

HSCC (INDIA) LIMITED
A Subsidiary of NBCC (India) Ltd.
A Govt. of India Enterprises
E-6(A), Sector-1,Noida-201301

Tender No. HSCC/F&A/C&T/GST Retainership/2024-25/1

Dated 27.06.2024

Offline bids are invited by HSCC (India) Ltd from eligible CA /CWA firms based at Delhi/NCR for GST Consultant on Retainer ship Basis work who fulfil qualification criteria as stipulated in NIT documents of HSCC (India) Ltd. Tender details available online from 27.06.2024. The pre-bid meeting will be held on 08.07.2024 in office located at E-6(A), Sector-1, Noida – 201301. Last date of submission of Bids is 15.07.2024 (2.00 PM). Estimated Fees is Rs.13.00 Lakhs for GST Consultant on Retainer ship Basis work. The bid will be opened on 15.07.2024 at 3.00 PM in the presence of bidder and committee members. Price bid shall be opened only for prequalified bidders the same shall be intimated through phone/ email.

The detailed NIT will be available on HSCC website <https://www.hsccltd.co.in> and <https://eprocure.gov.in/>. Corrigendum to the publication, if any, would appear only on <https://www.hsccltd.co.in> website.

For any query / clarification, you can contact Shri Tejpal Garg, General Manager (F&A) Compilation & Taxation Division, Mobile No – 85274 43973



(A Subsidiary of NBCC (India) Limited)
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301
Phone: 0120-2542436-40 Fax: 0120-2542447

Notice Inviting Tender
For
Appointment of GST Consultant on Retainer ship Basis

- Notice Inviting Bids
- Pre-Qualification
- General Instructions to Bidders

Tender No: - HSCC/F&A/C&T/GST Retainership/2024-25/1

HSCC (INDIA) LIMITED
(A Subsidiary of NBCC (India) Limited)
E-6 (A), Sector 1, NOIDA -201301 (UP)
Notice Inviting - Tender (Detailed - NIT)

Tender No. HSCC/F&A/C&T/GST Retainership/2024-25/1

Dated: 27.06.2024

HSCC India Ltd., a Miniratna PSU intends to invite bids through open tendering from eligible CA/CWA firm based at Delhi/NCR, who have done work in the field of providing Goods and Service Tax (GST) consultancy or retainer ship including appearance/representing the cases for corporate assesses before GST authorities or Appellate Authority of any company in the last 05 years having the minimum turnover of Rs. 200.00 crore.

Name & description of the work	Last date to fill/upload the tender through e-Tendering.	Bid Security/ EMD amount (in Rs.)
Engagement of firm of Chartered Accountants/Cost Accountants for GST Consultant on Retainer ship Basis.	15.07.2024 up to 1400 hrs	Rs. 26,000/-

The bid document is available online from 28.06.2024. The bidder would be required to submit the hard copy of requisite documents for technical bid along with EMD amount of Rs. 26,000/- (Rs. Twenty Six Thousand only) in form of DD/Banker's Cheque (original) from Scheduled Bank in favour of "HSCC (India) Ltd." in an envelope by quoting "technical bid document" on the top of the envelope and a separate envelope for price bid by stating "financial bid" on the top of the envelope. Both the enveloped should be in big envelope. This outer envelope shall bear the Bid Document reference number, the name of the assignment "stating GST Consultant on Retainer ship Basis work", Consultant's name and the address and to be deposit latest by 2:00PM on 15.07.2024 by addressing to GENERAL MANAGER (F&A) Compilation & Taxation Division, HSCC India Limited, E-6(A), Sector-1, Noida (UP), either by registered post or by hand before the date and time fixed for submission of bid failing which the bid will be declared non-responsive(c). Form of Bid / Letter of Application (Form – A) duly signed & stamped and filled.

The documents to be submitted in hard copy are listed at checklist **-Form-B**

Complete set of Bid documents comprising of NIT/ PQ Form-C and its Annexure & Price Schedule/ FORM-D has been made available at HSCC website <https://www.hsccltd.co.in>. The interested bidders/firms may download the bid documents. HSCC reserves the right to accept or reject any bid without assigning any reason or incurring any liability whatsoever.

Pre-Bid Meeting will be conducted at HSCC head office on **08.07.2024** at 11:30 hrs. Query may also be sent by mail prior to this meeting if required.

Prospective bidders are advised to regularly visit HSCC website <https://www.hsccltd.co.in> as corrigendum/amendments etc., if any, will be notified on this portal only.

-sd/-

General Manager (F&A) Compilation & Taxation Division, HSCC (India) Ltd.

