

**Amendments and Clarifications for the REOI of Consultancy services to assist
Uttarakhand State Tax Department to improve and strengthen audit function in the
Department**

A REOI was published on 8th January 2022 for the Consultancy for services to assist Uttarakhand State Tax Department to improve and strengthen audit function in the Department. Various Interested parties have requested relaxation in the Criteria, as well requested, certain Interpretation in terms of clauses of REOI.

In this regard to the queries, an amended REOI with clarifications is being issued for the interested parties to apply for REOI. The Proposal with relevant annexures and Declaration shall be delivered in a document form (pdf) at the mail id given in REOI latest by 19th March 2022 by 17:00 Hrs. Hard copies of shortlisted bidders shall have to be submitted before the issuance of the RFP.

Sr No	REOI	REOI clauses as per published REOI /Queries on REOI	Changes in REOI /Answer to the Queries
	REOI Clause	New Clause in REOI	<p>The Consulting firm may Associate / Joint Venture / Consortium with other firms to enhance their qualifications but indicate whether the association is a joint venture or Consortium. In the case of a Joint Venture/ Consortium, all the partners in a joint venture shall be joint or severally liable for the entire contract if selected.</p> <p>2. The Lead Bidder has to fulfill the mandatory and shortlisting criteria as per the REOI. The Joint Venture/Consortium Partner shall be allowed only for the technical expertise/support to the lead bidder. The lead bidder can have a joint venture/association/ Consortium with only one firm. A Joint Venture / Consortium / Association with more than one firm will lead to the rejection of the proposal. (A duly registered agreement between lead bidder and associate shall have to be submitted along with REOI)</p> <p>3. The Joint Venture/associate/consortium firm does not have to comply with all the mandatory and shortlisting criteria but the Conflict of Interest clause is mandatory and applicable even for Joint Venture/ Consortium firm along with Lead Bidder.</p>
2	Mandatory Clause	The applicant should have a minimum annual average turnover of at least Rs. <u>Thirty (Rs. 30 Crore net of GST) in the last three years (FY 2019-20,</u>	The applicant should have a minimum annual average turnover of at least Rs <u>Twenty (Rs. 20 Crore net of GST) in the last three years (FY2020-21, 2019-20, 2018-19,) from indirect tax advisory services</u>



		<u>2018-19, 2017-18) from indirect tax advisory services</u>	
3	Mandatory Clause (Interpretation)	Active conflict with this assignment.	<p>A Conflict of Interest may occur if a member performs a professional service of the client and the member or his or her firm has a relationship with another person entity product or service that could in the member's professional judgment be viewed by the client or other appropriate parties as impairing the member's objectivity.</p> <p>The firms/bidder has to submit a full disclosure (along with detailed lists if any as per annexure-D), regarding any previous engagements (in the form of advisory/consultancy/accounting/auditing, etc. related to both direct as well as indirect taxation) of the firms participating in the REOI, or its partners/employees/resources, with taxpayers registered under the State GST and the Central GST department in Uttarakhand, and potential conflicts that may arise out of their past engagements with the same. (The disclosure reporting period shall be from the date of implementation of GST i.e. July 2017, till 15th March 2022).</p> <p>The disclosure shall apply to the Firm, its Partners, Consultants, Full-time assistants, all the employees of the firm or those offering professional services to the firm who directly or indirectly will be part of this Consultancy during tendering process individually and jointly as well. The disclosure is also to be provided by the Joint Venture / Associate/ Consortium firm.</p>
4	Completion certificate	Completion Certificates – for the assignment/GST audit report generated with UDIN.	<p>The following details shall be required for Supporting Documents</p> <ul style="list-style-type: none"> • Engagement letter / Agreement with Client • Corresponding invoice raised by the firm for GST Audit • Completion certificate from the client / Proof of Payment received by audit firm through a copy of transaction of Bank account in which audit fee has been received / AS-26 Certificate for deduction of TDS on respective GST Audit.

5	Declaration	(a) The Consulting firm (firm or its members) is not engaged in Uttarakhand for any accounting, audit-related assignment which actively conflicts with this assignment.	The Consulting firm/ CA firms (firm or its members) have disclosed truly and completely, the list of assignments (as per Annexure –D) for any accounting, audit-related assignment /engagements (in the form of advisory/consultancy/accounting/auditing, etc) . The activities are related to both direct as well as indirect taxation services provided, as a firm or partner or consultant or assistant or advisor or any other name which implies that the person was the part of such service which has been provided in the State of Uttarakhand from 1st July 2017 to 15th March 2022 which will actively conflicts with this assignment. The declared assignments/engagements shall lead to Conflict of Interest and jeopardize the Independence, Professional Judgement and Professional Scepticism of the personnel or firm which shall be executing the above Consultancy.
6	Declaration	New Clause	(h) The Consulting firm/ CA Firm will abide by the Code of ethics Issued by Institute of Chartered Accountant as amended from time to time.
7	Submission date and Mode	Further information can be obtained at the address below during office hours 1000 to 1700 hours IST. Expression of Interest in the prescribed format along with relevant annexures must be delivered in a document form (hard copy or electronic pdf) at the address or mail id given below (in person, by post or by e-mail) latest by 28th January 2022 by 17:00 Hrs (Presently 14th March 2022)	Further information can be obtained at the address below during office hours 1000 to 1700 hours IST. Complete and duly signed Expression of Interest in the prescribed format along with relevant annexures and Declaration must be delivered in a document form (pdf) at the mail id given in REOI latest by 21 st March 2022 by 17:00 Hrs. Hard copies of shortlisted bidders shall have to be submitted before the issuance of the RFP. <i>the Proposals</i>

Government of Uttarakhand, Finance Department
Uttarakhand Public Financial Management Strengthening Project
Center for Training and Research in Financial Administration, (CTRFA)
UTTARAKHAND, INDIA

AMENDED REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

India

Uttarakhand Public Financial Management Strengthening Project

Loan No.: IBRD 8928

Assignment Title: Consultancy services to assist Uttarakhand State Tax Department to improve and strengthen audit function in the Department

Reference No. (As per Procurement Plan): IN-CTRFA-272379-CS-QCBS

Request for Expression of Interest for Selection of Firms for Consultancy services to assist Uttarakhand State Tax Department to improve and strengthen audit function in the Department
(CONSULTING SERVICES – FIRM SELECTION)

Application Deadline:	21 st March 2022
Type of Contract:	Consulting Service-Firm Selection
Nature of Contract	Time-Based Contract
Method of Procurement:	QCBS
Expected Duration of Assignment:	24 months in total (12 months, further 12 months based on performance)

Reference No.: IN-CTRFA -272379-CS-QCBS

Date: 8th January 2022

1. The GoUK has received a loan from IBRD for the Uttarakhand Public Financial Management Strengthening Project (UKPFMS) and intends to apply a part of the loan proceeds for this assignment toward the **Consultancy services to assist Uttarakhand State Tax Department to improve and strengthen audit function in the Department.**
2. This assignment's objective is to improve the GST Audit function in the Department leading to improvement in the revenue potential of the Department by introducing risk-based audit and data analytics.
3. The consulting firm's key activities are supporting and strengthening the GST Audit function and providing consultancy services as required. The scope includes but is not limited to the following activities to be undertaken by a team of skilled professionals for GST Audits with indicative deliverables:
 - I. **Support for Tax Audit Unit and Data Analytics and Risk Management Wing,**
 - II. **Support in GST Audit Function in the field with twenty-two resources including Chartered Accountants, fresher Chartered Accountants and Data Analyst (Details Specified in TOR)**
4. The minimum required qualifications/criteria are available in mandatory and Shortlisting criteria. The terms of reference of the assignment can be accessed on the website

<http://www.uttarakhandaudit.uk.gov.in> or can be obtained from the Project Management office.

