



An ISO 9001 : 2015 Port  
ISPS CODE Compliant

# मुरगांव पत्तन न्यास

प्रसासनिक कार्यालय, हेडलैण्ड, सडा, गोवा - 403 804

## MORMUGAO PORT TRUST

ADMINISTRATIVE OFFICE : HEADLAND, SADA GOA - 403 804  
E-mail : mptgoa@mptgoa.com, Website : www.mptgoa.com

FA/IA/80-D/2020

dt.26.02.2020.

To,  
M/S.

Sub: Request for quotation for conducting GST audit \_F.Y. 2018-19  
& 2019-20.

Sir,

Mormugao Port Trust is one of the 12 Major Ports in India . The operating revenue of the Port during 2018-19 was Rs.382.68 Crores.

Port desires to appoint Chartered Accountant/Cost accountant to carry out audit work for the Financial Year 2018-19 & 2019-20.

The details of the scope of work, Terms and conditions etc.,are enclosed herewith at Annexure I&II. You are required to submit your offer for GST Audit to this Office on or before 29.02.2020 by 10.00 am.

In case you need any details, you may kindly contact Shri Milind Desai, Sr. Accounts Officer, Phone No. 2594407. You may also contact us through email communication at [milind.dessai@mptgoa.gov.in](mailto:milind.dessai@mptgoa.gov.in).

Yours faithfully

(Anant V.P. Chodnekar)  
Financial Adviser &  
Chief Accounts Officer

कृपया आपके सभी पत्राचार में हमारी फईल संदर्भ लिखें | Please quote our file reference in all your correspondence

Code : 0832	Chairman	Dy. Chairman	CVO	Secretary	CME	CE	FA & CAO	TM	DC	CMO	CISF
BSNL	2521100	2521110	2521820	2521120	2521170	2521160	2521130	2521140	2521150	2521377	2521210
EPABX	2594000	2594003	2594161	2594101	2594201	2594601	2594401	2594701	2594801	2594901	2594471
FAX	2521105	2521115	2521127	2521125	2521175	2521165	2521135	2521145	2521155	2521777	2521210

## ANNEXURE - I

Terms & Conditions

1.	Description of service:	GST audit for FY 2018-19 & 2019-20 of Mormugao Port Trust, Administrative Office, Headland Sada, Goa 403 804 having GST number 30AAALM0293P1ZY.
2.	Scope of Work	<p>a. Auditor is required to carry out audit and issue GST audit report including requisite reconciliations as per requirement of GST legislation or any other authority and as per the timelines fixed for timely compliance of GST legislations.</p> <p>b. Submission/e-filing of GST Audit Report along with annual return and reconciliation statement as per section 44(2) of the CGST Act, 2017 in E-form GSTR -9C within the scheduled date and in the manner as specified / prescribed by CBIC.</p>
3.	Fee	Fee should be quoted inclusive of all expenses but excluding GST.
4.	Requirement of submission of offer	<p>a. Charges/fees for conducting the work as per scope mentioned above shall be submitted as per Annexure-II.</p> <p>b. The auditor shall have 5 years experience in audit of commercial entities. Copy of valid Certificate of practice shall be submitted.</p> <p>c. The sealed envelope containing quotation should be superscribed "<b>QUOTATION FOR GST AUDIT FOR FY 2018-19 &amp; 2019-20</b>", Quotations shall be sent by Registered A.D. post or delivered by hand latest by <b>29/02/2020 10.30 pm</b> at Mormugao Port Trust, Finance Dept., 1<sup>st</sup> Floor, Administrative Office, Headland Sada, Goa 403 804. In case of any dispute or quoting of equal amount by parties, decision of the Port shall be final and binding upon the parties. Port reserves the right to accept or reject any/all tenders without assigning reason thereof.</p> <p><b><u>Details of quotation given below:</u></b>  Date and time of acceptance of quotation: <b>29/02/2020 upto 10.30pm.</b>  Date of opening of quotation : <b>02/03/2020 at 4.00 pm.</b>  The quotations will be opened in presence of quotationers/authorized representatives who wish to be present at their own cost.</p>
4.	Delivery	The audit report as per scope must be submitted within 45 days of award keeping in view the timeline fixed for timely compliance of GST legislation.
5.	Payment	<p>The payment will be made on receipt of duly certified bill in duplicate on completion of work. As the payment will be released by this office through ECS system, you are requested to inform the office.</p> <p>A. Name and address of the branch of Bank.  B. PAN No.  C. IFSC Code No. of the Branch:.  D. Type of Account.  E. Account No.</p>

Signature of partner  
With full address of the firm & with  
rubber stamp.  
Telephone No. \_\_\_\_\_

## Annexure -II

Sr.No.	Particulars	Fee inclusive of all expenses (excluding GST)
1	<b>Fees for conducting GST Audit for FY 2018-19 &amp; 2019-20 as per scope as mentioned in Annexure-I</b>	Figures _____ (Words _____)

Signature of partner  
With full address of the firm &  
with rubber stamp.  
Telephone No. \_\_\_\_\_