

## Filing of annual return for GST

RGNAU is an entity registered under Section 12AA and is exempt from Income Tax under section 10(23C)(vi) as a University mandated to provide educational and research facilities. The University has taken registration under GST so as to charge the applicable GST on the activities covered under the ambit of GST Act, 2017.

2. As per section 44 of CGST Act, 2017, every registered person shall furnish an annual return of GST for every financial year electronically on or before the 31<sup>st</sup> Day of December following the end of each financial year.

3. RGNAU intends to engage the services of a Chartered Accountant firm for filing of annual return of GST for the financial year 2017-18. The interested CA firms having the following eligibility conditions may submit the offer:

- A. The firm must have been empanelled by C&AG
- B. The office of the firm must be located in Delhi
- C. The firm must have an experience of more than 10 years.
- D. Having completed atleast one assignment for similar organisation such as Autonomous Bodies, educational institutes, Universities, Government Departments etc.
- E. The firm must have an annual turnover of more than Rs. 10 lakhs.

4. The applicant has to submit the offer (bid) in two separate envelopes (technical bid and financial bid) further enveloped in a single envelope addressed to RGNAU. The technical bid should contain:-

- i. The self-attested copy of documents indicating the proof for (A) to (E)
- ii. Self-attested copy of PAN
- iii. Self-declaration of non-black listing by Government Department / Autonomous Body

5. The financial bid should be submitted as per proforma enclosed herewith. The fees shall also include out of pocket expenses. No additional fees shall be paid for the services on any account.

6. The payment on account of the contract shall be released only after submission of acknowledgement / receipt and to the satisfaction of the Competent Authority. The award of contract shall be initially for the Financial Year 2017-18, however, in case the Competent Authority is satisfied with the services, the contract may be extended for the subsequent financial year(s) with the mutual consent by increasing the fees @ 10%.

7. The last date for submission of offer (bid) is 26<sup>th</sup> November, 2018 till 1700 hrs at the below mentioned address:

**Rajiv Gandhi National Aviation University**  
Rajiv Gandhi Bhawan,  
Safdarjung Airport,  
Aurobindo Marg,  
New Delhi-110003.

## FINANCIAL BID

Sl. No.	Particulars	Amount (in Rs.)
1	Fees for filing the annual return of GST	
2	Applicable Taxes	
	Total	

**Signature of Chartered Accountant**  
(With Name and Firm Seal)

Date: