

कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान
रसायन एवं पेट्रोसायन विभाग
रसायन एवं उर्वरक मंत्रालय, भारत सरकार
सेक्टर-20, उद्योग विहार, गुरुग्राम-122 016 (हरियाणा)
दूरभाष : 0124-2348488, 2342758, 2347788
वेबसाइट: www.ipft.gov.in
ई-मेल : director@ipft.gov.in, ipft@rediffmail.com



Institute of Pesticide Formulation Technology
Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt of India
Sector-20, Udyog Vihar, Gurugram - 122 016 (Haryana)
Phone : 0124-2348488, 2342758, 2347788
Website : www.ipft.gov.in
E-Mail : director@ipft.gov.in, ipft@rediffmail.com

Expression of Interest (EOI)

Invitation for Expression of Interest (EOI) for appointment of GST Consultant for Institute of Pesticide Formulation Technology.

Institute of Pesticide and Formulation Technology (IPFT) is a registered society incorporated in 1991 under the provision of Society Registration Act, 1860 under the Department of Chemicals & Petrochemicals, Govt. of India engaged in the field of promotion and development of state of art user environmental friendly new generation pesticide formulation technology invites the Expression of Interest (EOI) from the NCT-Delhi / Gurgaon based practicing firm of CAs /CMA/ CS / registered GST practitioner for the appointment as a GST Consultant for the period of 2 years on year to year basis subject to satisfactory performance extendable further for another one year on mutual consent basis to manage GST-related matters including the process of obtaining GST input tax credit refunds as admissible under the GST Act after GST Input / Output reconciliation since **implementation of GST to till 28.02.2025**. The GST Consultant shall also ensure to filing of all GST return and file refund applications, compliance, and other related activities as briefly outlined in the scope of work.

The expected bid value for the above mentioned work should be minimum Rs 50,000/- per annum inclusive of conveyance expenses if any, which is payable on six-month basis subject to receipt of job completion detail from the GST Consultant.

Interested NCT-Delhi / Gurgaon based practicing firm of CAs /CMA/ CS / registered GST practitioners fulfilling the eligibility criteria are requested to submit their data/details/documents as called for latest by 03.03.2025 by 1600hrs.



Eligibility Criteria

To be eligible for appointment, the GST Consultant or firm must meet the following criteria:

- **Experience:** Minimum **3 years of experience** in providing GST consulting and handling GST refund processes to atleast three (3) entities having turnover not less than Rs. 50.00 lakh in each FY for the last two year.
- **Registration:** The consultant must be registered under the GST Act and should be in good standing with the concerned authorities/ Deptt.
- **Proven Track Record:** Demonstrated expertise in the refund process, with successful implementation of refund applications for clients over the past two years.
- **Client References:** Must provide at least **two client references** who can confirm the consultant's ability to manage GST refunds and other related matters effectively.
- **Qualification:** NCT Delhi / Gurgaon based professionals with qualifications such as Chartered Accountant (CA)/CMA/CS/Registered GST Practitioners.
- There should not be any disciplinary action/ court proceedings pending against the firm or individual

Scope of Work

The appointed GST Consultant will be responsible for the following services but not restricted to the below mentioned services:

- **GST Input and Output reconciliation** since the date of implementation of GST to till 31.01.2025 and submit the report to IPFT management as soon as reconciliation is done but not more than 03 month from the date of appointment.
- **GST Refund Process:** Handle the entire GST refund process, including filing of refund applications and other related work, supporting documents, and follow-ups with tax authorities.
- **GST Compliance and Consultation:** Offer guidance on GST-related compliance, such as tax invoice issuance, ITC (Input Tax Credit) claims, tax calculation, and advice on changes in GST laws and policies.
- **Documentation:** Filing all GST Return as per GST rule/Act and maintain/ update records of all GST Return and refunds or any other tax-related documentation in compliance with GST regulations.
- **Ongoing Consultation:** Provide ongoing consultation services regarding GST-related issues, including new regulations, amendments, and interpretation of existing laws.
- To address the issue raised by Statutory Auditor / Internal Auditor with regards to GST related matters or its compliance from time to time.



APPLICATION FORM

S.NO.	Particulars	Documents/Certificates to be attached
1	Name of the Firm	Firm Registration Certificate
2	Address of Registered/ Head Office	
3	Telephone Numbers	
4	Email Address	
5	PAN No.	Copy of PAN
6	GST No.	Copy of GST registration certificate
7	Firm Registration No.	Firm Registration Certificate
8	Date of Constitution of Firm	
9	No. of Partners	
10	No. of Fellow Partners	Self-declaration on letterhead with details of partners
11	No. of Branches	
12	Address of Branch offices	
13	Whether Firm has experience of GST filling/GST Audit of PSU, Govt. Entity, Statutory or Autonomous Body? If yes, please specify no. of clients.	Provide details on letterhead along with certificate of clients.
14	Years of Consultancy/ Audit Experience in above audits	
15	Quotation of prospective Consultation Fees	Breakup of Fees including applicable taxes shall be given on a letterhead

