

**EXPRESSION OF INTEREST**  
**FOR FILING OF GST RETURN OF THE BANK ON MONTHLY BASIS**

(Tender Reference Number:EOI/14/2022-23)

Date of issue of EOI: (14<sup>th</sup> Sep, 2022)

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**1. Preface**

- The purpose of this EOI is to solicit proposal from eligible Chartered Accountant firms for filing GST return of the bank on monthly basis.
- The last date for submission of proposal is **30 Sep, 2022.**
- No proposals would be accepted after the above deadline.
- Bank reserves the right to accept any proposal or reject all the proposals, without assigning any reasons whatsoever. The Bank's decision in this regard shall be final and binding.

**2. About H.P. State Cooperative Bank Ltd.**

- The HPStCB is an Apex Bank in the state of Himachal Pradesh licensed under Banking Regulation Act, 1949 which became a scheduled bank under the second schedule of Reserve bank of India Act 1934 in year 2014. The bank has 240 branches/ Extn. Counters spread across 6 districts of the state. The Bank has a Deposit of Rs.12755.20 Crores, CRAR of 18.65% and a loan book size of Rs.7188.85 Crores (figures unaudited).

**3. Submission and evaluation of Proposals.**

- The proposals shall be submitted duly signed by the authorized signatory of the CA firm/ Banking Professional/ Cooperative Banking Institute to be delivered at the address:

**The Managing Director,  
The H.P.State Co-operative Bank,  
H.O., The Mall Shimla 171001**

- The documents to be submitted are:

- i. Application containing Profile of the CA Firm (with details of the firm, present and past assignments, educational qualification, areas of specialization, contact details , infrastructure facilities).
- ii. Application Form (Annexure-1/2) has to be furnished in the letter-head of the firm/Professional.

The EOI has to be submitted in sealed envelope super-scribed with the title  
- "**FILING OF GST RETURN OF THE BANK ON MONTHLY BASIS**".

#### **4. SCOPE OF WORK**

- Compilation of monthly GST data for Filing of GST returns including all Branches, ACSTI and HO.
- Verification of Input tax Claim of the Bank for HO, Branches & ACSTI.
- Scrutiny of all income heads for identifying the taxable services.
- Scrutiny of all Expenses heads for identifying the tax payable under RCM.
- Verification of Input tax Claim of the bank, for HO, Branches & ACSTI.
- Scrutiny of all heads for identifying taxable services for GST calculation of Bank including HO, Branches & ACSTI.
- Filing of **all GST returns** of the Bank on **monthly basis/ annual basis** as and when due.
- Reconciliation for Annual GST returns and filing.
- Representing the Bank before GST Authorities and Defending the cases related to GST with Central/ State Department.
- Any other work related to filing of GST returns, compliances as per amendments from time to time which is not enlisted above, essential as per need of hour, as the scope is indicative but not exhaustive.

#### **5. Minimum Eligibility Criteria for CA firm.**

- Only Category-I firm as per ICAI/RBI MEF panel for the financial year 2021-22 should apply.
- Standing of the firm should be at least 10 years.
- The firm should have a minimum of 5 full time Chartered Accountants.
- Out of the 5, at least 4 should be full time partners exclusively associated with the firm.
- At least two partners should have minimum 10 years experience.
- At least 4 partners should be Fellow Chartered Accountants (FCAs).

- At least three partners of the firm must possess CISA/DISA qualification.
- Average annual turn-over of last 3 years of the firm should be Rs. 20,000,00.00 ( Rs. Twenty Lakhs) or more.
- One of the members of CA firm must have knowledge/well conversant with Bank's CBS.
- At least one of the members of CA firm has provided Banking consultancy services to Cooperative Bank/ Nationalized bank/ Public Sector Bank/Private bank for at least two years.
- At least one of the members of CA firm has provided GST consultancy services to Cooperative Bank/ Nationalized bank/ Public Sector Bank/Private bank for at least two years.

## **6. General Terms and Conditions:-**

### **i. Term of Assignment.**

- The CA firm/Banking Professional/ Cooperative Banking Institute has to file GST return of the bank on monthly basis as per requirements of law before due date of each month without fail.

### **ii. Adherence to Terms and Conditions**

- The CA firms/Banking Professional/ Cooperative Banking Institute which wishes to submit responses to this EOI should note that they should abide by all the terms and conditions contained in the EOI in true intent and spirit. If the responses contain any extraneous conditions put in by the Respondents, such responses may be disqualified and may not be considered for the selection process.

### **iii. Professionalism.**

- The CA firms/Banking Professional/ Cooperative Banking Institute should provide professional consultancy regarding any amendment which would be done by Income Tax Department from time to time.

### **iv. Single Point of Contact.**

- CA Firm/Banking Professional/ Cooperative Banking Institute has to provide details of single point of contact viz. name, designation, address, e-mail address, telephone/mobile no. fax no. etc.

### **v. Applicable Law and Jurisdiction of Court.**

- The agreement with CA Firm/Banking Professional/ Cooperative Banking Institute shall be governed in accordance with the laws of India for the time being in force and will be subject to the exclusive jurisdiction of courts at Shimla, Himachal Pradesh.

## 8. APPLICATION FORM:-

### Annexure-1: Additional Details to be submitted by CA Firm

Sr.No.	Particular	Details
1	Name of the Firm	
2	Address of the Firm	
3	Category of CA firm as per ICAI,MEF panel for FY 2021-22	
4	Standing of the firm (in year)	
5	Number of full time Chartered Accountants	
6	Number of full time Partner (out of Sr.No.5)	
7	Names of full time Partners with qualification	
8	Number of Partners having ten years experience	
9	No. of FCAs (out of Sr.No.5)	
10	No. and Names of CAs with CISA/DISA qualification	
11	Annual turnover of last 3 years (please attach copy of annual audited financial statement)	
12	No. of CAs having CBS knowledge (out of Sr.No.5)	
13	Name of the CA who has provided consultancy for two years	
14	Name of the bank to whom Consultancy has been provided	
15	Whether any disciplinary action taken/pending proceedings against the firm by ICAI?	
16	Minimum fee/Charges	₹ 10,000+GST

**Please attach documentary proof of above given detail.**