5. The attention of interested Consultants is drawn to paragraphs 3.14 and 3.17 of the World Bank Procurement Regulations, July 2016 revised in November 2017 and August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict interest.
6. The Consulting firm may associate / Joint Venture / Consortium with other firms is to enhance their qualifications but it has to be clearly indicated whether the association is a joint venture or Consortium. In the case of a Joint Venture/ Consortium, all the partners in shall be joint or severally liable for the entire contract if selected.
7. The Lead Bidder has to fulfill the mandatory and shortlisting criteria as per the REOI. The Joint Venture/Consortium Partner shall be allowed only for the technical expertise/ support to the lead bidder. **The lead bidder can have a joint venture/association/ Consortium with only one firm. A Joint Venture / Consortium / Association with more than one firm will lead to the rejection of the proposal. (A duly registered agreement between lead bidder and JV/ Consortium/ associate shall have to be submitted along with REOI).**
8. **The Joint Venture firm/ associate does not have to comply with the mandatory and shortlisting criteria. But, the clause of Conflict of Interest/Active conflict in the assignment is mandatorily applicable also for Joint Venture/ Consortium/associate firm with Lead Bidder. A Joint Venture/ Consortium registered agreement shall be part of the REOI proposal.**
9. The Consulting firm will be selected following the **Quality Cost Based Selection (QCBS)** method set out in the Procurement Regulations.
10. **Further information can be obtained at the address below during office hours 1000 to 1700 hours IST. Complete and duly signed Expression of Interest in the prescribed format along with relevant annexures and Declaration must be delivered in a document form (pdf) at the mail id given in REOI latest by 21st March 2022 by 17:00 Hrs. Hard copies of shortlisted bidders shall have to be submitted before the issuance of the RFP.**
11. The REOI shortlisting criteria are given below. The Consulting firm that fails to meet these criteria or has not provided the requisite supporting documents will not be considered further in the evaluation process. The firms not meeting any one of the mandatory criteria need not apply as their proposal will be summarily rejected. The firms qualified in mandatory criteria will be evaluated further for shortlisting purpose as per World Bank Procurement regulation.

Project Director

Uttarakhand Public Financial Management Strengthening Project

91 Race Course

Near Police Line

Dehradun,

Uttarakhand, India,

Mob: +91-9358119541,9718323174

E-mail: ukpfmswb@gmail.com

**MANDATORY CRITERIA FOR THE FIRMS, FAILURE TO MEET ANY CRITERIA WILL
DISQUALIFY FIRM FROM THE SHORTLIST PROCESS**

S No	Mandatory Criteria	Supporting Documents
1	The applicant should have a minimum annual average turnover of at least Rs. <i>Twenty Crore (Rs. 20Crore net of GST) in the last three years (FY 2020-21, 2019-20, 2018-19) from indirect tax advisory services.</i>	Audited Financial Statements for FY 2018-19, and FY 2019-20 FY 2020-21 with a clear depiction of Indirect Tax advisory services fees for the above mentioned years
2	The Consulting firm (firm or its members) is not debarred by any State Government, Central Government, or any other Public Sector undertaking or a corporation or any other Autonomous Organization of Central or State Government.	Self - Declaration format is given in the EOI. The self-declaration should be on Rs 100 Stamp paper duly notarised and signed by the authorized Partner of the firm.
3	The Consulting firm (firm or its members) is/are not have been held guilty of any professional misconduct under the Chartered Accountants Act, 1949 (as amended) during the past five years or penalized under Chapter V of the Finance Act, 1994 or Customs Act, 1962 or Central Excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005. The Consulting firm (firm or its members) are /is not facing any investigation or enquiry by any State Tax Department/ CBEC/ CBIC or any of its subordinate offices for any violations under the Finance Act, 1994 or the Customs Act, 1962 or the Central Excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005.	(Please provide as per format given <u>below only</u>) <i>in EOI.</i>
4	The Consulting firm (firm or its members) is not engaged in Uttarakhand for any accounting, audit-related assignment <i>which is an inactive conflict with this assignment.</i>	

Note: Meaning of Active Conflict in assignment above point 04 –

A Conflict of Interest may occur if a member performs a professional service of the client and the member or his or her firm has a relationship with another person entity product or service that could in the members' professional judgment be viewed by the client or other appropriate parties as impairing the member's objectivity.

The firms/bidder has to submit a full disclosure (along with detailed lists if any as per annexure- D), regarding any previous engagements (in the form of advisory/consultancy/accounting/auditing, etc. related to both direct as well as indirect taxation) of the firms participating in the REOI, or its partners/employees/resources, with taxpayers registered under the State GST and the Central GST department in Uttarakhand, and potential conflicts that may arise out of their past engagements with the same. (The disclosure reporting period shall be from the date of implementation of GST i.e. July 2017, till 15th March 2022).

