



**Power Finance Corporation Ltd (PFC)  
(A Govt. of India Undertaking)**

**Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,  
New Delhi-110001**

**Bid No.: 04:03:11:10:1: GST Vol-I dated 20.03.2018**

**Notice Inviting Bids  
(ONLY THROUGH E-TENDERING MODE)**

**For  
Appointment of Consultant for GST on retainership basis**

Date of Release of Bid Document	20.03.2018
Last Date for Submission of Bids <i>Time : Up to 11:00 hours</i>	04.04.2018
Date of Opening of Technical Bids <i>Time: 11:30 hours</i>	04.04.2018
Date & Time of Opening of Financial Bids	To be intimated later on to the eligible bidders

**Official tender documents** have to be downloaded from <https://www.tcil-india-electronictender.com> after registration on the above website for participation in the tendering process.



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## SECTION - I

### SCOPE OF WORK

The Corporation intends to appoint a firm of Chartered Accountants as a Goods and Services Tax (GST) Consultant for handling / advising on GST matters. The proposed scope of work is indicative and not exhaustive including:-

#### Part A- GST matters

- a) Conducting detailed trial balance / ledger review on quarterly basis to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism;
- b) Verifying the issuance of invoices, debit, credit notes, bill of supply and other documents and records maintained to check whether they are as per the GST Law;
- c) To validate the monthly output liability of GST and claim of input tax credit computed by PFC including exercise of matching of input tax credit as per FORM GST 2A with the accounts;
- d) To provide guidance and to review and verify the monthly / annual GST returns and file the vetted GST returns along with preparation of the annual reconciliation statements which is required to be submitted with the annual return;
- e) Advising on all the matters (regarding GST Law, accounting, process, policy, system, software) to ensure GST compliance.
- f) Assistance in all GST compliances including audit proceedings / show cause notices/ demands and other proceedings as applicable initiated by appropriate authorities including drafting/ filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands. Further similar assistance will also be provided in respect of service tax matters.
- g) To provide guidance/advise for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and verify completeness of the data generated through the system for GST Returns;
- h) Assisting Corporation in GST planning, assessing its tax positions;
- i) Keeping PFC informed about any changes which may take place in GST from time to time and its impact on the Corporation.
- j) To create training material & presentation / manual for the use of PFC's staff.



k) Any other matter relating to GST / Service Tax.

**Part-B – Annual GST Audit**

The firm will be required to conduct the annual GST audit as required under Section 35(5) of CGST Act and issue audit report.



## SECTION - II

### ELIGIBILITY CRITERIA & BID EVALUATION

#### A. TECHNICAL BID EVALUATION:

The bidder in order to be eligible for bidding needs to **fulfill all the following criteria**. The Technical Capability of the bidders would be evaluated based on the criteria and weightage as given below:-

Sl. No.	Eligibility Criteria	Max Score	Documents required
1.	Bidder should be a reputed Chartered Accountancy firm registered with ICAI with a minimum experience of 12 years and based in Delhi NCR Area. Minimum marks for 12 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks.	10	<ul style="list-style-type: none"><li>• Copy of Certificate of firm's registration issued by ICAI.</li></ul>
2.	Minimum 6 partners with at least 2 partners having at least 10 years' experience in the indirect taxation field. Minimum marks for the criteria will be 15. For each additional partner, 1 additional mark will be awarded subject to maximum of 20 marks.	20	<ul style="list-style-type: none"><li>• Resume of the partners and qualified CAs/ advocates giving the brief details of relevant experience with membership no. and other documentary evidence establishing the fulfillment of criteria including details of cases in CESTAT and above.</li></ul>
3	Minimum 8 paid qualified chartered accountants (other than partners) or advocates out of which 4 should have at least 5 years' experience in Indirect Taxation field. Minimum marks for the criteria will be 15. For each additional paid qualified chartered accountant/ advocate, 1 additional mark will be awarded subject to maximum of 20 marks.	20	
4	Existing Partner(s)/ Paid Professionals having experience of handling at least one decided case before CESTAT and above in last four years. Minimum marks for the criteria will be 15, For each additional case handled in the last four years, 2 additional marks will be awarded subject to maximum	20	



