

**MPCON LIMITED**

**Ground Floor, Rajiv Gandhi Bhawan-2, 35, Shyamla Hills, Bhopal**

**GST Audit** of MPCON is to be conducted by **GST departmental Team**, Hence, Proposals are invited from Chartered Accountancy firms for handling **GST Audit** of MPCON for the years **2018-19 to 2022-23** and handling **GST case for FY 2020-21**, **CA firms** having experience in handling GST audit with all compliances related to GST. Detailed scope is given in **Annexure -1**

A firm not fulfilling any prequalification criteria would have its proposal summarily rejected. Quotations/ Financial Proposal of firms meeting all prequalification criteria would be considered and the lowest bidder would be selected. MPCON may select one or more audit firms to undertake the work depending on the requirements. In case of more than one firm is selected, opportunity would be given to the next firm (L2) to take up the work on L1 rates and if the firm refuses, a similar exercise may be taken for the L3 candidate too. In case no other firm apart from the L1 rate is willing to take up the exercise, the same would be taken up by the L1 firm only. The rates quoted should be valid for two years . MPCON reserves the right to change the conditions or altogether cancel the RFP at any point of time before the award of work.

The proposals should be submitted on or before **10/12/2024** in sealed envelope at **MPCON Limited, Rajiv Gandhi Bhawan-2, Ground Floor, 35, Shyamla Hills, Bhopal** with the Subject: “ **Quotations for GST Audit & GST Case of MPCON Limited**” clearly mentioned on the envelope.

## PREQUALIFICATION CRITERIA

Sl. No.	Requirement	Criteria
1	The firm shall be a partnership firm of practicing Chartered Accountants .	Required
2	Number of years of experience of partner of the firm as on 30/11/2024.	Minimum 5 years
3	Number of full time partners/ experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects. 1 CA partners should be FCA ( <b>Lead Partner/Manager Profile to be attached separately</b> )	Minimum 2
4	Minimum annual turnover of the applicant each year in the last 3 financial years ( 2020-21 , 2021-22,2022-23) – <b>balance Sheets/ P&amp;L to be submitted along with details in tabular form.</b>	Rs. 10 Lakhs
5.	The Proposer/firm or no partner thereof should have been subjected to any disciplinary proceedings initiated by the Institute of Chartered Accountants of India and no such proceedings should be pending as on the date of appointment	- Self Certification to be provided
6.	The proposer/firm should not be currently blacklisted by any Government / CAG/ Government agency/ Bank / institution in India or abroad.	- Self Certification/ Declaration to be provided
7.	Firms Should have a local office at Bhopal	-Self certification along with address & contact details

## **1. SCOPE OF WORK:**

Handling of GST audit for 5 years, coordinating with the GST audit Team of the department at the GST office. All information's and explanations to be given to department by attending personally as and when required by the Department as and when called by them. All information's to be collected from MPCONs accounts department as and when required and timely submitted to the department. Finishing of the audit in effective matter and all queries to be handled by giving explanations in proper manner. All information i.e accounting, taxation or any other information to be kept confidential and should not be shared to anybody.

## **2. Terms and Conditions:**

- The GST audit should be completed **within due course as per departmental dead lines.**
  - The firm should deploy Chartered Accountant for audit and the assignment should be supervised by the senior partner of the firm who will be available for discussion with the Management as and when deemed necessary.
3. **Payment Terms:** 50% payment will be done after the start of audit and 50% on completion and received completion certificate from the department.
4. **MPCON reserves the right to cancel the RFP at any time without assigning any reason and also terminate the contract if unsatisfactory performance of the CA firm and the contract will be awarded to other CA firms.**