

## **Empanelment of GST Consultant**

We, Agriculture Insurance Company of India Limited (AIC) are a Public Sector Crop Insurance provider to the Indian farming community, formed under the aegis of the Government of India and promoted by 6 Public Sector Financial Institutions. The Company is under the administrative control of Ministry of Finance, Govt. of India and also under the operational supervision of Ministry of Agriculture and Farmer Welfare, Govt. of India.

AIC invites sealed quotations for Empanelment of Tax Consulting Firm as **GST Consultant**

### **Scope of Work:**

- Advice with respect to maintenance of records and other compliances under GST Act.
- Advice or clarification on matters concerning provisions or procedures of the GST laws.
- Advice on eligibility of Input tax credit as applicable
- Addressing the queries on need based for any regional office at agreed Turn Around Time (TAT)
- Assistance in drafting reply to GST department letters and notices
- Review of Annual and Monthly Returns on need basis
- Liaisoning with GST department wherever required
- Comments on GST implications in various agreements of the Company as required
- Update on timely basis about the latest developments on GST matters specific to General Insurance industry.
- Preparation of SOP for Tax related matters and updating on timely basis.
- Any other work/advice as required for GST matters

### **Eligibility Criteria:**

- The Bidder should have at least 25 years expertise on indirect tax related matters.
- The Bidder should have offices at least in 10 states where the Company has regional offices (details are available on our website)
- The Bidder should have done GST Audits of at least 2 General Insurance Companies.
- The Bidder should have capability to train the Company/Regional office on need basis on GST matters.

### **Retainership Fee:**

For the provided scope of services subject to meeting the technical qualification/criteria, retainership fee payable on monthly basis (excluding GST component) shall be provided in the following format –

## PROPOSAL FOR EMPANELMENT OF GST CONSULTANT

Dear Sir,

With reference to proposal regarding empanelment of GST Consultant of AIC, we submit herewith the commercial proposal for the same.

S. No.	Particulars	Amount in Rs.
1	Retainership fee for GST consultancy for a period of 1 Year (including GST)	
2	Other charges if any (including GST)	
	<b>Total Amount (in Figure)</b>	
	<b>Total Amount (in Words)</b>	

The amount is including the taxes, expenses and levies including Goods and service taxes (GST) and is a fixed price.

Any outstation travel, as per requirement of AIC, shall be reimbursable as Company norms.

Kindly provide Sealed Quotation for the above as per attached format and as per the terms and conditions mentioned above by 29 Sep 2021 (05:30 PM)

**Chief Financial Officer,**

Agriculture Insurance Company of India Limited (AIC),  
Plate B&C, Fifth Floor, Office Block 1, East Kidwai Nagar,  
New Delhi – 110023