

# **Request for Proposal for**

**GST Consultancy Services for the financial years (2020-21 to 2024-25)**



**Uttar Bihar Gramin Bank,  
Head Office,  
Kalambagh Chowk,  
Muzaffarpur-842001**

## REQUEST FOR PROPOSAL

Uttar Bihar Gramin Bank, Muzaffarpur(UBGB) intends to invite offers, from reputed Chartered Accountant firms to provide GST Consultancy Service. The Service Provider will be required to provide following services with regard to GST Consultancy:

- i. *Day to Day Consultancy on GST matters*
- ii. *Filling of monthly/quarterly/ annual return of GST.*
- iii. *Filing of monthly return of GST TDS*
- iv. *Preparation of reply of taxation authority.*
- v. *Assistance in GST audit*
- vi. *Appearance before the local GST authority in case of need.*
- vii. *Assistance in filing of appeal before the appropriate authority, in case of need.*

For other details, specifications, format of Application & Quotation, terms and conditions please check the attachments/annexure.

**Ref. No. HO/GAD/13/20-21/61**

**Date of Issue: 29-04-2020**

### **Issued by**

Uttar Bihar Gramin Bank  
Kalambagh Chowk, Muzaffarpur,  
Bihar Pincode -842001

The Bidding Document may be obtained from the Bank as under or downloaded from Bank's

Website <http://www.ubgb.in> and the bid should be submitted to the office of:

General Manager (Operation),  
Uttar Bihar Gramin Bank,  
Sharma Complex,  
Kalambagh Chowk,  
Muzaffarpur (Bihar)  
Pincode:842001

Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.

Bank reserves the right to change the dates mentioned in this RFP document, which will be published on the website of the Bank.

The information provided by the bidders in response to this RFP document will become the property of Uttar Bihar Gramin Bank (UBGB) and will not be returned. UBGB reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders or published on the Bank's website and such amendments will be binding on them.

(Rajesh Kumar)  
General Manager

## SCHEDULE OF EVENTS

<b>S.No</b>	<b>Particulars</b>	
1.	<b>Tender Reference :</b>	HO/GAD/13/20-21/ 61
2.	<b>Date of commencement of issue of RFP</b>	29 <sup>th</sup> April 2020
3.	<b>For receipt of queries on RFP</b>	7 <sup>th</sup> May 2020
4.	<b>Date for Pre-Bid Meeting</b>	10 <sup>th</sup> May 2020
5.	<b>Last date for Bid Submission of RFP</b>	15 <sup>th</sup> May 2020 at 3:00pm
6.	<b>Opening of Tender</b>	15 <sup>th</sup> May 2020 at 3:30 pm
9.	<b>Address of Communication</b>	Uttar Bihar Gramin Bank Head Office, Operation Department, Sharma Complex, Kalambagh Chowk, Muzaffarpur (Bihar)-842001
10	<b>Place of Opening of Bid</b>	Uttar Bihar Gramin Bank Head Office, Operation Department, Sharma Complex, Kalambagh Chowk,Muzaffarpur (Bihar)-842001
11..	<b>Contact Details</b>	Interested Bidders are requested to send the email <a href="mailto:smopr@ubgb.in">smopr@ubgb.in</a> <a href="mailto:cmopr@ubgb.in">cmopr@ubgb.in</a>

## **Definitions**

In this Contract, the following terms shall be interpreted as indicated:

1 “The Bank” means Uttar Bihar Gramin Bank.

2 “The Contract” means the agreement entered into between the Bank and the Service Provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein and / or under this RFP document forming part of the contract.

3. “The Bidders” means the Chartered Accountant firms/ Service Provider participating in the tender process and submitting Bid;

4 “Vendor” is the successful Bidder(s) and to whom notification of award has been given by Bank.

5 “The Contract Price” means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;

## **Disclaimer**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Uttar Bihar Gramin Bank (hereinafter referred to as Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

## 1. INTRODUCTION

**Uttar Bihar Gramin Bank**, a Regional Rural Bank (hereinafter referred to as Bank) having its Head Office at Sharma Complex, Kalambagh Chowk, Muzaffarpur (Bihar). The Bank has 1032 branches and 14 Regional Offices spread in 18 districts of Bihar.

## 2. SCOPE OF WORK

- i. *Day to Day Consultancy on GST matters*
- ii. *Filing of monthly/ quarterly/ annual return of GST.*
- iii. *Filing of monthly return of GST TDS*
- iv. *Preparation of reply of taxation authority.*
- v. *Assistance in GST audit*
- vi. *Appearance before the local GST authority in case of need.*
- vii. *Assistance in filing of appeal before the appropriate authority, in case of need.*
- viii. *Reconciliation of GST*

## 3. Eligibility Criteria

<b>S. No.</b>	<b>Criteria</b>	<b>Valid Supporting Documents to be submitted along with the proposal</b>
1.	<i>The firm must be Registered with ICAI</i>	<i>Copy of Constitution Certificate from ICAI</i>
2.	<i>The firm must be in existence for 10 years or more as on the date of advertisement</i>	<i>Constitution certificate from ICAI</i>
3.	<i>The firm must have at least three partners out of which 2 must be FCA</i>	<i>Constitution certificate from ICAI</i>
4.	<i>The firm must have head office in Bihar and an office in Muzaffarpur as on the date of Advertisement</i>	<i>Constitution certificate from ICAI</i>
5.	<i>The firm must have at least one DISA qualified partner</i>	<i>Xerox copy of DISA certificate</i>
6.	<i>The firm must be in RBI panel of Statutory auditors for the F.Y. 2019-20</i>	<i>Letter from RBI/ appointment letter from bank showing empanelment.</i>

<b>S. No.</b>	<b>Criteria</b>	<b>Valid Supporting Documents to be submitted along with the proposal</b>
7.	<i>The average annual turnover of the firm must be more than Rs.10.00 lakhs in last three financial years ( F.Y. 2016-17, 2017-18 &amp; 2018-19)</i>	<i>Balance Sheet and Profit &amp; Loss account of three years.</i>
8.	<i>The firm/partner of the firm must have at least two years' experience of consultancy on taxation matters with RRBs/ Commercial Banks/ Co-operative Banks</i>	<i>For experience of Firm -Xerox Copy of appointment letters  For Experience of partner - a confirmation letter from the organisation that the partner had provided consultancy services as partner of other firm.</i>
9.	<i>The firm must have GST Registration</i>	<i>Copy of GST Registration Certificate</i>

Note: All eligibility criteria compliance by bidder must be supported by documentary evidence in technical response of the bidder. Vendor must comply with the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer. Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made for each of the above mentioned criteria. The Bank reserves the right to verify/evaluate the claims made by the vendor independently. Any misrepresentation will entail rejection of the offer.

**TERMS & CONDITIONS:**

1. The initial term of this Agreement shall be for a period of 12 months for GST Consultancy Services commencing from the date hereafter termed as “Commencement Date” as mentioned above. The agreement may be extended up to 60 months subject to annual renewal as explained at Point No.2 hereunder.
2. This Agreement shall stand automatically renewed for further terms of 12 months each, unless either Party notifies the other Party in writing its intention not to renew the Agreement at least 60 Business days prior to end of each 12 months term.
3. The Bank reserves the right to discontinue/ break the agreement in view of any deficiencies occurred during the year.

#### 4. **NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

#### 5. **BIDDING DOCUMENT**

The Bidder is expected to examine all instructions, forms, terms & conditions and functional & technical specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

#### 6. **AMMENDMENT IN BIDDING DOCUMENT**

6.1 At any time prior to the date for submission of bids, the bank may, for any

reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP documents by amendments.

6.2 Amendments, if any will be notified through Bank's web site to all prospective

Bidders, which have received the RFP documents and will be binding on them.

6.3 In order to provide, prospective Bidders, reasonable time to take the amendment into account for preparing their bid, the Bank may, at its discretion, extend the last date of submission of bids

#### 7. **BIDDING PROCESS (TWO PART OFFER)**

1. Quotations are invited under two bid systems i.e. **Technical Bid** to be submitted as per the format enclosed in **Annexure I to Annexure- V and Financial Bid to be submitted as per enclosed Annexure- VI** of this document. These will be put in separate sealed covers super scribed respectively as **“Technical Bid for GST Consultancy Services”** and **“Financial Bid for GST Consultancy Services”**. Both sealed envelopes should be put in another sealed cover super scribed as **“Quotation for providing GST Consultancy Services on Contract”**. These covers should also indicate name, address and contacts of the bidder submitting the offers.
2. **TECHNICAL BID** will also contain the Bidders information in the format as given in bid document. TECHNICAL BID will NOT contain any pricing or commercial information at all.



3. In the first stage, only TECHNICAL BID will be opened and evaluated. Those bidders satisfying the eligibility criteria and the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed.
4. After completion of technical evaluation, the Indicative Commercial Bid of only eligible bidders, whose bids are short-listed, will be opened for further process.
5. Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor (to be filed in a separate file.)

#### **8. LATE BIDS**

Any bid received by the Bank after last date and time of submission of bid prescribed by the Bank, may be rejected and/or returned unopened to the Bidder. Bank reserves right to accept (or) reject any such bids without assigning any reason thereof.

#### **9. ERASURE OR ALTERATIONS**

Technical details and commercial quotes must be completely filled up. The corrections or alterations, if any should be authenticated. In case of the corrections/alteration not properly authenticated, the offer will be liable for rejection.

#### **10. MODIFICATION OR WITHDRAWAL OF BID**

- 10.1 The bidder may modify or withdraw its bid's submission, provided that written notice of the modification or withdrawal is received by the Bank prior to the deadline prescribed for submission of bids.
- 10.2 The Bidders' modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance to the provision of Para "Submission of Bids", with the envelope additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate. The withdrawal notice may also be sent by mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 10.3 No bid will be modified after the deadline for submission of bids.
- 10.4 No bid may be withdrawn in the intervening period between deadline for submission of bids and expiration of period of bid validity specified by the bidder in the submitted bid.
- 10.5 No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

## **11. PRICE COMPOSITION**

11.1 The prices should be firm and not dependent on any variable factors and expressed in Indian Rupees.

11.2 The prices should be inclusive of all costs but excluding GST, which will be paid at applicable rates.

## **12. PRICE FREEZING**

The prices finalized shall remain valid for 1 year from the date of PO.

## **13. PRICE VARIATION**

- i. The commercial offer shall be fixed as per Financial Bid only. Post finalisation of commercial, no upward revision in the price would be considered during the agreement period.
- ii. The work order will be allotted by Bank based on services and their committee member's decision. The bidders have no rights on it to ask work order/ raise objection on committee or Bank's decision.

## **14. TENDER/ RFP CANCELLATION**

The Bank reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

## **15. OPENING OF OFFERS**

Technical Offers will be opened on **15<sup>th</sup> May 2020**. The representative of the Bidder can be present for the opening of the Technical Offers. No separate intimation will be given in this regard to the Bidders, for deputing their representative. In case designated date of bid submission is declared to be public holiday, the same may be extended to next working day.

## **16. Commercial Bids:**

Commercial bids of only technically qualified short listed bidders will be opened and evaluated.

## **17. Selection Method:**

Selection of bidder will be done on LCS Method. Financial Bid of only technically qualified bidders who have scored minimum 70 marks will be opened and final selection will be done on Least Cost Basis.

## **18. LANGUAGE AND CURRENCY OF BID**

The bid shall be in English Language and all prices shall be expressed in Indian Rupees.

## **19. SUBMISSION OF BID**

The bidders shall duly seal each envelope. The bid should be addressed to purchaser at the following address:

The General Manager (Operation),  
Uttar Bihar Gramin Bank,  
Head Office  
Sharma Complex, Kalambagh Chowk  
Muzaffarpur-842001

**ACCEPTANCE OF TERMS AND CONDITIONS**

(LETTER TO THE BANK ON THE VENDOR'S LETTER HEAD)

To  
The General Manager  
(Operation),  
Uttar Bihar Gramin Bank,  
Head Office  
Sharma Complex, Kalambagh Chowk  
Muzaffarpur-842001

**Sir / Madam,**

Subject: Your RFP for implementation of GST Consultancy Services

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the software as detailed in your above referred RFP.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information as per Annexures.

We also confirm that the offer shall remain valid for 180 days from the date of the offer.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of

20.....

Yours faithfully,

Signature

Authorized Signatory

Seal of Company

**PRE-QUALIFICATION CRITERIA (ELIGIBILITY COMPLIANCE)**

<b>S. No.</b>	<b>Criteria</b>	<b>Compliance (Yes/No)</b>	<b>Valid Supporting Documents to be submitted along with the proposal</b>
1.	<i>The firm must be Registered with ICAI</i>		<i>Copy of Constitution Certificate from ICAI</i>
2.	<i>The firm must be in existence for 15 years or more as on the date of advertisement</i>		<i>Constitution certificate from ICAI</i>
3.	<i>The firm must have at least three partners out of which 2 must be FCA</i>		<i>Constitution certificate from ICAI</i>
4.	<i>The firm must have head office in Bihar and an office in Muzaffarpur as on the date of Advertisement</i>		<i>Constitution certificate from ICAI</i>
5.	<i>The firm must have at least one DISA qualified partner</i>		<i>Xerox copy of DISA certificate</i>
6.	<i>The firm must be in RBI panel of Statutory auditors for the F.Y. 2019-20</i>		<i>Letter from RBI/ appointment letter from bank showing empanelment.</i>
7.	<i>The average annual turnover of the firm must be 10.00 lacs or more in last three financial years ( F.Y. 2016-17, 2017-18 &amp; 2018-19)</i>		<i>Balance Sheet and Profit &amp; Loss account of three years.</i>
8.	<i>The firm/partner of the firm must have at least two years' experience of consultancy on taxation matters with RRBs/ Commercial Banks/ Co-operative Banks</i>		<i>For experience of Firm - Xerox Copy of appointment letters.  For Experience of partner - a confirmation letter from the organisation that the partner had provided consultancy services as</i>

