

Annexure- A

SOR (Schedule of Requirement) Of CLW

Part-I (Essential services).

1. Advice on applicability of GST including method of calculation of GST.
2. Advice on applicability, computation and claiming of Input Tax Credit and its vetting under GST.
3. Training / Seminar/Presentation for Staff/ Vendors as and when required on centralised basis. (Once in a quarter).
4. Consultancy to deal with various GST related notices/quarries. (as per requirement).
5. Advice for preparation of format/check list /MIS report at various level.
6. Advice of preparatory work and replied of audit of GST.
7. Providing advice on billing system in line with GST Law.
8. Any other advisory services of GST as and when required.
9. Any direct and indirect link of GST with past or present system of CLW.
10. Checking of ITC, if required, for filling & other purpose of GST.

Part-II(Optional services).

1. Visiting / liasioning with the authority of GST for assessment & other Misc. Work at various level.

Annexure – B

Terms and Conditions

- 1) Professionals shall have to arrange their own lodging & Boarding during their stay at CLW in relation to their services.
- 2) The duration of contract for providing professional services relating to GST shall be from a period of one year.
- 3) Service tax will be applicable as per the latest guidelines.
- 4) Payments shall be made against bills/invoices raised by professionals on quarterly basis duly verified by AFA GST Cell.
- 5) The said contract is govern by the Indian Arbitration Act and Indian Contract Act. The Firm shall deem to have offered their quotation after acquainting themselves with these conditions & agreeing to abide by them.
- 6) All statutory deductions like TDS etc. Shall be made from the bills at the time of payment as per extent rules applicable.
- 7) CLW administration will have full right to terminate the contract before completion without any notification or explanation to the Professionals. The payment to the contractor shall only be made for each quarterly audit.
- 8) Agreement will come into force from the date of first reporting to this administration and will remain in force for 01(one) year.