



IFCI Infrastructure Development Limited (IIDL)

(100% SUBSIDIARY OF IFCI LIMITED, A GOVT. OF INDIA UNDERTAKING)

6th Floor IFCI Tower, 61 Nehru Place New Delhi-110019

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WEBSITE: www.iidlindia.com

CIN: U45400DL2007GOI169232

IIDL/F&A/2017-18/GST

Dated: 14/06/2017

Detailed Notice/Tender invited for Appointment of Professional Consultant for GST

IFCI Infrastructure Development Ltd. (IIDL) is a 100% owned subsidiary of IFCI Ltd. (Formerly known as Industrial Finance Corporation of India), a Government of India Undertaking, the first Development Financial Institution of the country established under the Parliament Act in 1948. IIDL is one amongst the few institutional players in the Infrastructure & Real Estate sector. IIDL since its inception has developed projects all over India focusing on construction that is driven by the overall infrastructure development of the area. The development projects are located at key business districts of various states comprising Delhi, UP, Haryana, Kerala, Karnataka, West Bengal etc.

IIDL also has a serviced apartment project '**Fraser Suites**' located in Mayur Vihar, Phase-I, Delhi.

IIDL invites proposal in two part bid system for Appointment of Professional Consultant for GST.

IIDL reserves the right to accept or reject any proposal without assigning any reasons or explanation.

Please note that the tender process can be cancelled by IIDL on its discretion.

Any Tender received after due date will be rejected. IIDL shall not be responsible for the late delivery of the tender resulting in rejection.

NOTICE INVITING TENDER

Sealed tenders are invited in two parts for the following Job/ services in IIDL.

Name of Job/Services: Appointment of Professional Consultant for GST Implementation.

DATE OF SUBMISSION & OPENING OF TENDER

Last date and time for submission of sealed tender	11.00 AM on 21-06-2017
Date and Time of opening the tender	02.00 PM on 21-06-2017
Venue for opening of Tender	IFCI Infrastructure Development Ltd. (IIDL) 6th Floor IFCI Tower, 61 Nehru Place, New Delhi-110019
Mode of Submission	Bidders to drop the sealed tender in the Tender Box placed at following address: "The Managing Director IFCI Infrastructure Development Ltd. (IIDL) 6th Floor IFCI Tower, 61 Nehru Place New Delhi-110019"

MINIMUM ELIGIBILITY CRITERIAS (MEC)

The offer shall be considered only from Indian, technically competent, experienced and financially sound firms of Chartered Accountant/ Cost Accountant/ Advocates who meet the following pre-qualification requirements.

A) Technical Criteria:

1. The registered firm of Chartered Accountant/ Cost Accountant with minimum 15 years of experience in providing consultancy and representation services in indirect tax matters.
2. The firm should have with minimum 5 full time Chartered Accountants including 3 partners exclusively associated with the firm for at least 10 years.

3. The bidder should have requisite infrastructure with an office in Delhi / NCR. Address of offices along with the name, address and contact number of official to be given.
4. The bidder should be working as service tax or VAT consultant in big corporates (with average annual turnover of Rs.50 Crs and above) and including minimum one state/central PSU during 2017-18.
5. The Bidder should have provided consultancy in indirect taxation in at least three companies (with average annual turnover of Rs.50 Crs and above) in preceding three financial years.
6. The Team leader should have a minimum experience of 10 years in area of indirect taxation.
7. The Partner/Proprietor shall have to attend meetings as & when called by the executives of IIDL, at their own cost.
8. Firm or any partner of the firm should not be banned/blacklisted by any Government, Organization, PSU, CAG and RBI in respect of any Job/assignment/behavior.
9. Firm or any partner of the firm should not be held guilty of professional misconduct in the past as per ICAI/ICWAI.

B) Financial Criteria

1. The bidder must have minimum average annual turnover of more than Rs. 50 lakh in last three financial year.

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS:

The Bidder shall furnish the following documentary evidence along with the bid in support of meeting the above MEC:

a) For Technical Criteria:

- i) Copy of Certificate of Incorporation/Partnership deed.
- ii) Copies of Work Order and/or Contract Agreement for the work undertaken for meeting Technical criteria.

iii) All the pages of the tender document duly signed, stamped and submitted along with the offer in token of complete acceptance thereof

b) For Financial Criteria:

Audited financial results i.e. Annual Report including Audited Balance Sheet and Profit & Loss Account Statement for immediate three preceding financial years i.e. FY 2013-14, 2014-15 and 2015-16.

