

BENGALURU CO-OP. MILK UNION LTD., BENGALURU-560029.

Enquiry for Providing Professional Services for GST compliances & Tax
Consultancy for GST matter for the period 1.11.2020 to 31.3.2022

No.BAMUL/FIN/S.A-14-015/GST/2020-21/ 2267

Date :19-09-2020

SCOPE OF SERVICE

I. Review of Sales:

- 1.. Sales Registers, Ledgers and Journals in respect of Sale of Milk, Products, DCS materials, Unserviceable materials & all other sales shall be verified & tallied with Main Account Books.
- 2.. Statement of accounts shall be examined & compiling according to GST classification such as Local Sales, Inter State Sales, B2B, B2CS, B2CL, Taxable/Exempted, Job Work, applicable Tax Rate Etc., prior to filing GST monthly & Annual Return as per GST Act & Rules.

II. Review of Purchases:

1. All purchase details prepared & provided by Store section shall be examined and ensure that, the information provided is as per GST Rules & confirms to Main Account Books prior to filing GST Return. Interaction with the BAMUL Staff for gathering and compiling inputs for preparation of GST Returns.
- 2.. Purchase of Capital Goods, Inputs, other goods and receiving services shall be examined for calculation of eligible, ineligible & common Input Tax in accordance with GST Rules & applying and guidance to given to BAMUL staff for maintaining books of accounts as required for compliance of GST Returns from time to time.

III. Generating E-Invoice:

- 1.. Generating of E-Invoices on real time as applicable under the CGST Act, 2017 and rules made there on from time to time. Required information and documents will be available in our System (ERP and Tally). E-Invoices can be generate by integrate API with our ERP system or with the help of offline templates or any other software/applications.

(at present B2B & B2G Invoices count approximately 250 to 300 nos per day)

- 2.. Integration of IRN & QR Code in Accounting Invoices on real time basis.
- 3.. Amendments/Alteration of E-Invoices & E-Way bills whenever required.

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- 4.. Cancellation of E- Invoices and E-Way Bills whenever required as applicable with in the time limit specified under the CGST rules.
- 5.. Generating of E-Way Bills as applicable under the CGST Act, 2017 and rules made thereon.
- 6.. Data Compilation and Preservation of E-Invoices and E-Way Bills
- 7.. Above work has to be carried out by service provider/Consultant during training period of 2 to 3 months and Training to be given to BAMUL staff to carry out E-Invoice & E-Way Bill work.
8. Providing proper guidance/advise whenever required for the entire contract period for smooth functioning of above work.

IV. Review of GST Returns:

1. Review of auto populated GSTR-2A available at GST portal, identifying defaulting suppliers and advising BAMUL to initiate follow-up in timely manner.
2. It is to be ensured that, all the information reflected in Monthly/Quarterly/Yearly GST Returns shall be in accordance with the Main Accounts and vice versa. Necessary guidance shall be given to BAMUL Staff to maintain required heads of accounts in Books of Account as required for compliance of GST Returns.

V. Filing of GST Returns:

1. It is to be ensured that all the Tax Liabilities along with RCM applicability and its liabilities are discharged as per the prevailing GST Rules before filing of all periodical GST Returns.
2. Compiling and Filing of all Monthly, Quarterly & Yearly GST Returns as required by existing GST Rules with in the specified Due Dates.
3. Ensure that, all the entries of GST ITC & TDS ITC to be incorporated in BAMUL Books of Accounts in accordance with Electronic Credit & Cash Ledgers in GST Portal.

VI. Consultation/Advise:

1. Provide any clarification sought by BAMUL with regards to TAX matter from time to time and inform/update about any changes in GST Act/Rules/GST Rates which is directly applies to BAMUL activities from time to time. Issue of clarifications and preliminary advices over phone and emails on indirect tax matters.

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2. Liaisoning with GST authority on behalf of BAMUL and attend to any queries/clarifications sought by GST Department for the transactions pertains to financial year 2020-21 & 2021-22.
3. The Services provider shall give minimum 4 days visits to BAMUL every month for the above services in addition to emergency visits as during exigencies.
4. Although the Service period is pertaining to period 01.11.2020 to 31-3-2022, your responsibility will be continued till GST Annual returns for the FY 2020-21 and 2021-22 filed and verified by GST authorities.

VII. Professional Service Fee:

- 1.. Professional Service Fee shall be claimed on monthly basis after filing the Monthly Returns. Payment will be made with in 10 days of receipt of Tax Invoice.
- 2.. Professional Service Fee for the month of March will be paid only after filing the GST Annual Returns & all other Returns of respective Financial Year as required by GST Rules.

VIII. Commercial part:

Professional Service Fee to be quoted separately for :

Part-A :	GST Consultation (Including Representing BAMUL before GST authority for all GST Matter), Data Compiling, Reconciliation & Filing of GST Returns.	
Part-B :	E-Invoice & E-Way Bill concerned services.	
	TOTAL Rs.	


GENERAL MANAGER(FINANCE)