

**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION LTD.,**

D-2, Block No- 3, SDA Commercial Complex, Kasumpti, Shimla-171009.

Phone No. 0177-2621275, Fax No. 0177-2626234

e-mail-hphimcrafts@yahoo.co.in

**Expression of Interest**

Himachal Pradesh State Handicrafts and Handloom Corporation Limited invites sealed offers from interested Chartered Accountant firms having its office/ set up at Shimla for outsourcing entire GST work of 12 units of the Corporation initially for one year which can be extended on mutual consent basis for another year. Detailed scope of work, term conditions can be downloaded from the website of the Corporation [www.himcrafts.com](http://www.himcrafts.com). The rate may be quoted on monthly plus GST in a sealed covers and must reach in the Head Office of the Corporation upto 03-10-2019 at 1:00 PM. The sealed offers same shall be opened on the same date i.e. 03-10-2019 at 3:00 PM the registered office of the Corporation in the presence of participants. The undersigned shall reserve the right to accept or reject any or all offers without giving any reason/s.

  
(Gopal Sharma) IAS  
Managing Director

## H.P. State Handicrafts & Handloom Corporation Limited,

SDA Commercial Complex Kasumpti, Shimla-171009

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### Application Form

Offers are invited from CA Firms for outsourcing entire GST work of the Corporation. The scope of work is annexed at "A".

Processing fess of Rs 1000/- (Rs. one thousand only (Non refundable) to be deposited through RTGS /DD in favour of H.P.State Handicrafts & Handloom Corporation Limited –Shimla ,bank account no:- ICICI Bank **Account No.- 366805000050** , **IFSC Code - ICIC0003668**, **ICICI Kasumpti branch, Kasumpti, Shimla**, with this application form (attach copy of the deposit processing fee).

- 1) CA firm having their office/Set up at Shimla are only eligible for apply in EOI.
- 2) Period of allotment initial for one year which can be extended on mutual consent basis for another one year.
- 3) Incomplete applications will outrightly be rejected.
- 4) EOI sent through telefax/telegram/packs/e-mail shall not be acceptable
- 5) In case of work and conduct of CA firm is not found upto the mark, the offer shall be withdrawn without any notice.
- 6) Any other work related to GST which is not included in Sl. No 1 to 5 supra.

### Bidder Profile

1. Name of the CA firm :
  
- 2) CA firm full address :
  
- Telephone No. :
- Fax No. :
- Mobile No. :
- E-mail address :
  
- 3) Name of the partners of the CA firm which would be responsible for execution of GST work :

- Telephone No. :  
Mobile No. :  
E-mail address  
PAN No :  
4) Full address of Branch Office :  
5) Detail of processing fee :  
(Bank name/RTGS/DD  
/NEFT detail & Date) (Attach copy)  
6) PAN No. of CA Firm :  
(Attach copy)  
7) GST No. of CA firm :  
(Attach copy)  
8) A brief profile of CA firm and experience :  
Particularly for executing GST work  
9) Any other information :  
10) Rate quoted on monthly basis plus GST :

#### Declaration

Certified that I have read the guidelines supplied with this tender document from page 1 to 5.

Signature of the Bidder

Name of the Bidder  
Address of the Bidder  
Email ID  
Telephone no.

Scope of work

1. Collection of data through e-mail from above mentioned field units of the Corporation & compiled the same at its own level.
2. After finalisation and uploading data as per requirement of GST. GST payment challan generated on GST portal, & challan further be submitted for payment to head office of the Corporation before five days back of the last date of payment.
3. Filing of GST returns well in time on GST portal.
4. Implement all GST rules, changes & updates from time to time.
5. Reconciliation of Sale and purchase of the Corporation & Input Tax Credit on GST portal.
6. Reconciliation of GST payments with Head office & field Units of the Corporation.
7. Advice on all GST matters of the Corporation.
8. The CA will visit the Head Office of the Corporation as and when required.
9. It will be the sole responsibility of the CA firm to see that the rules & regulations of the GST Act, are strictly followed /observed in the Corporation.
10. Any other allied work related to GST.

Details of the Units along with Head Office of the Corporation has mentioned below:-

1. Head Office of the Corporation- Kasumpti Shimla.
2. Kinnaur Complex-Rekong Peo.
3. Himachal Emporium , The Mall Shimla.
4. Himachal Emporium, Solan
5. Industrial Extension Centre (wood work), Paonta.
6. Himachal Emporium, Nahan
7. Himachal Pradesh State Handicrafts & Handloom Corporation, Bilaspur.
8. Himachal Pradesh State Handicrafts & Handloom Corporation, Mandi.
9. Himachal Pradesh State Handicrafts & Handloom Corporation, Kullu.
10. Industrial Extension Centre, Toys Centre, Palampur.
11. Himachal Emporium , Dharamshala
12. Himachal Pradesh State Handicrafts & Handloom Corporation, Chamba

**Information regarding GST of the Corporation.**

1. The Corporation has taken only one GST number.
2. The Corporation has taken separate GST-TDS for above units of the Corporation.