	of 20 marks.		
5	The Bidder should have undertaken similar Service Tax/ GST assignments of at least two Maharatna / Navratna / Miniratna PSU/ Scheduled Commercial Bank or a listed FI/NBFC/Public Limited Company having annual revenue of more than Rs.1000 crore, for a continuous period of at least one year in the last 4 years on retainership basis. Minimum marks for the criteria will be 15. For each additional similar assignment handled for a continuous period of at least 1 year during last 4 years, additional 1 mark will be awarded subject to maximum of 20 marks.	20	<ul style="list-style-type: none"><li>• Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc) and Audited P&amp;L of the client.</li></ul>
6	The bidder should have an average annual gross receipts / turnover of Rs. 2 (two) crore during last 4 (four) completed financial years. Minimum marks for the criteria will be 5. For each additional full Rs.1 (one) crore turnover, additional 1 mark will be awarded subject to maximum of 10 marks.	10	Audited financials to ascertain the average annual gross receipts / turnover.
	<b>Total</b>	<b>100</b>	

The bidder scoring at least 70 marks (in Technical Criteria) will be selected as the Technically Qualified Bidder.

**NOTE:**

1. For qualifying Technical Evaluation, a bidder has to meet minimum specified eligible criteria in all the categories.
2. The Technical bid prepared by the bidder shall comprise of:
  - (i) Bid Form as specified in Annexure-A
  - (ii) Details of bidder as specified in Annexure-B
  - (iii) Eligibility criteria as specified in Annexure-C along with all documentary evidences.
  - (iii) Undertaking Form as specified in Annexure-D



3. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
4. Detailed technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
5. During evaluation of the bids, PFC may at its discretion ask the Bidders for clarification of their bids, if required.

## B. FINANCIAL BID EVALUATION:

The financial bids of technically qualified bidders only will be opened and evaluated.

The final selection of the successful bidder from the technically qualified bidders will be done by considering the technical bid and financial bid for Part –A of Scope of work (GST matter) by using the following criteria and weightage :-

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score
Financial	40	The bidder with the lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 40 marks. A bidder quoting Rs.100/- will get $(60/100) \times 40 = 24$ marks.
Technical	60	The bidder with the maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks. For example, if the highest technical score is 80, bidder having this will get 60 marks. Bidder having technical score of 70 will get $[70/80] \times 60 = 52.50$ marks.
Total	100	

### **NOTES:**

- a) **The Financial Bid as per Annexure-E has to be submitted ON-LINE only.**
- b) All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.
- c) In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee for Part-A of Section-I (GST matters). In case of a tie in financial as well as technical score, the Corporation can award the assignment to any one of the bidders at its sole discretion.
- d) In case the fee quoted by the successful bidder as above for GST Audit (part B of Scope of work as mentioned at Section I) is not the lowest, then the successful bidder shall be required to match the lowest fee quoted amongst all the technically qualified bidders for Scope of work as mentioned at Part B of Section I. For this , the bidder shall give a certificate that in event of his selection as a successful bidder for the scope of work as mentioned at Part A of Section-I, it will agree to match the lowest fee quoted amongst all the technically qualified



bidders for scope of work as mentioned at Part –B of Section-I. In case, bidder does not give the said certificate, then its bid will be rejected.

- e) PFC reserves the right to assign all or any of the scope of work as mentioned at Section-I to any of the technically qualified bidders.
- f) PFC reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- g) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified bidders.
- h) If there is a discrepancy between words and figures, the figures written in words shall prevail.





## SECTION – III

### TERMS OF PAYMENT

#### 1. Tenure of Appointment

For a period of three years from the date of award of assignment. However, the Corporation reserves the right to terminate the assignment at any time during the period of the assignment without giving any notice or reasons thereof.

#### 2. Terms of Payment

- A) The annual retainership fee for GST matters is payable in four equal instalments after end of each quarter.
- B) The fee payable for the annual GST audit under Section 35(5) of CGST Act would be payable after completion of audit and filing of audit report.

