THE HIMACHAL PRADESH
STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD
REGISTERED OFFICE: -NEW HIMRUS BUILDING, CIRCULAR ROAD
Shimla-171001(H.P.)Tel No.0177-2624751/52/54 Fax: 0177-2624278
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E-TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANCY FIRM AS GST CONSULTANT AT HPSIDC LIMITED TENTATIVELY FOR THE PERIOD OCT-2026 TO MAR-28

The Himachal Pradesh State Industrial Development Corporation Limited (HPSIDC), New Himrus Building, Circular Road, Shimla-171001 intends to appoint a Chartered Accountancy firm as GST Consultant tentatively for the period of Oct-2026 to Mar-28. HPSIDC, Shimla. Online applications are invited from reputed and competent and eligible Firms/Proprietorships/Companies for carrying out the GST Consultancy of its Head Office as well as all site offices.

The Tender document can be downloaded from https://hptenders.gov.in. The other details are given below.

Date of Publication of Tender	:	24.08.2026
Last Date for submission of bid	:	09.09.2026
Date of Bid Opening	:	10.09.2026
Tender Fee (Non-Refundable)	:	2400.00

1. Time for online submission of required documents, cost of form & earnest money is from 24.08.2026 to 09.09.2026
2. Corrigendum, if any, will be published on website only https://hptenders.gov.in./ **www.hpsidc.org**
3. The bids should be submitted online on website https://hptenders.gov.in. Bidders should get registered themselves on website https://hptenders.gov.in. The bids shall be opened in the office of Manager (F&A) HPSIDC Ltd., Shimla by the authorized officers.
4. Other details of the eligibility and qualification criteria as well as scope of work can be seen in the online bidding document. For detailed terms and conditions log on to website https://hptenders.gov.in.
5. Bidder has to upload clear copies of all the documents. Copies not scanned properly or uploaded not clearly, will not be considered. In addition to this, it should also be ensured that

all required documents shall be serially arranged and paginated strictly in accordance with **Annexure-A**.

6. The bidders are advised to quote rates inclusive of GST as applicable. GST shall not be paid extra. The quoted amount shall not exceed ₹6.00 lakh (inclusive of GST) per annum.
7. The competent authority reserves the right to accept or reject any or all the bids or withdrawn from tendering without assigning any reason thereto.
8. If the date of opening of tender is declared a holiday, the tender will be opened on next working day.
9. The firm that is awarded the tender and satisfactorily performs the assignment for the financial year Oct-26 to Mar-28 shall, subject to the approval of the management, may be considered for renewal of services for the financial year 2028–29. In such a case, the professional fees may be enhanced by 7%, while all other terms and conditions shall remain unchanged for 2028–29.

The scope of the work is as under: -

- **Scope of Work:**

1. Detailed Descriptions of Items:

Item 1. Filing of Monthly GST Returns:

- Preparation/collection of GST information from site offices and verification and validation of information/data provided by company for filing of required GST returns.
- Preparation and filing of GST returns like GSTR-1, GSTR-3B, GSTR-7,GSTR-9,GSTR-9C etc. as applicable to company from time to time) on GST portal.
- Reconciliation of returns including GSTR-2A and GSTR-2B with company books of accounts and preparation of a summary note at the end of each completed month.
- Sharing summary details of those works contactor/other parties who have not transferred the GST input with the Corporation on monthly basis.
- Preparation and submitting to the company required GST challan for remittance to Govt treasury.
- Providing copies of filed GST returns.
- Rectification/revision of return in case of notice/query from GST Departments
- Replying/representing in case of notice/query from GST Departments
- Keeping a watch on the status of filed returns, notices received, etc on GST portal and intimating the company about such developments and advising/ carrying out corrective course of action

required to be taken by the company within time and in required manner

- Any other work incidental to success fulfilling of return

Item 2. Filing of Annual Return under GST Act:

- Verification and validation of information provided by company for filing of required GST return
- Reconciliation of GST returns with company books of accounts
- Preparation of annual GST return in accordance with company records and applicable GST rules and filing the prepared return on portal
- Keeping a watch on the status of filed returns, notices received, etc. on GST portal and intimating the company about such developments and advising/carrying out correcting course of action as required to be taken by the company within time and in required manner.
- Rectification/revision of return in case of notice/query from GST Departments, taking necessary steps towards GST Assessment for the previous years and ensuing years.
- Any other accounting work of the Corporation like consolidation, preparation of annual accounts etc.

Item 3. Handling of GST Orders, Notices etc.:

- Preparation and filing of reply or appeal or other necessary documents, representation before GST authorities on behalf of company, and other similar works as required in response to Assessment/ Re-assessment Orders, Demand Notices/ Query, etc. raised by GST Departments.
- There is no need to attend office by a full time CA for concerned works but there must be a full-time employee/Article of the firm having minimum experience of three years in GST returns filing, other allied accounting works be present in our office during working hours for GST consultancy and whenever necessary, the partner of firm (Chartered Accountant) must attend office.