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR TENDERING
FORMING PART OF BID DOCUMENT

1. The intending bidder must read the terms and conditions of **Notice Inviting Bids and the Bid documents** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required and all documents are required to be submitted in technical envelope except price bid. All the documents should be signed and stamped.
2. Information and Instructions for bidders posted on website shall form of bid document.
3. The bid document and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from HSCC website **<https://www.hsccltd.co.in>**.
4. On opening date, the bidder / firm may attend the office to see the bid opening process.
5. The firm shall undertake not to sub-contract the work.
6. The HSCC reserves the right to reject any prospective application without assigning any reason.

Sd/- .

GENERAL MANAGER (F&A)
COMPILATION & TAXATION DIVISION,
HSCC (INDIA) LIMITED.

PREQUALIFICATION DOCUMENT

NAME OF WORK: “GST CONSULTANT ON RETAINER SHIP BASIS at HSCC”

Validity of the Bid: Bid should be valid 45 days from the last date of submission date.

PERIOD OF CONTRACT: This work shall be for 02 years from the date of issue of work order.

EMPLOYER: HSCC (India) Ltd., E-6(A), Sector-1, Noida, U.P.-201301

1.0 Minimum Prequalification Criteria.	
Firms Qualification/ experience	Work Experience: <ol style="list-style-type: none">1. 5 years old established CA/CWA firm having experience in the field of providing Goods and Service (GST) consultancy or retainer ship including appearance/representing the cases for corporate assesses before indirect tax authorities up to the level of Appellate Authority with associates of minimum 07 employees including 2 or more CA/CWA partner.2. The firm must have handled the Retainer ship work of a firm/company whose turnover was at least 200 Crores.3. The past experience in similar nature of work should be supported by certificates issued by client’s organization and completed the retainer ship assignment for a period of at least one year <p style="text-align: center;">Similar works mean “Rendering GST Compliance Services”.</p>
Firms Location	<ol style="list-style-type: none">1. The head office of the consultant should be in DELHI/NCR area.

2.0 SUBMISSION OF APPLICATION:

- 2.1 Technical Package Part-I must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, to GENERAL MANAGER (F&A), COMPILATION & TAXATION, HSCC (India) Ltd, E-6(A), Block-E, Sector-1, NOIDA, U.P. - 201301, so as to reach by not later than 15.07.2024 before **1400 Hrs.** and be clearly marked as “**GST Consultant on Retainer ship Basis at HSCC (India) Ltd**”
- 2.2 The name and mailing address of the Applicant should be clearly marked on the envelope.
- 2.3 All the information asked for pre-qualification and tender shall be answered in the ENGLISH language by all the agencies/firms.
- 2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant’s qualification) may result in disqualification of the bid of the Applicant.

3.0 Price

Price to be quoted in separate envelope in prescribed Price Schedule in Form-D on all inclusive basis. Applicable GST will be payable extra.

3.1 Terms of reference

A) Performance Guarantee of Rs. 65,000.00 (Rs. Sixty Thousand only) in form of DD/BG to be submitted within seven days from award of work, by the qualified bidder to whom the work is awarded.

B) No changes in fee shall be allowed during the tenure of work and in case the same is sought it will be considered as non-compliance and performance security shall be forfeited.

C) i. Minimum 01 staff (Experienced Accountant or CA/CWA intermediate qualified) having sufficient knowledge of GST Compilation to be posted. (. HSCC may ask to replace the staff posted if not found suitable)

ii. One Qualified CA/CWA to be deputed for minimum one day every week for full day..

D) The staff posted should carry their laptop of latest configuration. The firm shall not disclose any proprietary or confidential information relating to the service under the contract, during the terms of this contract and after its expiration.

(E) In case deputed staff and/or Qualified CA CWA did not attend the office then Rs. 800/- and 2500/- for every day will be deducted respectively from their professional fee.

F) HSCC reserves the right to accept or reject any or the entire tender received without assigning any reason.

G) The Selected bidder shall not sublet or assign the awarded job or any part thereof.

4.0 Scope of Work

GST Auditor to be appointed for the period of 02 (Two) Financial years starting from Financial Year 2024-25. Scope of work includes the following, but not exhaustive:

PART (A)

1. To assist in collecting data, compile, prepare based on & filing of Monthly returns (GSTR-1, GSTR- 3B, GSTR-7 & any other as per prevailing law etc) including liability under Reverse Charge mechanism along with Annual Return under Goods & Service Tax Act.
2. To reconcile on monthly basis of the following: returns with books of Accounts.
 - a) GSTR1 & GSTR3B
 - b) GSTR3B & GSTR2A/2Books v/s GST Return (R1, 3B)
3. To prepare replies/submissions for assessment proceedings, assisting in appellate proceedings and any other GST/ Pre GST (case to case basis) related

proceedings/notices/letters/summons etc.

4. To update about relevant changes/amendments/judgments in the GST Act & Rules regularly.
5. The consultant will visit to various GST and other department as & when required.
6. Assist HSCC in obtaining all required registration and amendment to registration as per GST Act, 2017 within statutory time limit, whenever required.
7. Assist & providing data/information during different audit i.e. GST Audit, Departmental Audit, Statutory Audit, Govt. Audit etc.
8. Around 27 nos. of GSTIN and 27 nos. GSTIN (TDS) to be handled. It may increase or decrease, if required.
9. Reconciliation of GSTR-2X with books and filling of GSTR-2X.
10. Preparation of any kind of reconciliation required in respect of GST for the purpose of Audit, GST Annual return, GST Audit or reply of GST Notice etc.
11. Review of GST practices followed by HSCC on regular basis viz. GST rate, HSN codes review of masters from GST point of view in different software.
12. Upload missing/modifying incorrect inward/purchase invoices and taking necessary action on GST portal with respect to them in coordination with vendors/suppliers/contractors.
13. Any kind of GST return & filling related issues pertaining to HSCC, including but not limited to coordination with GST Auditors, Internal Auditors, Statutory Auditors, C&AG etc.

PART-B (Advisory Services)

1. Advice & opinions on various queries of HSCC related to GST.
2. Updating HSCC on weekly/regular intervals, whenever there is change in law/notification/circular, with specific impact thereof on HSCC business.

PART-C (Filling of Replies & Representations services)

1. Preparation of any kind of reconciliation required for submission to Authority etc.
2. Update to the HSCC staff with notices received from statutory authority replies made & final outcome therefore on regular basis (at each notice received).

Note: Number of GSTINs can be increased / decreased in future while executing the work as per the requirements of HSCC. The Successful bidders will be required to render services in respect of all GSTINs of HSCC as may be required.

- 5.0** The applicants are advised to visit the Office location to get first hand information as regards its approach, accessibility, site conditions, etc. and other matters affecting cost

and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.

- 6.0** If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
- 7.0** HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by HSCC within the time specified in the communication.
- 8.0** The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 9.0** Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.

10.0 GENERAL

- 10.1 Financial bid will be opened only for those firms, who have been technically qualified as per our criteria laid down in the tender documents.
- 10.2 The Employer reserves the right to:
 - (a) Reject or accept any application without assigning any reason or incurring any liability thereof
 - (b) Cancel the pre-qualification process and reject all applications
- 10.3 No correspondence either from successful /qualified applicant or unsuccessful applicant will be entertained in this regard.

General Instructions to Bidders

1.0 BID Documents:

- (a) Contents of BID Documents
BID Document shall consist of the documents listed in this document along with any schedules, addendum or corrigendum etc. issued by HSCC for the purpose.
- (b) Bid document consists of:
 - I. (NIT & PQ and ITB)
 - II. (Price Schedule/ FORM -D)
 - III. All amendments(s)/ corrigendum, if any.

1.1. Bid security (Earnest Money Deposit) (EMD):

Tenderers shall have to deposit EMD of Rs. **26,000/-** (Rs. Twenty Six thousand only) in the form of Demand Draft/Banker's Cheque/Pay Order only in favour of "HSCC (India) Ltd" in original drawn on any scheduled bank payable at Noida/New Delhi, along with their technical bid. Any Tenders not accompanied by an acceptable Bid Security will be straight away rejected. No deviation shall be permitted from this. No interest would be paid on the Earnest Money Deposit.

The Bid Securities of unsuccessful Bidders will be returned after issue of LOA to successful bidder. No interest would be paid on the Earnest Money Deposit.

The Bid Security may be forfeited

- a) If a Bidder withdraws his Bid during the period of Bid validity.
- b) In the case of successful Bidder(s), if he does not:
 - (i) Enter into the Contract, or
 - (ii) Agree to arithmetic corrections made as per terms of Bid documents.
 - (iii) Submitted any misleading information.

1.2. Preparation/updating of Bid:

- a) Bidder's responsibility:
 - i. The Bidder is solely responsible for the details of his Bid and the preparation/updating of Bids.
 - ii. The Bidder is expected to examine carefully all the contents of BID document as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, etc and take them fully into account before submitting his offer. Bids, which do not satisfy all the requirements, as detailed in these documents, are liable to be rejected as being unresponsive.

iii. The Bidder shall be deemed to have inspected the office Site and taken into account all relevant factors pertaining to the office Site, while preparing and submitting the Bid.

b) Documents Comprising the Bid

Bidder shall submit their Bids **OFFLINE ONLY** in two packages namely the Technical Package and the Financial Package. The contents of the technical and financial package are as mentioned hereinafter i.e. Clause 1.3.1 & 1.3.2.