The disclosure shall apply to the Firm, its Partners, Consultants, Full-time assistants, and all the employees of the firm or those offering professional services to the firm who directly or indirectly will be part of this Consultancy during tendering process individually and jointly as well. The disclosure is also to be provided by the Joint Venture / Associate/ Consortium firm

Shortlisting Criteria

S No	Shortlisting Criteria	Supporting Documents
1	<p>The firm should have been registered with ICAI at least for the last fifteen years.</p> <p style="text-align: center;">Or</p> <p><i>In the case of a consultancy or a tax advisory firm working in relevant related areas like GST/Indirect or direct Taxation, one should have experience of at least fifteen years.</i></p>	<p>Self-certified copy of Constitution certificate issued by ICAI as of July 1, 2021</p> <p style="text-align: center;">Or</p> <p><i>In such case of any such firms as mentioned hereinabove, firm certificate of incorporation with proof of existence in India for the relevant period</i></p>
2	<p>The firm should have at least ten (10) Chartered Accountants full-time partners for the last three years.</p>	<p style="text-align: center;">As above.</p>
3	<p>The firm should have completed at least two (2) GST Audit u/s 35 of CGST/SGST Act for registered taxpayers having a minimum turnover of 10 Cr. each.</p> <p>The firm should also have completed at least one (1) GST audit/assignment/consultancy in the following areas each -:</p> <ul style="list-style-type: none"> • Manufacturing Units • Services • Consumer Goods • Works 	<p>The following details shall be required for Supporting Documents</p> <ol style="list-style-type: none"> a. Engagement letter / Agreement with Client b. corresponding invoice raised by the firm for GST Audit c. completion certificate from the client / Proof of Payment received by audit firm through a copy of transaction of Bank account in which audit fee has been received / AS-26 Certificate for deduction of TDS on respective GST Audit.

EOI FORMAT

Instructions

1. Please provide the details as required in the format. Non-completion of the format may lead to rejection during evaluation.
2. The consultant can add other materials about the Organization and other relevant details as annexure.
3. Please provide all documents requested as annexure.

Annexure –A

Name of the firm	
Registered Address	
Phone No:	
E-mail id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
E-mail id of the Contact person for this EoI	
Do you have a HO in the State	Yes/No. If yes, please provide the address
Do you have a branch office in the State	Yes/No. If yes, please provide the address
Date of firm's establishment	
Registration No. with ICAI	
Registration No. with CAG	
Is the firm empaneled on the CAG major list of auditors	Yes/No
Registration No. with RBI (if any)	
Number of full-time partners Fellow Associate	
Number of full-time qualified audit staff	
Number of other audit staff who are semi-qualified/unqualified	
PAN	
GST	

Please annex the certified documents of details mentioned

Annexure – B

Financial Particulars of the CA Firms

Financial year	Turnover	Turnover from Indirect Tax advisory	Net worth
2020-21 audited)			
2019-20 (audited)			
2018-19 (audited)			

Partners Brief Profile

Name of Partner	Age	Years of experience	Qualification	Number of years associated with the firm	Name of key clients handled with nature of work done

Full-Time CA and Staff Brief Profile

Name of Staff	Age	Years of experience	Qualification	Organization	Name of clients handled with nature of work done

Relevant assignments – of CGST/SGST under Section 35

Sr No	Client Name	Year of Audit	Location	Sector I.e., GST Audit for Goods/ work Service as specified in REOI Shortlisting Criteria Point No. 3	Nature of Goods/ Services i.e. e.g. in Service whether it relates to Hospitality / Travel i.e. type of service audited	Status	Details of Document for requisite proof

ANNEXURE –C
List of GST Audit conducted by Consultant

DECLARATION

To
Project Director,
UKPFMS
Dehradun

We hereby confirm that:

- (a) The Consulting firm/ CA firms (firm or its members) have disclosed truly and completely, the list of assignments (as per Annexure –D) for any accounting, audit-related assignment /engagements (in the form of advisory/consultancy/accounting/auditing, etc) . The activities are related to both direct as well as indirect taxation services provided, as a firm or partner or consultant or assistant or advisor or any other name which implies that the person was the part of such service which has been provided in the State of Uttarakhand from 1st July 2017 to 15th March 2022 which will actively conflicts with this assignment. The declared assignments/engagements shall lead to Conflict of Interest and jeopardize the Independence, Professional Judgement and Professional Scepticism of the personnel or firm which shall be executing the above Consultancy.
- (b) The Consulting firm (firm or its members) is not debarred by any State Government, Central Government or any other Public Sector undertaking or a Corporation, or any other Autonomous Organization of Central or State Government.
- (c) No partner of the audit firm or any qualified employee of the firm is related to any member of the Project/Department of State Tax, Uttarakhand. Relative would mean husband, wife, brother, sister, or any lineal ascendant or descendant.
- (d) The Consulting firm (firm or its members)/partners/qualified staff neither face any pending disciplinary action nor is found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 (as amended) during the past five year
- (e) The Consulting firm (firm or its member partners/qualified staff) has not been held guilty of any professional misconduct under the Chapter V of the Finance Act, 1994 or Customs Act, 1962 or Central Excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005.
- (f) The Consulting firm (firm or its members) /partners/qualified staff are not facing any investigation penalized by any State Tax Department/ CBEC/ CBIC or any of its subordinate offices for any violations under the Finance Act, 1994 or the Customs Act, 1962 or the Central Excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005.
- (g) The Consulting firm/ CA Firm will abide by the Code of ethics of the Institute of Chartered Accountant issued and amended from time to time.

