. Director,
Email: dcdi-chennai@dcm sme.gov.in**

Additional Industrial Advisor

MSME – DI, 65/1, GST Road, Guindy, Chennai – 600032
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Government of India
Ministry of MSME
Office of the Development Commissioner (MSME)
MSME Development Institute
65/1, GST Road, Guindy, Chennai - 600032

Tender No. **10042/2018-19/EI/GST**

Date: 04-05-2018

Tender for Providing GST Services

Issue of Tender forms Starts
on
07-05-2018

Last date for Submission of Quotations/Tender Documents
22-05-2018 (5.45 PM)

Opening of Technical & Financial bids
23-05-2018 at 3.00 PM

F.No.D-10042/2018-19/EI/GST

Dated : 04-05-2018

NOTICE INVITING TENDER FOR PROVIDING GST SERVICES

MSME - DI invites sealed quotations from established, reputed and experienced firms to provide GST services in the Office of the MSME – DI, Ministry of Micro, Small and Medium Enterprises, 65/1, G.S.T. Road, Guindy, Chennai-600032.

Details of the services required and other terms and conditions relating to the award of Contract are given in the Annexure –I.

Tender Document is available on the website of the MSME - DI i.e. <http://www.msmedi-chennai.gov.in>. The intending bidders may download the tender document containing the terms and conditions. All interested service providers are requested to submit their sealed quotations as per prescribed procedure to this office on or before 17:45 Hrs. of 22-05-2018.

The “Technical & Financial Bids” will be opened on 23-05-2018 at 1500 Hrs at MSME-DI, Chennai Office.

(S. Sivagnanam)
Additional Industrial Advisor

TERMS & CONDITIONS

1.	LAST DATE & TIME OF RECEIPT OF QUOTATIONS/TENDER DOCUMENTS	22-05-2018 1745 Hrs.
2.	DATE & TIME OF OPENING OF TECHNICAL & FINANCIAL BIDS	23-05-2018 1500 Hrs.
3.	PLACE OF SUBMITTING QUOTATIONS/TENDER DOCUMENTS	MSME Development Institute, Govt. of India, Ministry of Micro, Small and Medium Enterprises, 65/1, G.S.T. Road, Guindy, Chennai-600 032.

4. SCOPE OF WORK

The selected Agency/Firm shall be responsible to provide following the GST Services:

Sl/No	Services
1.	GST – New Registration
2.	GST Monthly Return GSTR3B & GSTR1 (inclusive of GST, Photocopy, Scan Charges)
3.	GST Quarterly Return GSTR3 & GSTR1 (inclusive of GST, Photocopy, Scan)
4.	GST Amendment/s (change of address, change of bank details, change addition of partners, addition of Business, etc inclusive of GST, scan, photocopy)
5.	Rectification of errors in Filing/Payment
6.	GST Nil Returns Filing

5. ELIGIBILITY CONDITIONS

The agency/firm should having experience of at least 3 years in the relevant field and must doing such services for various reputed organizations/departments of Government of India/Public Sector Undertakings/statutory bodies/MNCs/Individual Entrepreneurs.

The agency/firm should have a valid registration certificate.

The details of inputs/information required to be submitted by the agency are listed in the format for Technical & Financial Bids (Annexure II).

6. RESPONSIBILITIES OF THE FIRM/AGENCY

The firm/agency should take utmost care not to leak/divulge any information of the MSME-DI; The losses sustained to the MSME-DI due to negligence of the services of the firm/agency in the form of loss/damage of property will be recovered from the firm/agency as per the estimation in terms of money value by the MSME-DI and the decision of the MSME-DI in this regard will be final and binding on the firm/agency.

The agency/firm shall maintain the highest standard of ethics during the execution of contract. The selected firm/agency shall not assign the contract or any part thereof to any other agency/firm without the prior written consent/approval of the MSME-DI.

MSME-DI shall not be responsible for any claim of whatsoever nature against the contractors from third party including claims, if any, from the personnel employed by the contractors and deployed at MSME-DI offices.

7. INFRASTRUCTURE FACILITIES

MSME – DI, Chennai will provide Space/working area, Computer Table, EB points, Fan/AC to the selected agency for execution/providing the GST services.

The Desktops, Printers, Scanners / Photocopiers and other necessary equipment's/things should be arranged by the selected firm/agency for carrying out the Contract.

8. SUBMISSION OF TENDERS

The technical & financial bids (Annexure II) and supporting documents of the firm/agency (Annexure-III) to be attached must be submitted in separate sealed cover and the big envelope containing the Annexure II & III must be superscribed "Tender for GST Services".