Payment would be processed as per payment terms on satisfactory rendering of services after submission of invoice by the firm.



## SECTION – IV GENERAL TERMS AND CONDITIONS

1. The last date for submission of Technical and Financial Bid will be 04<sup>th</sup> April, 2018 by 11:00 Hrs. Bids received after the stipulated time period as mentioned above will not be considered.
2. Technical Bid to be submitted both online mode on website <https://www.tcil-india-electronictender.com> and in Hard copy. The bid document is also available on [www.govt.tenders.nic.in](http://www.govt.tenders.nic.in). The bid along with supporting documents, duly certified by the authorized representative of the firm as prescribed herein is required to be submitted online and hard copy in a sealed envelope on or before the last date and time for submission of bid. The bidder should note that the **hard copy should not have any pricing details**.

The envelope prepared should clearly mention the Bid Number, Bidder's Name & Address superscribed with "**Technical bid for Appointment of Consultant for GST on retainership basis**" on the top of the sealed envelope and should reach at the following address on or before the last date and time fixed for the bid submission:-

**Mr. Mohd. Salim**  
**Sr. Manager (Taxation)**  
**Power Finance Corporation Ltd.**  
**Urjanidhi, 1 Barakhamba Lane, Connaught Place,**  
**New Delhi – 110 001**

3. The Financial bid should be submitted in the format enclosed at Annexure-F and should be valid for a period of 90 days from the date fixed for opening Technical Bid. The **financial bid should be submitted online only** on website <https://www.tcil-india-electronictender.com>, digitally signed, on or before the last date of submission.
4. Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected.
5. The bidder shall be required to furnish an undertaking as specified in Annexure-D.
6. The quoted fee should be inclusive of all out of pocket expenses but exclusive of GST.
7. PFC will open the bids in the presence of bidders' representatives who choose to be present at the appointed time as mentioned on the cover page of this bid at PFC Corporate Office as given above. Not more than one representative for bidder will be allowed to attend the bid opening.
8. The date and time for opening of Financial bid will be informed later, only to the bidders who qualifies the Technical bid.
9. For execution of complete scope of work, the CA Firm will establish a team of qualified and experienced professionals as per the requirement of PFC.



10. PFC reserves the right to accept or reject any bid(s), and/ or to annul the bidding process and reject all bids at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder or Bidder's or any obligation to inform the affected Bidder(s) of the grounds for PFC's action.
11. The Contract shall be governed by and interpreted in accordance with laws in force in India. The Courts of Delhi shall have exclusive jurisdiction in all matters arising under the Contract.



## SECTION - V

### Special instructions to Bidders for e-Tendering

#### **General**

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, *Power Finance Corporation Ltd* has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Central Government Public Sector Enterprise. This portal is based on the most 'secure' and 'user friendly' software from *Electronic Tender*<sup>®</sup>. A portal built using *Electronic Tender's* software is also referred to as Electronic Tender System<sup>®</sup> (ETS).

Benefits to Suppliers are outlined on the Home-page of the portal.

#### **Instructions**

##### **Tender Bidding Methodology:**

##### **Sealed Bid System**

- Single Stage Two Envelope

##### **Broad Outline of Activities from Bidder's Perspective:**

1. Procure a Digital Signing Certificate (DSC)
2. Register on Electronic Tendering System<sup>®</sup> (ETS)
3. Create Users and assign roles on ETS
4. View Notice Inviting Tender (NIT) on ETS
5. Download Official Copy of Tender Documents from ETS. Note: Official copy of Tender Documents is distinct from downloading „Free Copy of Tender Documents“. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender by tender close date
6. Clarification to Tender Documents on ETS
  - Query to *Power Finance Corporation*(Optional)
  - View response to queries posted by *Power Finance Corporation*
7. Bid-Submission on ETS
8. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant Bid-Part
9. Post-TOE Clarification on ETS (Optional)
  - Respond to *Power Finance Corporation* Post-TOE queries



10. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant part (ie Financial-Part)  
(Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### Registration

