



REQUEST FOR PROPOSAL (RFP)

FOR APPOINTMENT OF CONSULTANT FOR GOODS AND SERVICE TAX



Ref No: OPRS/43/2018-19/466 dt. 19-02-2019

**UTTARBANGA KSHETRIYA GRAMIN BANK
HEAD OFFICE, SUNITY ROAD,
COOCHBEHAR-736101
WEST BENGAL**

BID DETAILS

1	Date and time of commencement of Bidding Process (i.e. Posting of Tender Document on Web Site)	Date: 20-02-2019
2	Last date and Time for submission of Technical and Commercial Bid by the bidders	Date: 26-02-2019 Time: 5.00 P.M
3	Date and Time of opening of the Technical Bids	Date: 27-02-2019
4	Date of Presentation	Date of presentation will be advised on UBKGB website along with list of eligible firms meeting criteria as per Part (a) Annexure A.
5	Date and Time of opening of the Commercial Bids	Date : 01-03-2019 Time : 4:00 PM
6	Place of opening of Technical Bids and Financial Bids	UTTARBANGA KSHETRIYA GRAMIN BANK HEAD OFFICE; SUNITY ROAD COOCHBEHAR-736101
7	<p>The firms, who qualify as per mandatory eligibility criteria mentioned in Annexure A Part (a) may be eligible for presentation with the Bank's appointed internal committee. The list of such firms would be displayed on the Bank's websites by 27th Feb 2019.</p> <p>However, The Bank reserves the right to limit the number of bidders to be called for presentation on the basis of assessment of the respective bidders by Bank's authority as per Annexure B.</p>	

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Annexure A

Eligibility Criteria

Sl no	Criteria	Documents Required
1	The firm should have been constituted in India for the last 8 years as on 31.12.2018.	Constitution Certificate of the firm
2	Firm should have at least five associated partners.	Self-declaration in format E-1 or ICAI registration certificate, in case applicant firm is registered with ICAI.
3	Firm should have a full-fledged office preferably in any of the five districts of our area of operation for at least last five years (as on 31.12.2018) with at least three partners stationed in the same area as the firm's.	Self-declaration in format E-1
4	Firm should be regular consultant of at least four Institutions for advisory / compliance services with respect to service tax. (At least one year continuous engagement as on 31st Dec., 2018 after 01.04.2011 onwards)	a) Client Certificate/ Appointment letter issued by the organization clearly indicating the period covered. b) Extract of Balance Sheet

NOTE : Eligibility Criteria shall include the bidder along with its affiliates/ Group companies/member firms working under the common brand name and engaged in similar activity of accounting advisory/ financial services, registered in India.

Annexure B

Parameters for evaluation of Technical

Proposal Part (a) – Marks for technical parameters

The parameters used in ranking the consultants are as follows:-

Sr.No.	Parameters	Maximum Marks	Criteria
1	Firm Establishment No of years of practicing in India as on 31.12.2018	10	Five Marks for minimum 8 years and one mark for each completed additional year.
2	Man Power and qualifications – No. of Partners and qualified CA Employees	20	Minimum 5 Partners (as on 31.12.2018)– Eight marks, one mark each for additional partner:- maximum Ten marks For 3 C.A. employees - Three marks, One mark each for additional C.A. employee:- maximum Five marks. Additional qualification For 2 DISA/CISA qualified Partners/employees – Three marks, Five mark for additional DISA/CISA qualified partner/employee:- maximum Five marks. NOTE: No marks will be awarded to the partner or CA Employees having less than one year association with the firm as on 31.12.2018 either as a partner or as an employee as the case may be.
3	Experience GST consultants (Whole organization level) (At least one year continuous engagement (as on 31st Dec., 2018) will be required for eligibility)	10	For each continuous year of engagement as consultant (01.04.2011 onwards):- Five marks for each such assignment subject to maximum Ten marks.
4	Experience as consultant for GST implementation (Whole Organisation level)	20	Ten marks for each such assignment subject to maximum Twenty marks
Part (b) – Marks for Presentation			
	Presentation	40	Shall be evaluated by the committee identified for the purpose.
	Grand Total of Part (I+II)	100	

Firms fulfilling all the eligibility criteria mentioned in Annexure A Part (a) would only be considered for scoring given above.

Annexure C**Parameter for selection of consultant**

Sl no	Parameters	Maximum Marks
1	Technical parameter	80
2	Financial Bid	20

Annexure : D

Penalty Clause: Bank will reserve the right to deduct from the fee to be paid to the consultant, in the event of the following:

Reason	1 st instance	2 nd instance	3 rd instance
Failing to visit our office as and when required by the Bank.	Caution Note	10%	As decided by the Bank based on materiality
Inordinate delay in responding to the references made by the Bank	Caution Note	10%	As decided by the Bank based on materiality

Annexure:E

**PROFORMA OF APPLICATION
FOR BANK'S GST CONSULTANT
(ON OFFICIAL LETTER HEAD)**

To

Dear Sir,

APPLICATION FOR APPOINTMENT AS SERVICE TAX AND GST CONSULTANT OF THE BANK.

Please find enclosed information in Annexure (E-1 to E-3) concerning us for consideration of our firm to be appointed as SERVICE TAX AND GST consultant of the Bank.

We also confirm that in case a firm is selected as successful bidder, we shall execute the contract in accordance with the terms and conditions in the RFP as per the format of agreement made available by the Bank.

Date:

Authorised Signatory

Place:

(Name:)

List of Document Enclosed

1. Annexures E1 to E3
2. Other documents please specify

Annexure: E-1

PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF APPOINTMENT OF THE GST CONSULTANT

S.No	Description
1	Name of the firm
2	Firm No. allotted by ICAI*
3	Official Address
4	Email
5	Contact number/s (Tel/Mobile)
6	Year of establishment
7	No. of completed years for which practicing in India as on 31.12.2018 Name/s of partners * (membership certificates issued by ICAI should be enclosed)
8	Name of Partners Stationed in the same area as the firm
9	Person(s) proposed to be assigned for the services and his/their profiles
10	Name, address and account number of the firm's banker(s)
11	PAN of the firm *
12	GSTIN of the firm *
13	Number of Employees
14	Number of Employees who have done DISA/CISA
15	Details of major assignments
16	Whether certified GST practitioner

(Please attach separate sheets if space is not sufficient in any row, duly mentioning the row number and description)

Place:

Date:

Authorised Signatory
(Name)

Seal

* Self attested copies in support of the information should be submitted

Annexure: E-2

DETAILS OF PARTNERS AND C.A./DISA/CISA EMPLOYEES ON FIRM'S PAYROLL

SR.N O.	NAME	Capacity (Partner/ Employee)	Qualification (C.A./CISA/ DISA)	CA MEMBERSHIP NUMBER (if Applicable)	EXPERIENCE	YEARS WITH THE FIRM	REM ARKS

Authorised Signatory

(Name)

Seal

Self attested copies of certificates of CA membership/DISA/CISA should be submitted.

Annexure: E-3

PARTICULARS IN RESPECT OF GST IMPLEMENTATION AT WHOLE ORGANIZATION LEVEL FOR INSTITUTIONS

SR.NO	NAME OF THE ORGANISATION	Period of Contract (from DD/MM/YY to DD/MM/YY)	SCOPE OF WORK	PERSON IN CHARGE FROM CLIENT SIDE WITH CONTACT NUMBER AND EMAIL ID.

Authorised Signatory

(Name)

Seal

Note: Copy of the bank's appointment letter in support of the information above should be submitted.

Annexure F

Term of Reference (TOR)

Scope of Work/ Term of Reference

a. Validation of monthly payment of GST liability and claim of Input tax credit and filing of periodical returns including pending returns

- i. To validate the monthly GST liability and claim of input tax credit computed by the Bank.
- ii. To provide guide, advise, review and filing of GST returns.
- iii. To verify completeness of the data generated by the system.
- iv. To review suggest overall improvement in regulatory compliance, if considered necessary.
- v. Advising on determination of Point of Taxation, Place of Provision of Service or any other Rules with respect to GST.
- vi. Advising on availability or other wise of input credit on various input services/Inputs/Capital goods.
- vii. Advising the Bank to ensure compliance in various matters including but not limited to Reverse Charge, Input service distribution, self-invoicing, intra-bank transactions, matching of input tax credits.

b. Advisory services : GST Regime

- i. To provide opinion to Bank on valuation and taxability of various income streams (interest, service charges, fees and commission, etc.) with respect to GST;
- ii. To provide opinion on valuation and taxability of import and export of services;
- iii. To provide opinion to the Bank on valuation and availment of Input credit GST of various input services/Inputs/Capital goods;
- iv. To provide opinion in respect of accounting of GST (including but not limited to output and input services);
- v. Providing opinions/comments/clarifications on various GST issues raised by the branches and other units;

- vi. Review of various circulars to be issued to the circles/branches in respect of GST and related matters;
- vii. To advise various departments of Corporate Centre/Branches/SBUs in complying with GST and other related regulations;
- viii. To review, advise the amendments/developments in VPS, CBS, Tax determination software or any other software being used by the Bank with respect to input credit, GST compliance
- ix. To advise on Vendor management to ensure that the Bank gets due input tax credits
- x. To provide any other advice to the Bank on any other GST related issues to optimize the input credits and ensuring tax compliance.

c. Audits/Appeals/Assessment Proceedings including pending proceedings

- i. To draft appeal and file appeals and represent the Bank before appellate authorities on behalf of the Bank;
- ii. To represent before the Service Tax / GST authorities in connection with the assessment proceedings and related matters.
- iii. To provide opinion on the issues raised in audit conducted by the various GST authorities.
- iv. To draft replies to demand cum show cause notices received by the Bank;
- v. Briefing Counsel for appearing before Appellate Tribunals for this purpose;
- vi. Briefing Counsel for obtaining opinions;
