



**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT**  
Ministry of Environment, Forest & Climate Change, Government of India

Ref:3/7/2018-Fin

Dated: 23/04/2019

To

\_\_\_\_\_  
\_\_\_\_\_  
SUB: INVITATION OF SUBMISSION OF PROPOSAL FOR Appointment of CA Firm for Audit under GST of NCSCM  
Dear Sir/Madam

**National Centre for Sustainable Coastal Management (NCSCM)** is an autonomous centre of the Ministry of Environment, Forest and Climate Change, Government of India, aiming to be a world-class institution for coastal and marine area management. The Centre is established within the Anna University Campus, Chennai. Fourteen institutions have formed a consortium with NCSCM, with Anna University Chennai as the Hub. NCSCM is registered under the SOCIETIES REGISTRATION ACT, 1860 and is funded during the project period from the World Bank Credit.

The NCSCM now invites eligible Chartered Accountant firms ("CA Firms") to indicate their interest to act as Consultant on GST matters for NCSCM. You are requested to provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. You are also requested to submit the proposal in two envelopes: -

- i) Financial proposal
- ii) Technical Proposal

In order to assist you in preparation of proposal please find attached herewith a detail Request for proposal and necessary action.

The last date for submission of the proposal is 13/05/2019, 11:00hrs IST. For changes, corrigendum please check with website [ncscm.res.in](http://ncscm.res.in).

We hope your most competitive proposal for the assignment. A formal Expression of Interest, Terms of Reference (ToR), is attached herewith for your reference.

Thanking You.

With regards

  
Director

Encl: As above.



Anna University Campus, Chennai 600 025, India  
Phone (+91) 44 22200600 Fax (+91) 44 22200700

[www.ncscm.res.in](http://www.ncscm.res.in)





# NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT

Ministry of Environment, Forest & Climate Change, Government of India

## REQUEST FOR EXPRESSIONS OF INTEREST

**ASSIGNMENT TITLE: Proposal for Appointment of CA Firm for Audit under GST of NCSCM**

1. **National Centre for Sustainable Coastal Management (NCSCM)** is an autonomous centre of the Ministry of Environment, Forest and Climate Change, Government of India, aiming to be a world-class institution for coastal and marine area management. The Centre is established within the Anna University Campus, Chennai. Fourteen institutions have formed a consortium with NCSCM, with Anna University Chennai as the Hub. NCSCM is registered under the SOCIETIES REGISTRATION ACT, 1860 and is funded during the project period from the World Bank Credit.
2. **Scope of the Assignment:** As per the Terms of References (ToR) attached as Annexure-I.
3. **Invitation:** The NCSCM now invites eligible Chartered Accountant firms ("CA Firms") to indicate their interest to act as Consultant on GST matters for NCSCM. Interested CA firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. They are also requested to submit their proposal in two envelopes: -
  - iii) Financial proposal
  - iv) Technical Proposal
4. The shortlisting criteria are:
  - 4.1. **Qualification criteria:** Only firms fulfilling the following conditions may apply: -
    - 4.1.1 The firm shall have a standing of at least fifteen years in the profession. C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate].
    - 4.1.2 The Chartered Accountancy firm shall have at least 2 chartered accountants / CA Partners.
    - 4.1.3 At least one of the Chartered Accountant of the firm must have passed/attended the ICAI Certified course on GST. - (Submit certificate for the same)



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5. A Consultant will be selected in accordance with the Least Cost Selection (LCS) method. The cost estimate for the assignment at the minimum is Rs2,50,000/- (Rupees Two Lac Fifty Thousand only) all-inclusive but excluding GST.
6. Further information can be obtained at the address below during office hours *i.e.* 10.00 to 17.00 hours from Monday to Friday excluding holidays.
7. Expressions of interest along with proposal in the sealed envelope (consisting of two separate envelop -Financial and Technical Proposal) must be delivered in a written form to the address mentioned below in person/registered/speed post/courier by 13/05/2019, 11.00 Hours (IST). The envelop should be super embed with "**Proposal for appointment of Auditor under GST**". Office will not be responsible for postal delay.
8. The Proposal shall remain valid for a period not less than 60 days after the last date of submission of RFP.
9. Address for submission of proposal:

To  
The Director,  
National Centre for Sustainable Coastal Management,  
Ministry of Environment, Forest and Climate Change,  
Government of India, Anna University Campus  
Chennai, 600025, Tamilnadu.