In case of any further changes which affect this declaration later; we would inform the project appropriately. If any of the above is found to be false, we understand that the project can report this to the Institute of Chartered Accountants of India, State Tax Department/ Any related Professional

Body or Organization /CBEC/ CBIC, and the Firm will not be eligible to bid for any audit contracts of projects financed by the World Bank and audits penalized State Government of Uttarakhand

(To be signed only by an authorized partner of the firm, on behalf of the firm)

ANNEXURE –D

**DISCLOSURE BY BOTH CA FIRM AS A WHOLE AS WEL AS PARTNERS PAID ASSISTANT
INDIVIDUALLY AS PER CA INSISTUTE CERTIFICATE AS ON 1st January 2022**

**Disclosure List of assignments carried out by CA Firms / Consulting Firms in Uttarakhand from 1st
July 2017 to 15th March 2022**

Sr No	Name of firm/ Company/ LLP / Organization	GST No of the Organization	Nature of Activity (Accounting/auditing/advisory etc,)	Period of assignment	Completed / continuing	Any other details to be disclosed

- The Shortlisted firms have to provide the same for the firm at the RFP stage any discrepancy or substantial changes in the declaration list may lead to Disqualification at the RFP Stage **Suo – motto.**

Draft Terms of Reference
**Consultancy services to assist Uttarakhand State Tax Department to improve and strengthen
audit function in the Department**

Background

1. Strategic change is required to make the State Revenue Surplus. Accordingly, the State Tax Department of Uttarakhand has decided to increase the number of risk-based and focused/targeted GST Audits with the help of professional accountants, IT tools, and data analysis, which would lead to improved tax compliance and reduction in malpractices like tax evasion/false reporting/account manipulation/accounting and tax fraud, etc.
2. GST's implementation in Uttarakhand (UK) requires to be strengthened to address challenges that may emerge during GST Audits that would be carried out. With increasing cases of GST filing and vendors moving to GST where nearly one lakh registered vendors are currently registered with the Department, review of compliance, audit, and as well as detecting evasion is important. Regular audits and review of the filing are of utmost importance to the Department. So, it is essential to create a strong GST Audit mechanism that can help in better tax compliance thus leading to a reduction in tax evasions.
3. With the above objective, the Uttarakhand State Tax department intends to hire a firm that can provide the required resources outlined in the TOR to strengthen the GST Audit wing

Objective

4. The objective of this assignment is to improve the GST Audit function in the Department leading to improvement in the revenue potential of the Department by improving the risk-based audit function of the department. The firm will assist the department in audit under the direction of Commissioner State Tax.

Detailed Scope of Work

5. Keeping this background in view, the key activities expected to be carried out are Support and Strengthening of the GST Audit function. The scope includes but is not limited to the following activities to be undertaken by a team of skilled professionals for GST Audits with indicative deliverables.

