

KERALA ROAD FUND BOARD
(A Statutory Body of the Government of Kerala)

Expression of Interest (EOI)

Invitation for Expression of Interest (EOI) for appointment of Consultant for Kerala Road Fund Board (KRFB)

Kerala Road Fund Board, established in 2001 by the Government of Kerala is a funding agency for providing financial assistance to the transport facility projects in the state. Requirement of a professional and statutory body to take up the fund management of Kerala State Public Works Department has given shape to the KRFB. Constituted primarily to oversee and manage non- budgetary funds and to organize such funds for developing and maintaining roads and other related infrastructure, KRFB plays a pivotal role in the overall infrastructure development of Kerala.

KRFB invites Expressions of Interest from Chartered Accountant firms for Appointment as Consultant with the following scope of work:

PART A: Filing of GST & IT Returns:

- Filing of all GST returns & IT, IT -TDS return during the contract period, generating E invoices and filing of annual return.
- Collection of data from each of the units or preparation of data from books of accounts and consolidation thereof.
- Scrutinizing calculation of ITC (Eligible Input as well as Ineligible/Reversed ITC as per Rule 42 & 43, section 17(5) of CGST Act and other relevant GST act-rules/circulars/notifications) particular to specific KRFB. Invoice wise reconciliation of ITC (Input Tax Credit) claimed in GSTR 3B with GSTR2A and books of accounts.
- Checking and assisting correct reporting of inward as well as outward of supplies, documents issued, etc. in GST returns and ensuring consonance thereof with the books of accounts of all units.
- Reconciliation of all the GST & IT returns with Books of accounts on monthly basis (GSTR 7, GSTR 1, GSTR 3B, any other).
- Uploading missing/ modifying incorrect inward/purchase invoices and taking necessary actions on GST portal with respect to them in coordination with units and suppliers/contractors.
- Assisting in preparation of data required for filing of all other returns
- Updating Head office with status of return filing at least 3 working days before due date of filing till the date of all returns of the month are filed.
- Furnish work progress report as and when required by KRFB
- Assisting in preparation of GST & IT related circulars/ notices for internal circulation in KRFB

- Any kind of GST & IT return and filing related issue pertaining to KRFB, coordination with auditor, Internal Auditor, Statutory Auditor, CAG, etc.
- Preparation of any kind of reconciliation required in respect of GST for the purpose of Audit, GST Annual Return (GSTR9), GST Audit (GSTR9C), etc.
- Any changes/updates in future in GST & IT acts/rules & regulations needs to be complied.

PART B - Advisory Services:

- Advice and opinions on various queries of KRFB related to GST and IT.
- GST & IT training/workshops for the employees of KRFB.

PART C - Filing of replies and representational service for all units of KRFB of current and previous periods:

- Drafting, filing of replies and representing KRFB for various permissions, advance ruling, certificates, GST or IT cases/matters before Competent/ Appellate Authority, etc. and expediting on any issue thereon.
- Preparation of any kind of reconciliation required for submission to authorities.
- Updating Head office with notices received from statutory authorities, replies made and final outcome thereof on regular basis (at each notice received).
- Moving application for claiming IT filing exemption

Eligibility Terms:

1. The firm should possess minimum 10 years' experience in carrying out Service Tax/VAT Audit and 5 years' experience in GST Audit of Government / Listed Companies, Autonomous body, Academic Institutions, NGOs etc.
2. The firm should have minimum 8 partners (CAs) and 5 semi-qualified articled staffs in their firm
3. The firm should necessarily have an active office or branch in Thiruvananthapuram and Kochi.

Time schedule and terms of payment:

Scope of Work	Target By (Days / Date)	Terms of Payment
Part A: Filing of all GST, Income tax, IT-TDS, annual return & generation of E invoice.	By due date	Monthly payment
Part B: Advisory Service.	As and when required	per service
Part C: Filing of replies and Representational service.	As and when required	per service

Financial proposal –FORM-I

Covering letter

(On bidder's letter head)

(Date &Reference)

To,

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Dear sir,

Subject-Appointment of Consultant for KRFB

I/We(Name) herewith enclose the financial proposal for selection of my/our firm as consultant for above.

I/We agree that this offer shall remain valid for a period of 1 year from date of appointment or such further period as may be mutually agreed up on.

Yours Faithfully,

(Signature, name and designation of the

authorised signatory)

Financial proposal –FORM-II

Sl. No.	Description of Work	Periodicity	Amount per month	Total amount
1	Filing of monthly GST, Income Tax, IT-TDS Returns and generation of E-invoices	monthly		
2	Filing Annual return	monthly		
3	Advisory Services	per service		
4	Filing of replies and Representational service.	per service		
	Total			

The aforesaid professional fees, payable to the TA in accordance with the financial proposal, shall cover the costs of local telephone /fax, reasonable amount of in-house photocopying and stationery and costs of support staff. No additional charge in respect thereof shall be due or payable. The fee quoted is exclusive of all taxes.

The interested firms are required to enclose the attested copies of following documents:

- a. Latest Firm Card
- b. Partnership Deed
- c. PAN Card
- d. GST Registration certificate
- e. Certificate of Membership and Certificate of Practice of all partners
- f. ITR return of the firm for the last 2 years
- g. Appointment letters of works undertaken for various PSUs
- h. Declaration/Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against the Firms and its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.

Note: All Entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

GENERAL TERMS AND CONDITIONS

- The selected firm will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession.
- The firm shall always act in respect of any matter relating to the contract or the services, as faithful advisor to KRFB and will at all times support and safeguard the legitimate interests in any dealing with the third parties.
- The successful Consultant shall indemnify KRFB against any negligence,

- deficiency in services, or inaccuracy/ deficiency in the work.
- The firm shall not be under liquidation, court receivership or similar proceedings.
- Interested and eligible firms may submit their profile and supporting documents latest by 13.10.2023 before 1.00 pm.



M.Asok Kumar

For CEO KRFB

29-09-2023

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