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**ANNEXURE-I**

**TERMS OF REFERENCE (ToR) FOR APPOINTMENT OF CA FIRM FOR  
AUDIT OF GST OF NATIONAL CENTER FOR SUSTAINABLE COASTAL  
MANAGEMENT, CHENNAI.**

**1-Background:**

National Centre for Sustainable Coastal Management (NCSCM) is an autonomous center of the Ministry of Environment, Forests and Climate Change, Government of India, aiming to be a world-class institution for coastal and marine area management. The Centre is established within the Anna University Campus, Chennai. Fourteen institutions have formed a consortium with NCSCM, with Anna University Chennai as the Hub.

**1.a-Vision:**

"Promote sustainable coasts through increased partnerships, conservation practices, scientific research and knowledge management for the benefit and wellbeing of current and future generations".

**1.b-Mission and Role:**

Support integrated management of coastal and marine environment for livelihood security, sustainable development and hazard risk management by enhancing

- Knowledge
- Research and Advisory Support
- Partnerships and Network
- Coastal Community Interface

**1. c-Objectives:**

- Strive to become and remain a World Class knowledge institution pertaining to understanding coastal zones and coastal processes, and pertaining to integrated planning and management of coastal and marine areas.
- Promote integrated and sustainable management of the coastal and marine areas in India for the benefit and wellbeing of the traditional coastal and island communities.
- Advise the Union and State Governments and other associated stakeholder(s) on policy and scientific matters related to ICZM.

**2- Scope of the Assignment:**

- i) The audit shall be performed Under Section 35(5) and Section 44(2) of the CGST Act read with Rule 80(3) of the CGST Rules (read with the corresponding provisions of the Tamil Nadu State GST Act and Rules made thereunder)







- ii) The auditor shall certify the Reconciliation Statement in the Form GSTR-9C prepared for the financial year.
- iii) The auditor shall submit the audit report along with management letter.
- iv) **- Period of Engagement:** Initially the engagement will be for a period of two years i.e. FY 2017-18 and 2018-19. The same can be extended for further period on mutual agreement basis, based on the need of the organization.

v) **4-Key Professionals:**

S.No	Key Professionals	Description of Services to be provided	Experience	No. of persons
1	Partner/ Audit Manager	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant	2(Two)

- vi) **5.-Qualification Criteria:** Only firms fulfilling the following conditions needs to apply: -
- vii) 5. a- The firm shall have a standing of at least fifteen years in the profession. C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate].
- viii) 5.b- The Chartered Accountancy firm shall have at least 2 chartered accountants / CA Partners.
- ix) 5.c- At least one of the Chartered Accountant of the firm must have passed /attended the ICAI Certified course on GST.
- x) **6.-Selection Procedure:** Firm will be selected in accordance with the Least Cost Selection (LCS) method. The estimated cost for the assignment is Rs 2,50,000/- per year all-inclusive except GST.
- xi) **7. Data, Services & Facilities to be provided by NCSCM:**
- xii) 7.a- Auditor will visit personally in NCSCM office and prepare all the documents/certificates etc as per the TOR.
- xiii) 7.b-The Auditor will be given access to all the documents required for performing and completion of the audit during personal visit.
- xiv) 7. c-The Auditor will be provided office space and office facilities by NCSCM during the personal visit to NCSCM Office.







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- xv) **8- Financial Proposal:** Chartered Accountant firms possessing the qualification criteria mentioned under point number 5 above are requested to submit their financial proposal in the following format along with the expression of interest.

SL NO	Descriptions of Fee	Fees in INR
1	Fees	Rs _____/-
2	Others if Any	Rs _____/-
3	Applicable Tax	Rs _____/-
	<b>Total Cost</b>	



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