1.3.1 Contents of Technical Package:

The technical package, clearly labeled as “**TECHNICAL PACKAGE**”, has to be submitted in two parts.

Technical Package; shall be submitted in HARD COPY in Envelope and shall comprise the following:

- i. Original Refundable Demand Draft/Banker’s Cheque of EMD as mentioned in detailed NIT. The EMD/ Bid Security will be in the form of Demand Draft/Banker’s Cheque of a scheduled bank issued in favour of “HSCC (India) Ltd.” payable at Noida/ New Delhi
- ii. Form of Bid / Letter of Application (Form – A) duly signed & stamped and filled.

Following documents shall be submitted:

- a) FORM - B (Checklist)
 1. Prequalification Documents (Form –C)
 2. CA/CWA firm should be based in Delhi/NCR (Annexure-2 to FORM -C)
 3. Experience of Execution of work— Work order /completion certificate.
 4. Certificate of CA/CWA Inter and Certificate of Qualified CA / CWA
 5. To submit complete Bid documents, as listed in Notice Inviting Bids i.e. (NIT / PQ & ITB) excluding the Price Schedule / Form - D but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.

1.3.2 Contents of Financial Package

- a) The financial package (**FORM - D**) should be submitted **in separate envelope**. These prices should inclusive all charges (Applicable GST Will be payable extra).

2.0 Sealing, marking and submission of bid:

The bid shall be submitted along with documents and mode of submission mentioned at clause no. 1.3.1 and clause no. 1.3.2 and also mentioned in Check List (Form-B).

Please note that the price should not be indicated in any of the documents except in Form-D in separate envelope.

All bidders are required to submit unconditional bids. Conditional bids if submitted will be summarily rejected and no correspondence in this regard shall be entertained.

Sealed Envelope of Technical Package & sealed envelope of financial package to be packed in one separate envelope with clear marking on the top of envelope "GST CONSULTANT ON RETAINER SHIP BASIS WORK AT HSCC") to be addressed to the GENERAL MANAGER (F&A) COMPILATION & TAXATION, HSCC (India) Ltd, E-6(A), Sector-1, Noida, Distt. Gautam Budh Nagar, Uttar Pradesh, Pin – 201301, and should be delivered **latest by 15.07.2024 up to 14:00 hrs** positively.

Request for extension of submission date of tenders will not be considered.

All recipients for the purpose of submitting a bid shall treat the contents of the documents as private and confidential.

3.0 Deadline for submission of bids:

Bids must be received by the Employer at the address specified above not later than the designated date and time.

The Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

4.0 Late bids:

Any bid received by the Employer after the deadline prescribed shall not be considered and will be returned unopened to the bidder.

5.0 Modification and withdrawal of bids:

The bidder may modify or withdraw his bid by giving notice in writing before the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

Withdrawal of bid between the deadline for submission of bids and the expiration of the original period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security pursuant to relevant Clause.

6.0 Bid validity:

Bids shall remain valid for a period of 60 days after the last date of submission of bid.

Tender Opening and Evaluation

7.0 Bid opening:

Bids shall be opened in the office of HSCC (I) Ltd., at Plot - 6 (A), Block - E, Sector - 1, Noida, Uttar Pradesh - 201301 on 15.07.2024 in presence of the Bidders' representatives who may wish to be present.

Technical Package Envelope shall be opened first. If the Bid Security is not found as prescribed, the Bid shall be summarily rejected. Bids of parties who do not accept the conditions laid above in the Bid documents are also liable to be rejected.

The Employer will examine the Bids to determine whether they are complete, whether the requisite bid securities have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order. If any documents found short/not available then HSCC may ask to fulfil the shortcoming if think fit.

The Bidder's names, general technical details, the presence of the requisite Bid Security and such other details as the Employer, at his discretion may consider appropriate will be announced at the Bid opening.

Price bid in Form-D shall be opened for only those bidders whose bid is technically qualified shall be opened either at the Bid opening date or at a subsequent date to be intimated in advance to such eligible prequalified Bidders.

Only summary of prices quoted by the Bidders will be read out.

The Bid of any Bidder who has not complied with any of the instructions contained herein may not be considered.

8.0 The tender shall be submitted in sealed cover envelop marked “**Tender for GST Consultant on Retainer ship Basis at HSCC (India) Ltd**” on top and latest by **14:00 hrs on or before 15.07.2024**.