To use the Electronic Tender<sup>®</sup> portal <https://www.tcil-india-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated

**Important Note:** To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under 'ETS User-Guidance Centre' located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to 'Essential Computer Security Settings for Use of ETS' and 'Important Functionality Checks' should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

TCIL/ ETS Helpdesk	
Telephone/ Mobile	<i>Customer Support: +91-11-26241790 Emergency Mobile Numbers: +91-9868393775, 9868393717, 9868393792</i>
E-mail ID	<i>ets_support@tcil-india.com [Please mark CC: <a href="mailto:support@electronictender.com">support@electronictender.com</a>]</i>



Power Corporation	Finance
Contact Person	Mohammad Salim, SM(Taxation)
Telephone/ Mobile	011-23456259 [between 10:00 hrs to 17:00 hrs on working days]
E-mail ID	msalim_ca@pfcindia.com

### Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions).  
Broad outline of submissions are as follows:

- Submission of Bid-Parts/ Envelopes
  - Technical-Part
  - Financial-Part
- Submission of digitally signed copy of Tender Documents/ Addendum
- Submission of General Terms and Conditions (with/ without deviations)
- Submission of Special Terms and Conditions (with/ without deviations)

#### *Offline Submissions:*

*The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.*

**Mr. Mohd. Salim**  
**Sr. Manager (Taxation)**  
**Power Finance Corporation Ltd.**  
**Urjanidhi, 1 Barakhamba Lane, Connaught Place,**  
**New Delhi – 110 001**

*The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time):*

*Note: The Bidder should also upload the Scan copy of all above said original documents as Bid-Annexure during Online Bid-Submission.*

### Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a **Pass-Phrase** created by the Bidder himself. Unlike a 'password', a **Pass-Phrase** can be a multi-word sentence with spaces between words (e.g. 'I love this World'). A **Pass-Phrase** is easier to remember, and more difficult to break. It is recommended that a separate **Pass-Phrase** be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are



inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

CAUTION: All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the 'Main-Bid', the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

**Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to Power Finance Corporation in a sealed envelope before the start date and time of the Tender Opening Event (TOE).**

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### **Public Online Tender Opening Event (TOE)**

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Power Finance Corporation office for the Public Online TOE.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.



As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

### **Other Instructions**

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronictender.com>, and go to the **User-Guidance Centre**

The help information provided through 'ETS User-Guidance Centre' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

### **SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS**

Specifically for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS
2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz „Date and Time of Closure of Procurement of Tender Documents“ and „Last Date and Time of Receipt of Bids“. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of -  
- Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization





responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS
4. For responding to any particular tender, the tender (ie its Tender Search Code or TSC) has to be assigned to an MA. Further, an „Official Copy of Tender Documents“ should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents. Note: Official copy of Tender Documents is distinct from downloading „Free Copy of Tender Documents“. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.
5. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)
6. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to „Annul Previous Submission“ from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)
7. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) „ONLY IF“ your „Status pertaining Overall Bid-Submission“ is „Complete“. For your record, you can generate and save a copy of „Final Submission Receipt“. This receipt can be generated from 'Bid-Submission Overview Page' only if the „Status pertaining overall Bid-Submission“ is „Complete“.

**NOTE:** While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.

### **Minimum Requirements at Bidder's End**

- Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP with Service Pack 3)
- Broadband connectivity
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)



## ANNEXURE – A

### Technical Bid

#### BID FORM

(BOTH – ONLINE and HARDCOPY)

(To be submitted on the firm's letter head and signed by an authorized partner)

To  
The Senior Manager (Taxation)  
Power Finance Corporation Ltd.  
Urjanidhi, 1, Barakhamba Lane  
Connaught Place  
New Delhi 110 001

**Sub: Appointment of Consultant for GST on retainership basis**

**Ref: Bid No.: 04:03:11: 10:1: GST Vol-I dated 20.03.2018**

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to render the services as consultants for GST on retainership basis for PFC as per the scope of work mentioned in the tender and in conformity with the bidding documents.

We undertake, if our bid is accepted, to render the services in accordance with the terms and conditions of the tender specified in the bidding document.