Activity 1: Support for Tax Audit Unit and Data Analytics and Risk Management Wing (02 Tax experts and 03 Data Analysts at HQ Dehradun):

6. A core team of consultants would be attached with the HQ-based Central Tax Audit Unit (CTAU) and would be working under the supervision of Commissioner State Tax. This team would be responsible for working on the audit strategy, audit planning, and supporting the CTAU in the overall audit function. The consultants would assist in the following activities:

Activity 1: Risk-based Audit planning and monitoring

- I. Defining scope and volume of audit based on different groups of taxpayers.
- II. Drafting risk parameters for selection of cases for audit and identifying risk-prone segments/commodities/taxpayers.
- III. Developing Risk Assessment Based audit plan.
- IV. Monitoring of the 'Risk Assessment/Audit' module and conducting periodic review of risk parameters based on learnings from different audits or feedback from senior officials/field units.
- V. Ensuring effective & efficient implementation of GST audit manual - including periodic review, preparation, and updating of related documents.
- VI. Developing mechanisms for evaluation of audit quality and timeliness, studying levels of compliance including recoveries of dues relating to important audit objections/paras.
- VII. Preparing and timely updating of checklists of Information Request List (IRL) considering the latest tax issues and developments.
- VIII. Analyzing different sources of data relevant for audit and understanding the relationships between different data sets.
- IX. Collection and dissemination of information/trends/patterns noticed during the conduct of different audits.
- X. Conduct regular reviews based on audit experiences and share these experiences with the officers in the form of regular seminars, training and reports of existing laws, rules, procedures, instructions relating to GST and to make recommendations for re-engineering of processes, procedures & ICT system.
- XI. Training the firm staff who are involved in the assignment regularly and also be responsible for the quality of deliverables produced by the firm
- XII. Carrying out any other task assigned by Department about GST audit and allied activities.

Sub Activity 2: Data analytics based on risk parameters defined by the Department

- I. Analyzing different sources of data and understanding the relationships between different data sets.
- II. Developing mechanisms for gathering information from multiple sources to create a single view of information.
- III. Preparing in-house databases of GST taxpayers with all necessary & relevant details of taxpayers required to create taxpayer master profile (registration, returns, refunds, payments, e-way bills, etc.)
- IV. Developing, analyzing, and preparing the data analytics to check the tax evasion
- V. Carrying out data analytics for the Department (Software for Data Analytics if such is not proposed to be provided by GSTN)
 - a. Designing and maintaining data systems and databases including fixing data-related problems.
 - b. Mining data from primary and secondary sources, reorganizing said data in a readable structured format.
 - c. Using statistical tools to interpret data sets, develop trends and patterns that could be valuable for diagnostic and predictive analytics efforts.
 - d. Preparing reports to effectively communicate trends, patterns, and predictions using relevant data.
 - e. Creating appropriate documentation that allows stakeholders to understand the steps of the data analysis process.
 - f. Developing new processes and queries in consultation with the domain experts from the Department and providing reports as required by the Department

7. The indicative deliverables are as follows:

- a) Audit roadmap including the selection of units for audit
- b) Preparation of taxpayer master profile
- c) Risk parameters for selection of unit
- d) Charter of functions
- e) Audit bulletins
- f) Report on risk parameters
- g) Reports on remedial & protective measures
- h) Various data analytics reports based on risk parameters
- i) Checklists

- j) Training Materials
- k) Quality Assessment and Improvement Program (QAIP)
- l) Monthly Progress Reports

8. Activity 2: Support in GST Audit Function in the field (06 CA with experience and 12 CA Fresher's:

These professionals will be placed in the field with the audit team to support Backoffice/desktop work and will work under the supervision of Commissioner or any officer authorized by Commissioner in this regard. One CA with experience and One CA fresher will be made as a team and assigned to the field formations as decided from time to time. They will be supporting and assisting the audit teams as per instructions issued in this regard from time to time. There would be no direct or indirect interaction with the clients and any attempt in this regard or any instance even remotely linked to any suggestion or indication of professional malpractice will be taken very seriously and all due legal procedures shall be taken both against the firm and/or the individuals in their capacity under extant criminal laws. The consultants would primarily assist the following activities:

- I. Preparing for selected taxpayers, individual taxpayer master profile/taxpayer at a glance (TAG) comprising of – related parties, uncommon trend/pattern, suspicious transactions, mismatches, and indicative tax evasion value basis the data available in the system, etc.
- II. Gathering information, updating of master profile using additional information as per the response of information
- III. Preparing audit plans & schedules
- IV. Supporting the audit teams in a) conducting desk review, b) outlining the information to be sought from the taxpayer during site visits by the departmental officers, c) data-based inputs/analysis for effective decision making by going through books of accounts/other records and leveraging their knowledge of accounts and audit, d) reviewing relevant assertions which may be audited depending upon the nature of business of auditee and industry considerations and e) effective conduct of the audit, e.g. in case of multi-locational suppliers/purchaser of taxpayers.
- V. Supporting the audit teams in a) preparing the draft report and b) assisting the senior officials in the examination of audit paras in a monitoring committee meeting and finalizing the report.
- VI. Supporting the senior officials in tracking closure of audit cases and assisting in regular monitoring of the performance of audit teams and pendency related to audits.
- VII. To provide inputs to the central team on audit outcomes and changes to be made to audits based on field experience.

9. The indicative deliverables are as follows:

- a) Various analysis reports
- b) Master data files
- c) TAG / Taxpayer master profiles
- d) Audit plans & schedules
- e) Audit checklists
- f) Draft report across findings
- g) Draft reports on multiple trends/patterns of different audits
- h) Draft reports on the demand generation, recoveries under cases of audit
- i) Draft report on the status of cases, pendency, etc.
- j) Draft report on audit paras/objections, etc.
- k) Monthly Progress reports

Staffing

10. The professional firm would be required to provide staff as listed below for full-time support for the above indicative activities to the State Tax Department. The professionals mentioned will be having the requisite skill set as mentioned below. These professionals will be part of the core team and will be supporting the Department in various activities. These professionals will work full time with the Department officials and carry out all the work assigned by the Department.

11. The following are the staff required for this assignment. They will be full-time based with the Department.

S. No.	Qualification	No. of Resources required
Key Experts		
1	Team Leader- CA	01
2	CA with Experience	06
Non-Key Experts		
3	CA Fresher	12
4	Senior Data Analyst	01
5	Data Analyst	02
Total		22

Conditions

12. These resources can be placed anywhere in Uttarakhand with any audit team.

13. It is the sole discretion of the Commissioner to decide their placement and can rotate the resources as per requirements of the work and other contingencies.
14. Any resource found to be indulging in any malpractice will be immediately replaced and action shall be initiated as indicated above. An undertaking shall have to be given by all resources placed at the time of finalization of the contract.
15. All the conditions of placement and working will be decided by the Department of State Tax.
16. The contract will initially be for one year based on performance, the contract may be extended for the second year.
17. There should be no change in resources without the consent of the Commissioner State Tax and Project Director, in writing.
18. The Commissioner can ask for the replacement of the resources without giving any reason.
19. *As the PMC is a workforce consultancy, the methodology will be based on interaction with all Key and Non-key Experts to assess the knowledge and aptitude of the proposed staff.*

Staffing qualification

Position	Work expected	Qualification	Expertise	Declaration
Team Leader – 1 (Key Expert)	<ul style="list-style-type: none"> Lead the team Overall responsibility to deliver the assignment 	<ul style="list-style-type: none"> Member of ICAI Certificate Course on GST The following qualifications will be awarded extra marks Certificate course on forensic accounting and fraud detection/DISA/ CISA/ Certified Internal Auditor 	<ul style="list-style-type: none"> At least ten years of overall post qualification experience At least three years in GST in auditing, representation, filing returns, or any other consultancy related to GST The person should have done at least three GST Audits under section 35 of the CGST/SGST Act, and one of the audits should be having a turnover of more than 50 Cr in any financial year from 17-18 onwards. The candidate should have demonstrated expertise in software like SAP, ERP, Tally, Excel, SQL, etc. Knowledge of VAT will be an added advantage 	<p>Self-declaration of not have been held guilty of any professional misconduct under the Chartered Accountants Act, 1949 (as amended) during the past ten years or penalized under Chapter V of the Finance Act, 1994 or Customs Act, 1962 authorized excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005.</p> <p>Self-declaration of not facing any investigation or enquiry by any State Tax Department/ CBEC/ CBIC or any of its subordinate offices for any violations under the Finance Act, 1994 or the Customs Act, 1962 or the Central Excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005.</p>
CA with three years experience– 06 (Key Expert)	<ul style="list-style-type: none"> Will be responsible for delivering activity 2 	<ul style="list-style-type: none"> Member of ICAI The following qualifications will be awarded extra marks Certificate Course on GST Certificate course on forensic accounting and fraud detection DISA CISA Certified Internal Auditor 	<ul style="list-style-type: none"> At least three years of overall post qualification experience At least one year in GST in the area of auditing, representation, filing returns, or any other consultancy related to GST The person should have done at least one GST Audit under section 35 of the CGST/SGST Act. The candidate should have 	<ul style="list-style-type: none"> Self-declaration of not have been held guilty of any professional misconduct under the Chartered Accountants Act, 1949 (as amended) during the past five years or penalized under Chapter V of the Finance Act, 1994 or Customs Act, 1962 or Central Excise Act, 1944 or the GST