SCOPE OF WORK

Part A: GST Implementation

Phase I: GST Impact Assessment

1. Understanding the business, revenue and expenses stream of the company.
2. Identify activities, transactions and processes in Operations and Support areas such as finance, procurement, projects etc.
3. Verification of all of existing/ ongoing contracts to determine tax implications.
4. Identifying the applicability of CGST, SGST, UTGST and IGST on the various transactions based on the GST Laws.
5. Identifying key transition issues to GST and also identifying additional compliance to be undertaken by IIDL.
6. Identifying points of advocacy.

Phase II: GST Design

1. Updating impact analysis report basis of GST law.
2. Design processes across IIDL operations areas considering centralized and de-centralized model.
3. Design Compliance Process: To ensure proper compliance for outward and inward supplies.
4. Input Credit Matching: To plug input credit leakages and design for matching input credit under centralized and de-centralized model.
5. To provide necessary knowledge and functional inputs to the software implementation/maintenance team for bringing out necessary modifications/customization in the IT systems required for GST compliances. It also includes review/testing of functionality of the IT system from indirect tax perspective

only. It is clarified that, the assistance shall not include writing of software logic or coding and Information Technology related technical support/services.

6. Advising on the construct of the GST and related workflow for tax reporting viz., applying for tax registrations, preparation of returns, computations, reconciliations etc.
7. Preparing of the compliance manual for tax payment, returns, input credits and refunds as relevant to the company's business operations.
8. Providing GST advice on invoicing, formats for returns, computation of taxes, assessments, audits and statutory records.
9. Advising on aligning reporting information including system data into GSTN formats from Indirect tax perspective.
10. Advising on the transitional provisions including the eligibility to carry forward tax credits balances.
11. Reviewing customer and vendor contract template from an indirect tax perspective, and advise on relevant tax clauses.
12. To provide handholding in ensuring all the compliances under GST regime such as registration process in various states, amendments in registration certificates, etc. The handholding shall, inter-alia, include all the liasoning work with the concerned authorities and preparation/filing of all the required documentation.

Phase III: GST Implementation

1. Collate documents required for obtaining registration in respective states or at corporate office considering the centralized and de-centralized model.
2. Preparing a checklist/ tracker for activities necessary for transition, compliances and implementing GST.
3. Preparing a list of anticipated issues, hurdles or bottlenecks in transition from a tax point of view.
4. Conduct capacity building workshops/ presentations at corporate office for smooth GST implementation.
5. Prepare FAQs and quick reference material for transition.
6. To continuously review the above systems and software for ensuring compliance with GST requirements.
7. To provide updates and analysis of various GST laws, rules, regulations, etc.
8. Handholding for modifications in the compliance mechanisms, processes, procedures, books of account and records.
9. Update IIDL on latest changes in GST on weekly / regular intervals and Advice on various queries on GST.
10. Preparation of the detailed road map which among other things will also include a time schedule with clearly defined activities for ensuring successful implementation of GST.
11. Preparing and uploading GST data into GST network.
12. Filing Transitional returns.

13. Filing of various monthly/quarterly online/offline GST returns and claim of GST credits.
14. Filing of Annual Return under GST for FY 2017-18.

Part B: Training

The training will cover two days comprehensive training on GST to core team of officers. The consultant should provide training material to each participant during training and a soft copy of the same should also be provided for further use.

The consultant will update IIDL on latest changes in GST on weekly / regular intervals and advice on various queries on GST.

Other Conditions for Application:

1. The tenderer shall bear all costs associated with the preparation and submission of its response to this tender, including cost of Demo/Presentation for the purpose of clarification of the offer, if so desired by IIDL. IIDL will in no case be responsible for these costs, regardless of the conduct or outcome of the EOI process.
2. The tenderer must submit the Technical bid having Notice Inviting Tender (NIT), Annexure-I and other documents as enumerated in the NIT except Financial Bid in separate sealed envelopes superscripted as "Technical Bid". Both "Financial Bid" and "Technical Bid" should be submitted in a single envelope subscribing "**Tender For Appointment of GST Consultant**" addressed to "**Managing Director, IFCI Infrastructure Development Ltd (IIDL), 6th Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019**".
3. The tender shall be submitted only as per the enclosed format (s) along with Annexure(s), Self-attested documentary proof(s) in respect of the details furnished in the NIT. **All the pages of the tender document shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.**
4. The tender shall be signed by the authorized person (s) of the firm/company. All pages of the documents shall be signed / stamped.
5. Proper due diligence should be exercised before providing information against the tender. Only relevant and precise information should be provided.
6. IIDL (IFCI Infrastructure Development Limited) reserves the right to accept or reject any tender including lowest one, in part or full, without assigning any reason

whatsoever.