We agree to abide by this bid for a period of ninety days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. I/We undertake that on completion of the validity period, unless the I/We withdraw my/our bid in writing by giving a notice of seven working days, it will be deemed to be valid until such time that I/we formally withdraw my/our bid.

1. We declare:
  - i) that we have a team of qualified chartered accountants as specified in the bidding document and have infrastructural facilities including manpower that are specialized in the area of GST and Service Tax.
  - ii) that our firm have relevant experience and expertise in GST and Service Tax matters as specified in the bidding document.
2. We hereby offer to render the services as consultant for GST on retainership basis at the prices and fee mentioned in the Financial Bid (**Annexure-E**).
3. We enclose herewith the complete Technical Bid as required by you and as specified in Bid document.



4. Certified that the bidder is:  
A partnership firm/LLP, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.
5. We do hereby undertake, that, until a formal appointment letter is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the assignment for consultancy on GST matters and annual GST audit, shall constitute a binding contract between us.

Dated \_\_\_\_\_ this day of \_\_\_\_\_ 2018

Signature of Bidder  
(With Full Address and Firm Stamp)

Details of enclosures.



**ANNEXURE – B**  
**Technical Bid**  
**Details of Bidder**  
**(BOTH – ONLINE and HARD COPY)**

(On the letter head of the firm submitting the response document)

S.No.	Description	Details (To be filled in by the bidder )
1	Name of the Firm	
2	Official Address	
3	Phone No. and Fax No.	
4	E-Mail address	
5	Web Site Address	
6	Authorised Representative Name	
7	Authorised Representative's Address	
8	Authorised Representative's Mobile Number	
9	Authorised Representative's E-Mail	
10	Brief description of the Firm including the details of partner, major clients handled, specialization, accomplishments and other relevant information about the Firm	<b>Note: Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.</b>



## ANNEXURE – C

### Technical Bid

#### **ELIGIBILITY CRITERIA (BOTH – ONLINE and HARDCOPY) (On the letter head of the firm submitting the response document)**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

Sl. No	Eligibility Criteria	Eligible (Yes/ No)	In case more than the eligibility criteria, actual numbers be mentioned	Documentary Proof Attached (Yes/ No)	Page No.
1.	Bidder should be a reputed Chartered Accountancy firm registered with ICAI with a minimum experience of 12 years and based in Delhi NCR Area. Minimum marks for 12 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks.				
2.	Minimum 6 partners with at least 2 partners having at least 10 years' experience in the indirect taxation field. Minimum marks for the criteria will be 15. For each additional partner, 1 additional mark will be awarded subject to maximum of 20 marks.				
3.	Minimum 8 paid qualified chartered accountants (other than partners) or advocates out of which 4 should have at least 5 years' experience in Indirect Taxation field. Minimum marks for the criteria will be 15. For each additional paid qualified chartered accountant/ advocate, 1 additional mark will be awarded subject to maximum of 20 marks.				



4.	Existing Partner(s)/ Paid Professionals having experience of handling at least one decided case before CESTAT and above in last four years. Minimum marks for the criteria will be 15, For each additional case handled in the last four years, 2 additional marks will be awarded subject to maximum of 20 marks.				
5.	The Bidder should have undertaken similar Service Tax/ GST assignments of at least two Maharatna / Navratna / Miniratna PSU/ Scheduled Commercial Bank or a listed FI/NBFC/Public Limited Company having annual revenue of more than Rs.1,000 crore, for a continuous period of at least one year in the last 4 years on retainership basis. Minimum marks for the criteria will be 15. For each additional similar assignment handled for a continuous period of at least 1 year during last 4 years, additional 1 mark will be awarded subject to maximum of 20 marks.				
6.	The bidder should have an average annual gross receipts / turnover of Rs. 2 (two) crore during last 4 (four) completed financial years. Minimum marks for the criteria will be 5. For each additional full Rs.1 (one) crore turnover, additional 1 mark will be awarded subject to maximum of 10 marks.				

Notes :

- a) PFC reserves the right to verify/confirm all original documentary evidence submitted by bidders in support of above mentioned clauses of eligibility criteria.