1. Key Points to be Noted:

A. The consultancy will include ensuring compliance of GST laws/by-laws/rules/ regulations, etc. and meeting deadlines by updating the company well advance for implementation and by advising suitable course of actions, Suo-motto or in reply to queries raised by company officials or GST Departments. It will also include giving opinion on applicability of GST rules, exemptions, deductions, rates, sections of GST Acts, etc. as and when required for correct processing of invoices/ bills or correct accounting by the company. This requirement will be an integral part of each of the item to be executed.

- The quoted charges will be for successful filing/ submission with successful closing of the cases under question free of notices of error/ omission/ or requirement of revision/ rectification/, etc. In case of any such requirement arising, necessary action for such revision/ rectification/ supplementary submission/ representation, etc. will be part of the execution of the item. No additional fees will be paid for revised or rectified or supplementary filing/ submission.
- The above scope of work is only indicative and there may be additions or exclusions as per requirements of the Company. The decision in this regard shall be taken by the Company management.

- The work shall be conducted by competent representative of the Consultant. No subletting/ outsourcing of the work to another agency/professional shall be permitted.
- All the information or documents provided to the Consultant shall remain the property of the Company and all rights shall vest with the Company. The Consultant shall, not later than termination or expiration of the Agreement, deliver all such documents to the Company, together with a detailed inventory thereof. The Consultant shall not use these documents for purposes unrelated to the consultancy work without the prior written approval of the Company.

Notes:

i. All the original documents should be issued under signature and seal by the authorized signatory of the bidder and photocopies of documents should also be attested under signature and seal by the authorized signatory of the bidder. All the alterations, omissions, additions, or any other amendments made anywhere in the documents are also to be signed by the authorized signatory. Documents not signed/ attested or signed/ attested by an unauthorized person can be considered as inadequate and consequently rejected by the scrutiny authority of the Company. The authorized signatory can be the proprietor, in case of a proprietary firm; or a partner, in case of a partnership firm and/ or a limited liability partnership; or a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation. A copy of the Power of Attorney certified under the hands of a partner or director of the bidder and notarized by a notary public in the form specified in this tender document shall accompany the bid.

ii. The sufficiency/ appropriateness/ adequacy of any document based on the content shall be decided by the scrutiny authority of the Company. In case of any ambiguity or doubt, the decision of the scrutiny authority of the Company shall be final and binding on the Bidders.

iii. All required documents shall be serially arranged and paginated strictly in accordance with **Annexure-A**.

B General Terms and Conditions of Work:

a. The quoted and agreed prices shall be inclusive of all expenses, charges, taxes, etc. The GST at a rate of 18% shall be considered inclusive in the quoted prices. All the calculations shall be done accordingly. No payment over and above the quoted rates shall be made.

b. The Manager (F&A) of the Company shall be the Officer-In-Charge of the work. After successful bidding; the Agency should contact Officer-In-Charge or his designated officer immediately who will arrange to hand over the work to the Consultant.

C. Initially, the period of contract tentatively for the period Oct-2026 to March-2028. The firm that satisfactorily performs the assignment during the period be considered for renewal of services for the financial year 2028-29. In such case, the professional fees may be enhanced by 7%, while all other terms and conditions shall remain unchanged for FY2028-29.

D. The contract can be terminated by company by giving 15 days' notice without assigning any reason thereof. However, the Company reserves the right to terminate the services of the Consultant if not found satisfactory with giving shorter period notice.

E. Payment shall be made by the Company on quarterly basis upon receipt of valid invoice along with necessary supporting documents, receipts of statutory payments and other permissible expenses, etc. after successful submission of returns for that period. Deductions as per applicable statutory norms shall be made.

F. The jurisdiction of any dispute will be Shimla (H.P).

C General instructions for bidders:

1. Method of Selection: The Company has adopted a two-bid system comprising of Technical and financial/price bids. In the first stage, technical bids of the entire bidders received till due date and time shall be opened and the selection of the GST Consultant shall be as per technical criteria indicated in **Annexure-A**. In case of tie in overall evaluation as per selection criteria to select, preference will be given as per the following order: -

- Firm having more experience in GST Consultancy/ Statutory Audit of Govt. Companies (Central/ State) shall be given **1st preference**.
- The bids satisfying eligibility criteria will be technically qualified for opening of price bids and other bids shall be rejected. The price bids of only technically qualified bidders shall be opened and the lowest Bidder under Price bids i.e. L1 ("Successful Bidder") shall be awarded the work.
- The bidding process is online at https://hptenders.gov.in of Government of Himachal Pradesh. Following two folders shall be submitted online at the Portal by the bidder as per the schedule mentioned on the Portal.

i. **Folder – I Technical Bid:** Technical bid documents as specified in relevant paragraphs of this tender document scanned and digitally signed are required to be uploaded here in this envelope.

ii. **Folder–II Price Bid:** Total quoted amount including GST shall be quoted in the space provided in the Portal for the purpose.

2. **Clarifications Sought by the Bidders:** Bidders requiring any clarification on the tender may send their queries to the Company through the Portal as per the specified schedule. Replies to clarifications shall only be given through the Portal within the specified time limit.

