

KERALA MEDICAL SERVICES CORPORATION LIMITED
(Department of Health and Family Welfare)

Thycaud P.O. Thiruvananthapuram 695104

Phone 0471-2945600,2945671,9497002080

KMSCL/ADMN/6095/2025

17.07.2025

Tender Notice for engaging accounting firms to file GSTR-9 return for KMSCL

Sealed tenders are invited from reputed accounting firms / individuals for the following works in connection with filing GST returns of the Corporation.

Work Details

1. To complete pending returns of the corporation and file GSTR-9 (GST Annual return) for the financial Years 2019-20,2020-21,2021-22, 2022-23, 2023-24.
2. The maximum period to complete the above works is on or before 15.11.2025.

The entire works shall be completed on or before 15.11.2025.

Tender Details

Tender document fees - Rs.885+18% GST (Rs.159) = Rs.1044/-

EMD - Rs.4425/-

Performance Security - 5% of quoted amount

Time line for Tender

1. Tender publishing date - 16.07.2025 10.00am
2. Last date of tender submission - 30.07.2025 5.00 pm
3. Tender opening date - 31.07.2025 11.00am

Qualification of bidder

1. 3 (Three) years experience in the relevant field.
2. Registered firms under Kerala with GST registration.
3. Thorough knowledge in preparing and filling GST return
4. Firms registered with Income Tax Department (PAN Card).

Submission of Tender (Documents required with Technical bid)

1. Bids are submitted in two cover system. Technical Details and Financial bid.
2. General form duly filled up.
3. Copies of Registration Certificate, GST Regn. Pan Card.

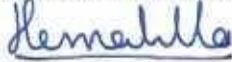
4. Details of office in the District and within states

Payment of Tender cost & EMD

1. Tender details can be downloaded for the website of the corporation www.kmscl.kerala.gov.in.
2. Tender fee and EMD can be remitted by way of DD in favour of KMSCL to be draw at Trivandrum.
3. The Tender cost and EMD can be remitted by way of transferring the amount to PNB Bank 3624001800000019 IFSC PUNB00362400.
4. The offer amount shall be inclusive of all taxes and GST.

Managing Director

Approved For Issue



Administrative Officer

ANNEXURE -1

General Information about the Tender Applicant

1	Bidder Name	:	
	Address	:	
	Mobile No.	:	
	E-mail	:	
			Mobile No :
			E-mail :
2	Type of Establishment (proprietorship / Partnership/ Pvt.Ltd)	:	
3	Year the organization was registered	:	
4	Name and Designation of the higher authority of the institution	:	
5	How many years of experience do you have in the GST Auditing works? (Please attach documents proving your expertise.)	:	
6	GST (Document)	:	
7	PAN (Document)	:	

I certify that all the above-mentioned information is true. I also certify that I understand and accept all the terms and conditions in the tender document.

Date

signature

ANNEXURE - 2**Financial Proposal Submissions Form****From****To**

Managing Director KMSCL

Dear Sir,

I / We, the undersigned, offer to selection of GST Auditor Firm as accordance with your tender document ----- and our Technical Proposal.

My/Our attached Financial Proposal is for the amount of Rupees -----

Sl. No	Item Description	Qty	Unite rate (Exel. GST)	Total rate (Exel. GST)
Total ((Exel. GST)				
GST				
Total (Incl. GST)				

My/Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Tender.

This bid should be "firm and irrevocable offer "and should be valid 120 days from date of opening of the bid.

I/We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized signature (In full and initials) :

Name and Designation of signatory :

In the capacity of :

Address :

Date :

Office Seal