

REQUEST FOR PROPOSAL (RFP)

FOR APPOINTMENT OF CONSULTANT FOR GOODS AND SERVICE TAX

BID DETAILS

1	Date and time of commencement of Bidding Process (i.e. Posting of Tender Document on Web Site)	Date: 16-07-2019
2	Last date and Time for submission of Technical and Commercial Bid by the bidders	Date: 30-07-2019 Time: 5.00 P.M
3	Date and Time of opening of the Technical Bids	Date: On or after 01-08-2019 during office hour.
4	Address for Communication(Bank)	General Manager, Uttarbanga Kshetriya Gramin Bank Head Office Sunity Road Coochbehar-736101 E Mail- oprho@rrbubkgb.in
4	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. 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.	

1. Purpose :

The Bank invites request for Proposal from firms of repute to comply with **GST rules and GST filing** on day to day basis as well as to take care of **pending issues**.

2. Invitation :

The Bank invites Proposals(the "Proposals ") for selection of GST consultant who shall assist the Bank in compliance with the Goods and Service Tax(GST).

The bidders desirous to taking up the project are invited to submit their technical and commercial proposal in response to this RFP. The Criteria and the actual process of evaluation of the response to the RFP and subsequent selection of the Successful firm will be entirely at Bank's discretion. The applicants should have necessary experience, capability and expertise to perform, as per the scope of work and to meet the Bank's requirement/terms and conditions outlined in the RFP. The RFP is not an offer by Uttarbanga Kshetriya Gramin Bank, but an invitation to receive responses from the Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of Uttarbanga Kshetriya Gramin Bank with a successful Firm.

3. Eligibility Criteria :

Applicant must read carefully the minimum conditions of eligibility criteria provided herein.

4. Clarification and amendment of RFP documents :

The Firm may request a clarification on any clause of the RFP documents with the timelines mentioned as per Sr No 2 of Table given in RFP documents. Any request for clarification must be sent by email to oprho@rrbubkgb.in . Bank will respond by email.

At any time prior to the deadline for submission of proposal, UBKGB may modify the bidding document by amendment. Any clarification issued by Bank will be in the form of an amendment/corrigendum and will be available in Banks' website www.ubkgb.org . The amendment will be binding on all bidders. UBKGB at its discretion may extend the deadline for submission of bids in order to allow prospective firms a reasonable time to take the amendment into account. Interested applicants are advised to frequently visit the web sites for updating themselves about changes, if any, made in the RFP before the bid submission date.

5. Preparation of proposals/Bid :

5.1. The proposal as well as the correspondence exchanged by the consultants with UBKGB, shall be written in the English Language. Firms who fulfil the criteria should sent their Application(i.e Technical and Commercial Bid) in the formal enclosed as Annexure E together with Annexures E1 to E3 and other supporting documents to the **General Manager,OPRS,Uttarbanga Kshetriya Gramin Bank, Head Office,Sunity Road, Coochbehar-736101 so as to reach him by 30.07.2019 at 5.00 PM.**

5.2. The name and assignment/job/project shall be "**GST Consultant to Uttarbanga Kshetriya Gramin Bank**".

5.3. The bids shall be in two parts viz. Technical Proposal and Commercial Proposals. Both the Technical and Commercial Proposals shall be submitted in separate sealed envelopes super scribing "TECHNICAL PROPOSAL FOR APPOINTMENT OF GST CONSULTANT" on top of the envelope containing Technical bid and ""COMMERCIAL PROPOSAL FOR APPOINTMENT OF GST CONSULTANT" containing commercial Bid.

5.4. These two separate sealed envelopes should be put together in the sealed master envelope super subscribing "PROPOSAL FOR APPOINTMENT OF GST CONSULTANT".

5.5. The Technical Proposal shall contain the require documents, duly signed by the Applicants' Authorized Representatives, in support of details mentioned in Annexure A,E1 to E3. A Copy of the Commercial Proposal **making the price** is to be submitted in a separate sealed envelope alongwith with the Technical Proposal.

6. Commercial Proposal :

The firms are required to submit Commercial Proposal in a separate envelope along with the technical proposal.

The cost quoted in Commercial Proposal shall separately state the consultancy fee, filing fees and Applicable taxes (Applicable taxes will be paid as per the tax rate prevailing at the time of actual payment). The Commercial proposal shall not include any conditions attached to it. Payment will be made after deducting tax deductible at source as per applicable tax law.

The engagement will come into effect after finalisation of the Firm and renewal of yearly engagement will be SUBJECT TO SATISFACTION OF UTTARBANGA KSHETRIYA GRAMIN BANK.