7. All documents submitted by the Tenderer in his tender shall be duly signed by authorized signatory and accompanied with a covering letter giving index interlinking all the documents.
8. The fee quoted should be inclusive of out of pocket expenses but exclusive of all applicable taxes. Applicable Tax shall be payable extra at quoted fee.
9. **Technical Qualification:** As a first step of evaluation process, Techno-Commercial bid of all the bidders shall be opened & scrutinized with a view to determine technical acceptability of the offers and to check submission of the required documents. If required, clarification on technical aspect will be sought. It is suggested that the senior level officer should be deputed at the time of technical bid opening.
10. **Price Offer:** Sealed price bid of only techno-commercial qualified bidders shall be opened. Bidder quoting overall lowest price and adhering to tender stipulations in an unqualified manner shall be normally recognized as L-1. The lowest offer will be worked out on the basis of the total price (including applicable tax).
11. At any time prior to the last date for receipt of offers, IIDL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the tender document and all formats including annexure by issuing clarification(s) and/or amendment(s). In order to provide prospective tenderers reasonable time to take the amendment into account in preparing their offers, IIDL may, at its sole discretion, extend the last date for receipt of offers and/or make other changes in the requirements set out in the invitation for tender. While this NIT has been prepared in good faith, neither IIDL nor its employees make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIT, even if any loss or damage is caused by any act or omission on their part. Applicants who are willing to work with IIDL may kindly send their NIT in line with the aforesaid requirements.
12. Submission of tender shall not automatically constitute qualification for evaluation. IIDL reserves the right to reject any or all tenders, or to annul the selection process and reject all the tenders, without thereby incurring any liability to the affected tenderers, nor does it have any obligation to inform the tenderers the grounds for such action.

13. Termination of Agreement

IIDL reserves the right to terminate the contract on occurrence of any of the following events:

- a. Any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- b. The consultant fails to commence/render services as required under this agreement.
- c. The consultant fails to complete any of the required services as per the tender due to which IIDL fails to meet statutory time limit for finalization of monthly / quarterly/annual returns, statements, adjustments etc.
- d. IIDL, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

A written notice of not less than 30 days will be given before such termination.

TERMS OF PAYMENT

SI No	Scope of Work	Target By (Days/Date)	Terms of Payment (% of price quoted at in Annexure -II)
1.	<p>1. Study of IIDL's working, sale/purchase/other relevant contracts and preparation of detailed Impact analysis under proposed GST.</p> <p>2. Study of existing accounting system, Statutory compliance/requirement under GST including maintenance of records.</p> <p>3. Suitable required modification in IIDL's books of account & Writing accounting entries.</p> <p>4. Transfer of excess GST credits(CGST) between offices/branches.</p> <p>5. Detailed presentations to Board / Senior Management before GST implementation on key areas as and when required.</p> <p>6. Preparation of the detailed road map which among other things will also include a time schedule with clearly defined activities for ensuring successful implementation of GST.</p>	Within 10 days from the date of Award	10 % on IIDL's acceptance of work completion
2.	<p>1. Filing of various online/offline GST returns and claim of GST credits.</p> <p>2. Will update IIDL on latest changes in GST on weekly / regular intervals and Advice on various queries on GST.</p>	Within due date.	20% on IIDL's acceptance of work completion

3.	After 2nd month onwards of GST roll out & till last month of the 1st financial year under GST.	By due date	50% will be distributed into 7-8 Instalments till last Month of the Financial year leaving balance 20% for the filing of annual return.
4.	After the completion of 1st Financial year under GST and after filing 1st GST Aannual return.	Annual Return by due date.	Balance 20% on completion of work including filing of Annual Return for FY 2017-18 as per GSTN.

Note :

1. While making the payments any applicable statutory deductions will be made by IIDL.

(On letter head of the Firm)

TECHNICAL BID

To

The Managing Director
IFCI Infrastructure Development Ltd. (IIDL)
6th Floor IFCI Tower, 61 Nehru Place
New Delhi-110019

Dear Sir,

Re: Appointment of Professional Consultant for GST

Part1: Bidder's general information

S. No.	Particulars	Supporting Documents required to be submitted along with this form
1	Name of the Firm	
2	Date of establishment of the firm	
3	Details of Head Office & Branch Office(s) i) Address ii) Telephone Nos. iii) Fax No. iv) Email v) Website	
	(particulars of each branch to be given)	
4	Firm Income Tax PAN No.	Attach copy of PAN card
5	Firm's GST/ Service Tax Registration No.	Attach copy of Registration
6	Firm's Registration No. with ICAI/ ICWA	Attach copy of Registration Certificate
7	No. of Years of Firm Existence (Date of establishment of Firm)	

8	Audited Turnover of the Firm in last three Years: FY 2013-14 FY 2014-15 FY 2015-16	
9	Details of Partners:	
	Number of Full Time Partners associated with the firm	
	No. of FCA associated with the firm,(Attach Details)	
	No. of ACA associated with the firm, (Attach Details)	
10	Whether Firm or its partner is disqualified for being appointed as internal Auditor as per ICAI guidelines.	YES/NO
11	Whether Firm or its partner is banned/blacklisted by any Government organization, PSU, C&AG and RBI in respect of any Job/assignment/behavior.	YES/NO
12	Any adverse comment on the performance from the Management /Audit Committee	YES/NO
13	Empanelment with C&AG /RBI (Please specify)	Please attach proof
14	Experience in Infrastructure & Real Estate sector. Experience in Hospitality sector	Please attach list of companies Separately
15	No. of partners having done Certificate Course in Indirect Taxes from the ICAI and year of the same.	

Part 2: Relevant information about the partners:

Sl. No.	Name of Partner	Length of association with firm in years	ACA Year and M.no.	FCA Year and M.no.	Relevant Experience	Full Time/Part Time	Contact No.
1							
2							
3							
4							
5							

Part 3: Details of Qualified Staff (Chartered Accountants/ Cost Accountants/Advocates)

S. No.	Name of staff	Length of Association with the Firm (in years)	Educational Qualification	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						
3						
4						

Part 4: of Semi-qualified Staff (including Article Clerks etc.)

S. No.	Name of staff	Length of Association with the Firm (in years)	Educational Qualification	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staff:						
1						
2						
3						
Article Clerks:						
1						
2						
3						
Others:						
1						
2						
3						

Part 5: Relevant experience of the Consultant Firm in VAT/Service tax /GST:

S. No.	Name of the client	Location Of Client	Scope of work	Project Period	Turnover of client (Rs crore)
1					
2					
3					
4					
5					
6					
7					

Notes:

1. Bidder to submit copies of various empanelment's and proof of allocation/allotment the work orders & completion certificate from client for the referred assignments.

Part 6: Profile of the team members proposed to be committed for IFCI's assignment in the below given format:

Sr. No.	Name	Designation	Qualification	Experience

Declaration:

1. We confirm that the information furnished herein is correct and fair in all respects and we have all the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IFCI Infrastructure Development Limited is free to initiate any appropriate action against us.
2. We have read all the instructions, terms & conditions of tender document and these are acceptable to us.
3. We have no objection if enquiries are made about the work listed by us in the accompanying sheets/ annexure.
4. We do not have any conflict of interest with IIDL.
5. There has not been any disciplinary action initiated or contemplated/ suspension of business by ICAI/ RBI or other regulatory/ statutory authority during the last five years against the firm, any partner or employee thereof.
6. The bidder is not blacklisted in any manner whatsoever by any central Government department, autonomous organizations, Public Sector Undertakings (PSUs) or any other Government organizations in India on any ground including but not limited to corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Signature of Authorized Person of the firm/
Company etc. with Seal & Stamp.:

Signature:

Name:

Designation:

Membership No.

Seal of the Firm

Date:

Place:

(On the Letter head of the Firm)

ANNEXURE-II

FINANCIAL BID

To

The Managing Director
IFCI Infrastructure Development Ltd. (IIDL)
6th Floor IFCI Tower, 61 Nehru Place
New Delhi-110019

Dear Sir,

Re: **Appointment of Professional Consultant for GST**

We _____ (Name of firm), _____ (Place of principal office) are pleased to submit our Financial/ Commercial Bid for the assignment/ scope of work as mentioned in the tender document. Our fee quote for the same is as below:

Particulars	Fees	
	Amount (Rs. In Figures)	Amount (Rs. In Words)
Fee for scope of work as mentioned in the tender document.		

The fee above is inclusive of out of pocket expenses but exclusive of all taxes.

Note:-

1. In case of discrepancy between the prices quoted in words and figures, price quoted in words will be considered.

Signature of Authorized Person of the firm/ Company
etc. with Seal & Stamp.:

Signature:

Name:

Designation:

Membership No.

Seal of the Firm

Date:

Place: