

## **Public Notice**

### **Sub: Appointment of Consultant for services Tax/GST/Cancer Cess etc. work of Estate Office GMADA for the financial year 2023-24**

Estate office GMADA invites applications within 15 days from the date of advertisement for the appointment of financial Consultant cum service provider on retainer ship basis for a period of one year, which may be increased or decreased as per the requirements of GMADA in the future subject following scope terms and conditions:

#### **Scope of Work:-**

1. To identify the value of taxable service provided in respect of various receipt and applicability of reverse charge mechanism in which GST is payable.
2. To claim the CENVAT credit received in all offices and to get register any other office of GMADA under GST as tax payer/collector and as input Tax distributor as and wherever required under the act and to fully comply in regard with GST and input tax credit under GST Act.
3. To depute your experienced person for the purpose of calculation of GST on monthly basis.
4. To file the service tax and GST return as applicable to GMADA under GST/Service Tax for relevant period of all the officers/division.
5. To prepare reply (vetted from this office) and to represent the GMADA before service Tax/GST authorities up-to their highest authority (like Commissioner etc).
6. To assist the GMADA and to file replies to the queries regarding audit or any scrutiny initiated by the respective department in respect of service Tax / GST from time to time.
7. To inform the concerned offices of GMADA regarding any amendment in the GST/ or other relevant act from time to time.
8. To attend the office of GMADA for discussions, meeting as and when required.
9. To scrutinize the books of account and ensure that GST paid on all the taxable service and reconcile with E-connect software (GMADA's own software) and GST Portal.
10. To guide the staff of GMADA on any issue etc. as and when arise in respect of service Tax/GST/or any other cases.
11. To ensure that cancer cess, PSWF etc. on the sale of immovable property has been collected or to be deposited by GMADA with Punjab State Welfare Cess.

#### **Term& conditions:-**

1. No advance payment shall be releases in this regard.
2. Representative of the firm shall visit concerned offices of GMADA as and when required.
3. Firm shall ensure to deposit of GST/Service Tax and cancer cess etc. on behalf of GMADA in time with the concern department to avoid penalty.

4. Firm shall consult this office regarding any correspondence (vetted by this office) to be made with the concern department relating to service tax/GST/cancer cess etc.
5. Firm /agency will not make any commitment on behalf of GMADA without the prior approval of Competent Authority of GMADA.
6. In case of non-compliance with any of terms & conditions and scope of work; the contract can be discontinued at any time without assigning any reason.
7. Firm /agency will depute fully skilled manpower as required to fulfil this job in all respect.
8. The firm will give at least three month notice before leaving the contract.
9. The scope of work can be increased or decreased as per actual requirement.
10. The Financial consultant should be Chartered Accountant or Company Secretary with an experience of 15 years in the field or a company/ firm in which one director/partner must be a chartered Accountant or Company Secretary with an experience of 15 years in the field.
11. Financial Consultant may be assigned any other work by Chief Administrator, GMADA, SAS Nagar or his subordinate.

The firm shall submit their quotes in this office in sealed envelope Technical and financial bids separately within 15 days from the date of advertisement from the date of publication of the notice.

**Chief Administrator,  
GMADA, SAS Nagar**