7. Confidentiality Agreement/Undertaking :

As the successful firm will have the access to the data of the Bank, the Bank will require the firm to sign a confidentiality agreement/undertaking indemnity for not disclosing or part with any information relating to the Bank and its data to any person or persons or authorities, without written consent of the Bank. Breach of the same will result in cancellation of the agreement apart from other remedies which shall be available to the Bank against the Firm.

8. Indemnification:

The GST consultant Firm shall agree to indemnify the Bank against any loss on claims due to loss of data/damage to data of the Bank arising as a consequence of breach of any clause in terms and conditions of the agreement.

9. Termination of Agreement :

The Agreement with the selected firm may be cancelled at the Banks' discretion on account of following or without assigning any reason

1. On refusal to take up the allotted Assignment.
2. If the firm stands dissolved/reconstituted under the name/style of the firm is changed.
3. On not abiding by the terms and conditions stipulated in the agreement.
4. If the performance of the firm not found satisfactory (viewed as such by the Bank's appropriate authority)
5. Any other reason at the discretion of the Bank.

In case of any profession misconduct observed on the part of the selected Firm, in addition to the remedies such as to debar firm from any future service to the Bank, intimation of such misconduct to the authorities such as RBI/IBA/GOI etc., the Bank will also be entitled to approach any Court of law of Governing authority such as ICAI.

10. Miscellaneous Terms and Conditions :

10.1. Until a formal contract is prepared and executed, this offer together with Bank's written acceptance and notification of award shall constitute a binding contract with consultant.

10.2. Uttarbanga Kshetriya Gramin Bank is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays.

10.3. The Bank also reserves the right to alter/modify any/some/all of the requirements as it may deem necessary. The Firms should be agreeable for the same.

10.4. The Applicants shall be responsible for all of costs associated with the preparation of their Proposal and their participation in the Selection process including subsequent negotiation. The Bank will not be responsible or any way liable for such costs, regardless of the conduct or outcome of the selection process.

10.5. All pages of RFP should be stamped and signed by authorized signatory of the Firm and to be submitted with the bids.

10.6. Bank may choose to take up and undertake from employees of the firm to maintain confidentiality of the Bank's information/documents etc.

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Annexure A

Sl no	Criteria	Documents Required
1	The firm should have been constituted in India at least 3 years as on 31.03.2019 with an experience of 1 year as GST consultant .	Constitution Certificate of the firm.
2	Firm should have at least one associated partner registered as a member of the ICAI.	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 three years with at least one partner stationed in the same area as the firm's.	Self-declaration in format E-1
4	Firm should be regular consultant of at least two Institutions for advisory / compliance services with respect to service tax/ GST.(At least one year continuous engagement as on 31st March, 2019). One of which must be a reputed Company.	a) Client Certificate/ Appointment letter issued by the organization clearly indicating the period covered.
5	Undertaking for non-blacklisted(to be provided on Official letter head of the Bidder Firm)	--

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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:-

SI No	Parameters	Maximum Marks	Criteria
1	Firm Establishment No of years of participating in India as on 31.03.2019	10	Eight Marks for minimum 3 years and one mark for each completed year.
2	Man power and qualification-	20	<p>Minimum 1 Partner (as on 31.03.2019- Eight Marks, One mark each for additional partner- Maximum 10 Marks.</p> <p>For 2 CA employees- Three marks, One mark each for additional CA employee- Maximum 5 Marks.</p> <p>Additional qualification:</p> <p>For 1 DISA/CISA qualified Partners/employees- Three marks.</p> <p>Two mark for additional DISA/CISA qualified partner/employee- Maximum 5 Mark.</p> <p>Note: No Marks will be awarded to the partner of CA Employees having less than one year association with the firm as on 31.03.2019 either as a partner or as an employee as the case may be.</p>
3	Experience GST Consultant(Organisational Level)-	30	<p>At least one year continuous engagement as on 31.03.2019 will be required for eligibility.</p> <p>For each continuous year of engagement as consultant -15 Marks for each such assignment subject to maximum 30 Marks.</p>
4	Presentation:	40	Shall be evaluated by the committee identified for the purpose.
	Grand Total	100	

Firms fulfilling all Criteria mentioned in Annexure A Part(a) would only be consider for scoring given below.

Annexure C

Parameter for selection of consultant

SI 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	1st instance	2nd instance	3rd 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
The General Manager,
Head Office,Sunity Road
Uttarbanga Kshetriya Gramin Bank,
Coochbehar-736101

Dear Sir,

APPLICATION FOR APPOINTMENT AS 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 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 31.03.2019 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 ARK S

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 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 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;