



POLICE



DEPARTMENT

KERALA

No. J2-115167/2023/PHQ

Police Headquarters,

Thiruvananthapuram

Vazhuthacaud

Pincode:695010

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Dated. 22-09-2026

Quotation Notice 01/2026

Subject: Invitation of Quotations for Professional GST Return Filing, Compliance, Reconciliation and Advisory Services for SKPKB's Kerala

Quotations are invited from eligible Chartered Accountants / Tax Consultants / GST Practitioners / Professional Tax Consultancy Firms for providing GST return filing, compliance, reconciliation and advisory services to the Police Canteens under the Kerala Police Kalyan Bhandar.

The selected agency/consultant shall be responsible for providing the following services:

1. Scope of Services:

1. Verification of monthly sales registers, purchase invoices and other GST-related records.
2. Preparation and timely filing of GSTR-1 and GSTR-3B.
3. Monthly reconciliation of purchase invoices with GSTR-2B and verification of eligible Input Tax Credit.
4. GST reconciliation and compliance relating to CSD/CPC and concessional GST transactions, wherever applicable.
5. Identification and rectification of discrepancies/mismatches in GST returns and portal data.
6. Preparation and filing of Annual Return GSTR-9 and Reconciliation Statement GSTR-9C, wherever applicable.
7. Assistance in responding to GST notices, queries, discrepancies and communications received through the GST portal.
8. Providing GST-related consultation and advisory support whenever required.
9. Any other GST compliance-related work entrusted by the competent authority.
10. Quotation Requirements

The quotation shall clearly indicate the professional fee excluding GST and including GST separately, for the following:

Sl. No.	Service	Frequency
1	Monthly GST compliance and filing GSTR-1 & GSTR-3B	Monthly



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2	ITC / GSTR-2B reconciliation	Monthly
3	Annual GST Return – GSTR-9 / GSTR-9C	Annually
4	GST Notice handling / reply and representation	Per case
5	Other GST advisory/compliance services	As applicable

The quotation shall also clearly specify any additional charges, if applicable.

3. Eligibility Criteria:

1. The bidder shall be a Chartered Accountant/Cost Accountant/Company Secretary/GST Practitioner/Tax Consultant/Professional Tax Consultancy Firm legally competent to undertake GST compliance and return filing services.
2. The bidder shall possess valid PAN and GSTIN, wherever applicable, and GST Practitioner enrolment wherever the services are undertaken in that capacity.
3. The bidder shall have a minimum of two years' experience in GST return filing, reconciliation, compliance and advisory services.
4. The bidder shall have adequate professional expertise and infrastructure to undertake timely filing of GST returns and related compliance activities.
5. The bidder shall not have been blacklisted/debarred by any Central/State Government Department, Government undertaking, statutory authority or local body as on the date of submission of quotation.
6. The bidder shall furnish documentary proof of professional status, GST/PAN registration, relevant experience and non-blacklisting declaration along with the quotation.
7. The competent authority reserves the right to verify the credentials and experience furnished by the bidder

4. Terms and Conditions:

1. The selected consultant shall ensure timely and accurate filing of all applicable GST returns within the statutory due dates.
2. The consultant shall maintain strict confidentiality regarding the financial, sales, purchase and GST-related information of the Police Canteens.
3. The Police Canteen shall provide the required sales registers, purchase invoices, bank statements and other relevant records within the prescribed time.
4. Any statutory late fee, penalty or interest arising due to delayed/non-availability of data from the Police Canteen shall be dealt with separately as per applicable rules.
5. The quoted professional fee shall remain valid for the period specified in the quotation.
6. The competent authority reserves the right to accept or reject any quotation, in full or in part, without assigning any reason.
7. The successful bidder shall execute the required agreement/undertaking, if required, before commencement of the services.
8. The decision of the competent authority regarding selection of the consultant shall be final.

5. General Conditions :

1. The quotation should be submitted in an envelope bearing the superscription "Quotation for GST Return Filing SKPKB's" and addressed to the "Chairman,



Central Management Committee, SKPKB, Kerala Police Headquarters,
Thiruvananthapuram"

2. Intending suppliers may submit their quotation on their own letter head along with TIN/CST/GSTIN Number.
3. Last date of receipt of quotation is on 26/09/2026 at 11:00 AM. Late quotations will not be accepted.
4. Payment will be made only after filing the GST Return. Advance payment will not be allowed.
5. This quotation is intended for the service provided for three years.



HARSHITA ATTALURI IPS
Additional Director General of Police HQ (ic)
For Director General of Police-cum-State
Police Chief

To : The Official website of Kerala Police
Copy To : Duty Officer, PHQ for information and further necessary action