The sealed envelope containing the bids and tender documents must be submitted at the Reception of MSME – DI, Ministry of Micro, Small and Medium Enterprises, 65/1, G.S.T. Road, Guindy, Chennai-600032 by 17 45Hrs. of 22nd May, 2018.

Late/delayed tenders due to any reason, whatsoever, will not be accepted / considered, at all, under any circumstances.

VALIDITY OF TENDER Rates quoted by the Firm shall remain valid for a period of 90 days or more.

9. PLACE OF WORK

The selected firm will be allotted space initially in MSME DI, Chennai for GST related activities, Further, based on the responses from the enterprises and demand, the selected firm may be directed to set up the facility at MSME DI branch offices in Coimbatore, Tirunelveli and any other places as desired by AIA, MSME DI, Chennai.

10. DURATION

The selected firm/agency will be awarded one year contract initially and can be extended based on performance of the service provider. The GST Services exercise is to be undertaken regularly on every day (except Saturday & Sunday and national holidays). MSME-DI reserves the right to cancel the Contract any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

11. CAUTION DEPOSIT

Amount of Rs. 5000/- has to deposited to the Office of MSME – DI, Chennai as Caution Deposit before entering the agreement / contract. The Caution Deposit shall be returned to tenderer on terminating / leaving / end of the contract / agreement. The payment shall be made in the form of Fixed Deposit Receipt or Bank Guarantee from any of the Commercial bank in an acceptable form in favour of “The Director, MSME Development Institute, Chennai” before entering in to the agreement / contract.

12. NOTICE PERIOD

The tenderer shall inform to office of MSME – DI, Chennai before terminating / leaving the contract / agreement by providing at least a minimum of one month notice.

13. PAYMENT TO THE SELECTED AGENCY

The selected agency will be paid by the MSME-DI Chennai as per the tender value for various services, if the GST services provided to the Entrepreneurs found satisfactory. MSME-DI reserves the right to cancel the Contract at any time without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

PROFORMA FOR TECHNICAL & FINANCIAL BIDS**A. PROFILE/TECHNICAL BID**

S.No.	Items	Information/ Inputs to be filled by the tenderer (If required separate sheets may be enclosed)
1.	Name and Address of the firm/agency, telephone number, fax, mobile number, email address	
2.	Type of organization (Whether proprietorship, partnership, private limited, public limited company)	
3.	Name and Address of the directors/ proprietor /partners	
4.	Year of formation of the company/ Experience of the agency	
5.	Nature of business carried by the company	
6.	Branches in Tamil Nadu and contact details	
7.	Any sister concerns and their address	
8.	Details of registration with statutory authorities like PF and ESIC, UAM, MSME Data Bank, etc. (attach copies)	
9.	Total number of employees of the firm	
10.	Income tax return for last three financial years (attach copies)	
11.	PAN number (attach copy)	
12.	Bank Account Details	

Copies of relevant documents are to be enclosed in support of above information.

B. PROFORMA FOR FINANCIAL BID

Sl. No	Description	Financial Charges (in Rs.)
1.	GST New Registration	Charge per Registration
2.	GST Monthly Return GSTR3B & GSTR1 (inclusive of GST, Xerox, Scan Charge)	Charge per Invoice
3.	GST Quarterly Return GSTR3 & GSTR1 (inclusive of GST, Xerox, Scan)	Charge per Invoice
4.	GST Amendment (change of address, change of bank details, change addition of partners addition of Business etc inclusive of GST, scan, Xerox)	Charge per Amendment
5.	Rectification of Errors in Filing/Payment	Charge per error rectification
6.	GST Nil Returns Filing	Charge per Nil Returns

Note: Bidders are requested to clearly indicate price against each of the service. Only one agency will be selected as a service provider for all the above mentioned services. The final selection will be based on the price quoted for all the above services, taking in view the respective importance attached to each service.

DECLARATION

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to MSME-DI verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Date:

Place:

.....
(Signature)

Name.....

Designation.....

Seal of the Company.....

ANNEXURE-III

DOCUMENTS TO BE ATTACHED/CHECKLIST

Sl. No	Attachments	
1	Certificate of Registration	<input type="checkbox"/>
2	Address Proof	<input type="checkbox"/>
3	Income tax returns	<input type="checkbox"/>
4	PAN Card Copy	<input type="checkbox"/>
5	GST Copy- if applicable	<input type="checkbox"/>
6	Tender / Quotation	<input type="checkbox"/>