3. **Security Deposit:** EMD of the successful firm will be treated as security deposit and shall be released after completing the entire work.

4. **EMD (Earnest Money Deposit):** EMD of Rs. 25,000/- (Twenty-Five thousand only) will have to be submitted through online at https://hptenders.gov.in and same will be credited in the Corporation account.

5. **Amendment of Tender:** At any time prior to the deadline for submission of bid, the Company may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the tender document by the issuance of corrigendum on the Portal.

6. **Number of Bids:** No bidder shall submit more than one bid. In case more than one bids from a bidder are found to be submitted, all of them will be summarily rejected.

7. **Cost of Bid:** The bidders shall be responsible for all of the costs associated with the preparation of their bids and their participation in the selection process including Sub sequent inquiries or visits to the Company, project site etc. The Company will not be in any way liable for such costs, regardless of the conduct or outcome of the selection process.

8. **Price Quotes**: The prices to be quoted by the bidder in the Price Bid are to be inclusive of all expenses. No amount shall be paid extra beyond the quoted fees. Out of pocket expenses i.e. TA/DA etc. shall be reimbursed to the partners and audit assistants at the rates at par with Class-1 level executive of the Corporation. The quoted amount shall not exceed ₹6.00 lakh (inclusive of GST). per annum .

9. **Right to Reject Any or All Bids:** Notwithstanding anything contained in this tender document, the Company reserves the right to accept or reject any bid and to annul the selection process and reject all bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of this clause, the Company reserves the right to reject any bid if at any time, misrepresentation is made or discovered, or the bidder does not

provide, within the time specified by the Company and through specified channel, the supplement all information sought by the Company for evaluation of the bid. Misrepresentation/ improper response by the bidder may lead to the disqualification of the bidder. If such disqualification/rejection occurs after the bids have been opened and the highest-ranking bidder gets disqualified/ rejected, then the Company reserves the right to consider the next highest-ranking bidder, or take any other measure as may be deemed fit in the sole discretion of the Company, including annulment of the selection process.

10. **Right to Cancel the Tender:** The Company, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to suspend and/ or cancel the selection process and/ or amend and/ prior supplement the selection process or modify the dates or other terms and conditions relating thereto; consult with any bidder in order to receive clarification or further information; retain any information and/or evidence submitted to the Company by, on behalf of and/or in relation to any bidder; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.
11. **Jurisdiction:** The selection process shall be governed by, and construed in accordance with, the laws of India and the courts at Shimla shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the selection process.

Code of ethics for Auditors

1. The GST Consultant should keep themselves away from illegal practice / dishonest arrangements.
2. The GST Consultant shall have an obligation to work objectively and diligently while performing his/her duties.
3. The GST Consultant shall not accept any gifts or hospitality from any employee, contractor, supplier, or business associate of HPSIDC Ltd.
4. None of the staff of GST Consultant would direct or supervise the activities of any department of HPSIDC, except where such activities are a part of the GST Consultancy process.

Manager (F&A) HPSIDC. Ltd. Shimla

for and on behalf of the Managing Director

Annexure-A

Sr. No	Qualification Criteria	Specific Requirement	Supporting Documents to be Uploaded
i.	Registration	The bidder should have been registered with ICAI as a Practicing Firm for a period of at least10 years as on the last date of bid submission.	Certificate of Registration/ Approval Letter issued by ICAI
ii.	Experience	The bidder should have at least three years' experience of GST Consultancy during earlier years.	The Bidder must have experience of GST Consultancy of at least 03 years in PSU (Central Govt or Any State Govt.). Work with different PSUs for the same year will be considered as 1 year only. The appointments letter/award letter for each such year be provided.
iii.	Financial Strength	The bidder must have an average annual turnover of Rs 40 Lakh or more from professional services during last three Financial Years i.e. 2022-23, 2023-24 and 2024-25.	Certificate from a Chartered Accountant with UDIN
iv.	Human Resources	The firm must have at least 3 FCA with minimum 5 years of experience (As on 31.03.2026).	Certificate of Practice of incumbents and proof of association with the bidder such as partnership deed in case of partners and joining letter, pay slips, TDS certificates, etc. in case of full-time employees

v.	Registered Office	The bidder must have its registered office in Himachal Pradesh.	Any government approved valid address proof such as bank statement, telephone/ electricity/water bill, GST or other registration certificate, etc. along with a declaration on the letterhead that all the services will be provided and all the correspondence shall be made only through this address.
vi.	GST	Bidder must have valid GST Number	GST registration certificate.
vii.	Disqualification	The bidder should not have been black-listed or de-barred by Central/ State Government Department/ Public Sector Undertaking for any contract executed in past.	Declaration by the bidder as per Appendix I of this quotation document on letterhead under seal and signature of authorized signatory.
viii.	Unconditional Acceptance	Unconditional Acceptance of terms and conditions regarding the work.	Letter by the bidder on letter head under seal and signature of authorized signatory.