<u>Position</u>	<u>Work expected</u>	<u>Qualification</u>	<u>Expertise</u>	<u>Declaration</u>
			<p>expertise in software like SAP, ERP, Tally, Excel, SQL etc.</p> <ul style="list-style-type: none"> • Knowledge of VAT will be added advantage 	<p>laws, Uttarakhand VAT Act, 2005.</p> <p>Self-declaration of not facing any investigation or enquiry by any State Tax Department/ CBEC/ CBIC or any of its subordinate offices for any violations under the Finance Act, 1994 or the Customs Act, 1962 or the Central Excise Act, 1944 or the GST laws, Uttarakhand VAT Act, 2005</p>
<p>CA Fresher's - 12 (Non-Key Expert) <i>Note: The CVs of Non-Key Expert with the brief profile shall be submitted with technical proposal</i></p>	<ul style="list-style-type: none"> • Will be responsible for delivering activity 2 	<ul style="list-style-type: none"> • Member of ICAI or eligible to be a member of ICAI <i>The following qualifications will be awarded extra marks</i> • Certificate Course on GST • Certificate course on forensic accounting and fraud detection • DISA • CISA • Certified Internal Auditor • Completed three years of article ship 	<ul style="list-style-type: none"> • Any person who has passed CA Final and completed article ship and is eligible to be a member or a registered member of the ICAI. • Knowledge of normal audits • Knowledge of GST audit would be an advantage • Knowledge of MS-OFFICE suite and Tally 	
<p>Senior Data Analysts – 01 <i>Note: The CVs of Non-Key Expert with the brief profile shall be submitted with technical proposal</i></p>	<ul style="list-style-type: none"> • Will be responsible for delivering activity 1 	<ul style="list-style-type: none"> • Master's in computer science/Statistics/Data Science • Additional marks would be given to master's in data science • Certification on anyone of the following: SQL, R, Python, and similar technologies will be given additional marks 	<ul style="list-style-type: none"> • Must have five years' work experience in data analysis • Must have experience in the development of statistical models using SQL, R, Python, and similar technologies; and data visualization software such as Tableau or Qlik or any other similar software • Must have experience of working with RDBMS • Must have good mathematical and statistical skills to 	

<u>Position</u>	<u>Work expected</u>	<u>Qualification</u>	<u>Expertise</u>	<u>Declaration</u>
			gather, measure, organize, analyze and interpret data <ul style="list-style-type: none"> • Have designed and developed analytical models for at least 02 project • Experience in developing analytics models for tax analytics would be an advantage • Experience in working with GSTN would be an advantage. 	
<u>Data analysts</u> -2 Note: The CVs of Non-Key Expert with the brief profile shall be submitted with technical proposal	<ul style="list-style-type: none"> • Will be responsible for delivering activity 1 	<ul style="list-style-type: none"> • Bachelor's in computer science/Statistics/Data Science • Certification on SQL, R, Python, and similar technologies will be given additional marks 	<ul style="list-style-type: none"> • Must have five years' work experience in data analysis • Must have experience in the development of statistical models and data visualization software • Must have good mathematical and statistical skills to gather, measure, organize analyses, and interpret data • Experience in working with GSTN would be an advantage. 	

20. Uttarakhand Public Financial Management Strengthening Project will administratively coordinate the assignment
21. **Technical Review Committee. A 'Working Group' with participation from Commissioner State Tax will be constituted for this purpose. A Technical review committee headed by the Commissioner or any officer not below the rank of Additional Commissioner, will review all the reports and clear the payments. To have a standardized policy for the review of Quality of Audit Reports, the Key Performance Indicators as mutually decided by the State Tax Department and the Successful consultant**
22. Payments will be made every month based on attendance and reports worked by the consultants. The line of reporting and reviewing authorities shall be decided in consultation with the Firm

Support to be provided by GoUk

23. Office space and laptops/stationery/access to printers etc. will be provided by the CTD both at HO and infield.

24. **Duration of Assignment**, The duration of the assignment shall be 12 months. The consulting staff is expected to be on-field full time. This arrangement of full-time support is extendable by one year based on performance and mutual agreement).