<b>S. No.</b>	<b>Criteria</b>	<b>Compliance (Yes/No)</b>	<b>Valid Supporting Documents to be submitted along with the proposal</b>
			<i>partner of other firm.</i>
9.	<i>The firm must have GST Registration</i>		<i>Copy of GST Registration Certificate</i>

Signature

Authorized Signatory

Seal of Company

**UNDERTAKING**

(LETTER OF UNDERTAKING ON FIRM'S LETTER HEAD)

To  
The General Manager  
(Operation),  
Uttar Bihar Gramin Bank,  
Head Office  
Sharma Complex, Kalambagh Chowk  
Muzaffarpur-842001

Sir,

Subject: Your RFP for Implementation of GST Consultancy Services for Bank

We submit our Bid Document herewith. We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form. Until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- You may accept or entrust the entire work to one vendor without assigning any reason or giving any explanation whatsoever.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- Vendor means the bidder who is decided and declared so after examination of commercial bids through process of reverse auction.

Dated at.....this..... day of.....20....

Yours faithfully,

Name:

Signature:

Seal of Company:

**TECHNICAL BID**

ANNEXURE-IV

**FORMAT OF TECHNICAL PROPOSAL FOR GST CONSULTANCY SERVICE**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>	
1.	Name of the firm		
2.	Registration No. of the Firm		
3.	Date of stablishment		
4.	Address of Head Office of the firm		
5.	Address of office of the firm at Muzaffarpur		
6	PAN NO. of the Firm		
7.	GST Registration No. of the Firm		
8.	Number of Partners: a. FCA b. ACA		
9.	Details of DISA qualified partner of the firm; a. Name of partner b. Membership No. of Partner c. Date of DISA qualification		
10	RBI Empanelment No. of the Firm:		
11.	<b>Average Annual turnover of the firm for last three years</b>		
	(a) Turnover	Financial Year	Turnover
		2018-19	
		2017-18	
		2016-17	



12	Details of Experience of the firm/ partner in consultancy service on taxation matters in following format: a. Name of the Organization b. Type of consultancy Service c. Period of consultancy service	
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Authorised Signatory  
(Name & Designation, seal of the firm)

**TECHNICAL BID****ANNEXURE-V****Name of the Service Provider:**

<b>S. No.</b>	<b>Information to be provided</b>	<b>Remarks</b>	<b>Evaluation marks</b>	<b>Marks</b>	<b>Total marks</b>
	Name of the Service Provider				
	Address				
	Contact				
	Email Id				
1	Number of years of existence of firm	Mention no. of complete years since the date of establishment of firm to the date of advertisement	i. Up to 10 Years ii. 10 to 15 Years iii. 15 to 20 Years iv. More than 20 years	0 Marks 10 Marks 15 Marks 20 Marks	
2	Number of Partners in the Firm	Mention number of partners in the firm as on the date of advertisement	i. Less than 3 partners ii. 3 Partners iii. More than 3 partners	0 Marks 10 Marks 15 marks	
3	Average Annual turnover of the firm for last three years	Mention average Annual turnover of the firm for the F.Y. 2016-17, 2017-18 & 2018-19	i. Up to 10 Lakhs ii. 10 to 20 Lakhs iii. More than 20 lakhs	0 Marks 10 Marks 15 Marks	
4	Experience of Firm/partners in Consultancy Services of Commercial banks/ RRBs/ Cooperative Banks	Experience of each year will be treated as separate assignment if separate agreement/appointment letter is available	i. Less than 2 assignments ii. 2 Assignments iii. 2-3 assignments iv. More than 3 Assignments	0 Marks 40 Marks 45 Marks 50 Marks	

Note:

1. Qualifying marks will be 70% of total marks.

Authorised Signatory  
(Name & Designation, seal of the firm)

**FINANCIAL BID FOR GST CONSULTANCY SERVICE  
(On Firm's letterhead)**

<b>S. No.</b>	<b>Item of Activity</b>	<b>Total Amount (in Rupees) Both in Numeric and in Words</b>
1	Consultancy Fees on GST related matters ( For One Month)	Rs. ----- ---  (Rupees ..... only)

1. The rates quoted are for one year (Calculated on the basis of fees quoted for one month) will be applicable for subsequent years also.

2. In subsequent years fees may be increased with mutual consent of both the parties with upper cap of 10% of 1<sup>st</sup> year's fees.

3. GST as applicable on the date of payment will be paid extra.

3. TDS of other statutory deductions as applicable will be deducted at the rates

Notified by Government of India to time from each bill.

Authorised Signatory  
(Name & Designation, seal of the firm)

Date: