



The Howrah District Central Co-operative Bank Ltd.

Legacy of a Century

Ref No. HWB/HO/138/25-26

Date: 22-04-2025

NOTICE INVITING QUOTATION (NIQ) Subject: Appointment of Full-Time GST Auditor

The Chief Executive Officer, on behalf of **Howrah District Central Co-operative Bank Limited**, invites sealed quotations from reputed, experienced, and qualified Chartered Accountant Firms for the appointment of a **Full-Time GST Auditor**. The appointed auditor shall be responsible for complete GST compliance, including monthly, quarterly, and annual filing, along with handling notices and advisory matters pertaining to GST.

Scope of Work

The appointed GST Auditor shall undertake the following responsibilities:

1. **Monthly GST Compliance:**
 - Calculation and determination of GST liability of the Bank on a monthly basis.
 - Preparation and filing of monthly GST returns (GSTR-1 and GSTR-3B).
 - Ensuring accurate Input Tax Credit (ITC) reconciliation.
2. **Annual GST Compliance:**
 - Assessment of total annual GST liability of the Bank.
 - Preparation and filing of GSTR-9 and GSTR-9C (Reconciliation Statement and Certification).
 - Providing necessary certification and reconciliations as per statutory requirements.
3. **Advisory and Representation:**
 - Handling of all GST-related notices received from GST authorities.
 - Providing prompt assistance and drafting replies to any GST communications.
 - Advising the Bank on any changes in GST laws applicable to its operations.
 - Representing the Bank before GST authorities as and when required.
4. **Internal Support:**
 - Coordinating with various branches/departments for timely GST data collection and reconciliation.
 - Providing training and advisory support to the staff for smooth GST compliance.

Eligibility Criteria

- The firm must be a Chartered Accountant Firm registered with the Institute of Chartered Accountants of India (ICAI).
- The firm must have a minimum of 5 years of experience in GST compliance and audit, preferably in banking or co-operative sectors.

Registration No. 309 dated 19-09-1919

Head Office: Uluberia, Dist: Howrah, West Bengal, PIN: 711316

Phone: (033) 3570 2749 / Email: dccbhowrah@gmail.com

Visit us at: www.howrahdccb.com



The Howrah District Central Co-operative Bank Ltd.

Legacy of a Century

- Must have handled at least two similar assignments with any co-operative bank or financial institution.
- GST Registration Certificate and PAN of the firm must be submitted with the quotation.

Quotation Submission

The interested firms are requested to submit their quotations addressed to the Chief Executive Officer in sealed envelope on or before the days business of **30th April 2025** either through post or physically at the HO of the Bank in the prescribed format including:

- Particulars of the firm
- Document of incorporation
- Proof of experience in the field
- Monthly professional fees (inclusive of GST)
- Annual fees for filing GSTR-9 and GSTR-9C
- Any additional charges (if applicable) for representation or compliance for notices
- Payment terms

Quotations received after the due date will not be considered. Quotations will be opened on **2nd May 2025** at the chamber of the Chief Executive Officer at 3.30 pm.

Terms and Conditions

1. The appointment shall be initially for a period of **one year**, extendable based on satisfactory performance and mutual consent.
2. The GST Auditor must operate from the Bank premises on a **full-time basis** during working hours or as instructed by the Bank authorities.
3. The firm shall ensure strict confidentiality of all data and information related to the Bank and its customers.
4. The Bank reserves the right to terminate the contract at any point with a notice of 30 days for unsatisfactory performance or breach of contract.
5. The selected firm must sign a Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) with the Bank.
6. The Bank shall not be liable for any loss or damage arising due to errors or negligence on the part of the auditor. The auditor shall indemnify the Bank in such cases.
7. The decision of the Bank's management regarding appointment/rejection/cancellation shall be final and binding.

For further information or queries, contact the office during working hours.

(Sounak Banerjee)
Chief Executive Officer &
Dy Registrar of Cooperative Societies, WB

Registration No. 309 dated 19-09-1919

Head Office: Uluberia, Dist: Howrah, West Bengal, PIN: 711316

Phone: (033) 3570 2749 / Email: dccbhowrah@gmail.com

Visit us at: www.howrahdccb.com



The Howrah District Central Co-operative Bank Ltd.

Legacy of a Century

Ref No. HWB/HO/138/1(3)/25-26

Date: 22-04-2025

**Copy forwarded with a request to kindly cause to display the notice on the Office
Notice Board to:**

1. Registrar of Co-operative Societies, WB, N S Building (4th Floor), 1, KS Roy Road, Kolkata: 700 001
2. District Magistrate, Howrah, PO: & Dist: Howrah
3. Managing Director, The WB State Co-operative Bank Ltd., 24A Waterloo Street, Kolkata: 700 069
4. Sri Rajib Chakraborty, Asstt. with a request to upload copy of the notice in the website of the Bank.

S. Banerjee

(Sounak Banerjee)
Chief Executive Officer

Registration No. 309 dated 19-09-1919

Head Office: Uluberia, Dist: Howrah, West Bengal, PIN: 711316

Phone: (033) 3570 2749 / Email: dccbhowrah@gmail.com

Visit us at: www.howrahdccb.com