## ANNEXURE - D

### Technical Bid

#### **UNDERTAKING ON COMPLIANCE OF SCOPE OF WORK AND TERMS & CONDITIONS OF BIDDING DOCUMENT (BOTH – ONLINE and HARD COPY)**

I/We hereby undertake that I/we have examined/ perused, studied and understood the Bid No. **04:03:11:10:1: GST Vol-I dated 20.03.2018** and any corrigendum/ addendum/ clarification etc. completely and have submitted my/our bid in pursuance and without any material and/or other deviations to the said documents.

I/We hereby undertake that I/We understand that the Scope of Work and Requirement of this Bid is indicative only and not exhaustive in any manner and that the final scope of work and specification will be decided by the PFC at their discretion.

I/We hereby undertake that we shall comply with the Scope of work and requirements and tender terms and conditions completely and there are no deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.

I/We hereby undertake to provide the required services as and when required and/or asked by PFC.

I/We hereby undertake that I/We do understand that my/our bid should be as per the tender document and should be accordingly submitted to the PFC. In case of a failure to comply and/or a variation the PFC has got sole discretion to consider or disqualify my/our bid for the aforementioned tender and I/We shall be not having any claim of any sort/kind/form on the same.

In case I / We am/ are the successful bidder, I /We hereby undertake that in case the fee quoted by me /us for Annual GST Audit (Part-B of Scope of Work as mentioned at Section-I) is not the lowest, then I / we agree to match the lowest fee quoted by any of the bidders amongst all the technically qualified bidders for Scope of work as mentioned at Part-B of Section –I, i.e. Annual GST Audit.

I/We agree to bind by this bid for a period of 90 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the validity period of 90 days formally withdraw my/our response in writing by giving a notice of seven working days and associated terms and conditions and as specified in the tender document and in all such cases my/our bid shall be deemed to be valid.



I/We hereby attach the duly signed and stamped bid document as an acceptance of TENDER specifications and terms & conditions with the technical response without any deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.

I/We hereby undertake that printed terms and conditions and/or submissions and/or clarifications as submitted by me/us in my/our bid shall not be considered as forming part of my/ our Bid and shall not be binding on PFC in case of acceptance of my/ our bid and/or award of contract by PFC to me/us.

I/We hereby affirm that our bid is valid for the period including the deemed period as specified in the tender document.

I / We hereby affirm and declare that our firm have not been black listed/ debarred/ banned / declared ineligible / disqualified for corrupt and fraudulent practices by the Govt. of India / State Governments / RBI / ICAI /PSUs and does not have any disciplinary proceedings pending against our firm or any of the partners with ICAI/RBI.

I/We hereby affirm that our bid is valid for the period including the deemed period as specified in the tender document.

If the aforesaid undertakings are found to be incorrect, we agree that PFC shall be entitled to terminate the contract, if allotted or initiate suitable action as deem fit and appropriate by PFC without reference to us.

Signature of Authorized Signatory:

Name of the Signatory:

Date:

Place:

Firm's Name& Seal





**ANNEXURE - E**  
**Financial Bid - Price Schedule**  
**(ONLY ONLINE)**

**FINANCIAL BID FOR APPOINTMENT OF CA FIRM AS CONSULTANT FOR GOODS AND SERVICE TAX (GST) MATTERS**

Sl. No.	Scope of work	Payment Terms	Amount (in Rs.) in figures*	Amount (in Rs ) in words*
1.	<b>GST matters</b> as mentioned at Part-A of Section-I.	<b>i) Lumpsum fee per year</b> (payable in 4 (four) equal installments after end of each quarter)		
2.	Annual Audit as per requirement of Section 35(5) of CGST Act as mentioned at Part B of Section – I.	For each financial year, payable after completion of audit and issue / filing of audit report.		

\*The quoted fee should be inclusive of all out-of-pocket expenses, incidental expenses, duties etc. (other than GST).

Signature of Authorized Signatory:

Name of the Signatory:

Date:

Place:

Firm's Name& Seal: