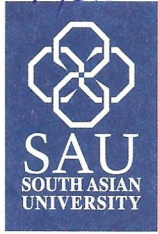


DF/SAU/687
3/7/23



South Asian University

(A University established by SAARC Nations)
Rajpur Road, Maidan Garhi, New Delhi - 110068 India
Tel. : 91-11-20862652, 91-11-20862806
Website : www.sau.int

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM AS GST CONSULTANT/VAT/ IGST ON IMPORTS (ADDITIONAL CUSTOM DUTY) APPLICABLE TO UN BODIES

(Tender No.: SAU/EP/GC/2023/10)

South Asian University, hereinafter called as SAU invites the 'Expression of Interest' from Chartered Accountant firms, having minimum average annual turnover of Rs.150 Lacs during last three years, with at least Five years of experience as given in the 'Terms of Reference for GST / VAT / IGST on Import (Additional Custom Duty) Consultant Services' applicable to UN Bodies.

The firms must be empaneled with the Comptroller & Auditor General of India. The interested firms are requested to send their Expression of Interest with profile of the firm along with number of partners, staff available, description of major GST reimbursement claims services provided to UN Bodies during last Five years. Further details about the assignment and TOR are also available on the website of the University: www.sau.int

The sealed bids on prescribed format containing Technical Bids and Financial Bids in separate envelopes along with the specified supporting documents may be sent to Assistant Registrar (S&P) on the below mentioned address super scribing "Expression of Interest for engagement of Chartered Accountant firm GST/VAT/ IGST on Import (Additional Custom Duty) Consultant" up to **21st July 2023 on 3.00 pm.**

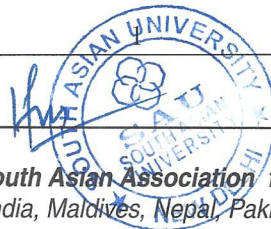
Assistant Registrar (E&P), Room No. ES- 203, 2nd Floor, LSES Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068.

The technical bids would be opened at **3.30 pm** on the closing date by a committee (if available) in the presence of bidders who wishes to be present at the opening of the Technical Bids.

Acting Registrar



A University established by the South Asian Association for Regional Cooperation (SAARC)
Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka



QUALIFICATION / ELIGIBILITY CONDITIONS

1. The firm should have at least Five years of experience of handling matters related to taxes of UN Bodies and International Organizations as notified under Section '3' of UN (Privileges and Immunities) Act 1947.
2. The firms should have capacities for undertaking such assignments.
3. The professional fee will be paid on receipt of refunds from GST/VAT Department.
4. The Initial assignment will be for a period of one year which may be extended at University's discretion for another two years, upon satisfactory performance of the firm.
5. Both the Technical Bid & Financial Bid should be placed in separate sealed envelopes and both the envelopes should be sealed in bigger envelop super-scribing "EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM AS GST/VAT & IGST ON IMPORTS (ADDITIONAL CUSTOM DUTY) CONSULTANTS".
6. Only the technically qualified bids will be considered for further processing.



TECHNICAL BID

1.	Name of Firm	
2.	Address & Phone No.	
3.	Name of responsible person, mobile no., email and details who will coordinate for GST/VAT/IGST on Imports (Additional Custom Duty)	
4.	Number of Partners in your firm & their names*(Please write FCA/ACA against the name of partners)	
5.	Annual turnover during last three years as per latest audited financials. (Please attach documentary proof)	
6.	CAG Empanelment Number	
7.	RBI Empanelment Number	
8.	Name of the all UN / International organization wherein firm has handled GST/VAT/IGST on Imports related work. during last five years. (please attach separate sheet if required)	
9.	TAN/PAN/GST (Attach copies)	

** Complete profile of key person should be enclosed.

Authorized Signatory

(Seal of the firm)



FINANCIAL BID

1. Name of the Firm :
2. Address & Phone No. :
3. Professional fee for each quarter excluding GST:

Rs. _____

In words: _____

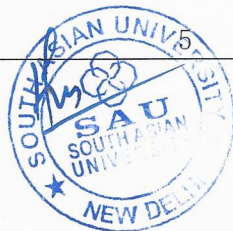
Authorized Signatory

(Seal of the firm)



**TERM OF REFERENCE FOR OUTSOURCING OF GST/VAT/ IGST ON IMPORT
(ADDITIONAL CUSTOM DUTY) CLAIMS SERVICES TO UN BODIES**

1. Providing Consultancy on the issues raised by SAU or clarification sought by SAU on queries raised pertaining to GST, VAT & IGST on Imports (Additional Custom Duty) on emails and/ or by making personal visits of Senior staff/ Partner whenever required by SAU.
2. Providing updates pertaining to these laws relevant for the purpose of refunds.
3. Drafting representations to Ministry of External affairs/ Government if required by SAU.
4. Assisting SAU in Handling these laws related issues with vendors, if any.
5. Collecting original bills after sorting of original bills from relevant files at SAU premises with the help of Assistant.
6. Reviewing original bills and providing detailed compilations of GST/VAT/IGST ON IMPORTS (Additional Custom Duty) and observations with request to get these rectified.
7. Obtain ledger data from SAU, reconcile/ compile the same and get requisite rectification entries passed in SAU accounts.
8. Compile all VAT and GST claims / IGST on Imports (Additional Custom Duty) claims & send for approval.
9. File VAT and GST/IGST on Imports (Additional Custom Duty) claims with respective jurisdictional authorities at VAT/GST/ Customs Departments, on timely basis.



10. Provide proof of filing.
11. Follow up claims where ever required.
12. Draft replies to the notices, queries letter, acknowledgments, discrepancy memos issued by the GST/VAT/CUSTOMS DEPARTMENTS.
13. Return of original VAT bills files with original refund orders to SAU.
14. Return original GST bill files after filing of GST claim to SAU.
15. Obtain refunds and Provide GST/VAT/IGST on Imports refunds orders.
16. GST /IGST on Imports advice on the issues referred by SAU.
17. Appearance before the VAT/GST /IGST on Imports Authorities, whenever required.
18. Filing Appeal before the GST/ VAT/ IGST on Imports/ Authorities/Tribunals.
19. Any other matters incidental to the claims for VAT/GST/IGST on Imports.