9.0 It is the responsibility of the Tenderer’s to see that the completed bidding documents are submitted by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.

10.0 The bidders are advised to read the terms and conditions of the Tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the Tender.

11.0 HSCC (India) Ltd. reserves the right to accept or reject any bid and amend the bidding process and reject all the bids at any time prior to award of contract without thereby incurring any liability to the affected bidder/bidders or any obligation to inform affected bidder/bidders on the ground of the action of the authority. The authority is not bound to accept the lowest or any bid. Letter of Appointment would be issued to successful bidder.

12.0 Payment Terms

- i. Price to be quoted online in prescribed Price Schedule (Form-D) on all-inclusive basis (Applicable GST will be payable extra).
- ii. Payment shall be made on completion of quarterly work i.e., filing of GSTR in that relevant period and replies of notices and required reconciliation. E.g. if quarter ending on sep-24 then all GSTR up to the month of Sep-24 and related replies & reconciliation.

- iii. No escalation in the fee during the tenure of work shall be entertained.
 - iv. The firm shall submit the consolidated bill on quarterly basis.
 - v. Deductions relating to IT and GST TDS and any other Govt. levies applicable on bills will be made as per Govt. of India instructions issued from time to time.
 - vi. In case requisite person not attended the office then deduction shall also be made @800/- per day and 2500/- per day for staff and qualified CA/CWA respectively.
13. APPLICABLE LAW: The contract shall be interpreted in accordance with the laws prevalent in India.
14. Pre-Bid Meeting will be conducted at HSCC head office on **08.07.2024** at 11:30 AM.
15. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

GENERAL MANAGER (F&A)
(COMPILATION & TAXATION)
HSCC (India) Ltd.

FORM OF BID / LETTER OF APPLICATION

[NOTE: On the letterhead paper of the applicant including full postal address, telephone no., e-mail etc]

Date: _____

To,
 GENERAL MANAGER (F&A)
 COMPILATION & TAXATION
 HSCC (INDIA) LTD.
 E-6(A), Sector-1, Noida (U.P.)-201301

Sir,

1. Being duly authorised to represent and act on behalf of (Hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the “**Tender for GST Consultant on Retainer ship Basis of HSCC (India) Ltd**”

Tender Number	Client Name
Tender No. HSCC/CPG/HO (Fin)/GST Auditor/2024-25/1	HSCC (India) LTD. E-6(A), Sector-1, Noida (U.P.)-201301

2. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1: Name and Designation:	Telephone 1:

Contact 2: Name and Designation:	Telephone 2:
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4. This application is made in the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
 - (b) Your agency reserves the right to:
 - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
 - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant.
5. The undersigned declare that statements made and the information provided in the duly completed application are, true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

GENERAL INFORMATION

All individual firms applying for qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are in partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	E-mail.
5	Place of incorporation/ Year of incorporation/ registration Registration

1. **PAN OF FIRM/LLP :**

2. **GST REGISTRATION NO.:**

3. **BANK DETAILS:**

A	Bank Name	
B	Bank Address and Telephone	
c	Branch Code	
d	Type of Account	Saving /Current
e	Bank Account Number	
f	IFSC Code of the Bank	

Authorized Signatory of bidder

Check-List

DOCUMENTS TO BE SUBMITTED WITH THE BID

TECHNICAL PACKAGE

S. No.	Name of Document	Mode of submission	Page No.
1.	Form of Bid (Form A) with Annexure	In Original	
2	Bid Security/EMD - Demand Draft of Rs 26,000/- (Rs. Twenty Six thousand only)	In Original	
3	Checklist for the enclosed documents as per the format attached (Form B)		
4.	Prequalification Documents (Form C)		
5.	Firm should have been providing indirect tax work/ GST Consultancy at least one organization in India in last 05 years and providing GST compliance retainer ship service to any corporate assessee for at least one year having having turnover of such company should not below the Rs. 200 Crores in the year in which work was awarded/completed(Annexure-1 to Form C)		
	To be submit complete Bid documents, as listed in Notice Inviting Bids i.e. (Terms & Condition of Contract) excluding the Price Schedule / FORM -D but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.		

FINANCIAL PACKAGE

S. No.	Name of Document	Mode of submission	Page No.
1.	Price Schedule (Form D)	Hard copy in original	

The bidders are required to submit all above documents duly authenticated only. **Hard copy** of the documents is required to be submit, before date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.

Authorized Signatory of bidder

PREQUALIFICATION DOCUMENTS

STRUCTURE AND ORGANIZATION:

1. Name & address of the applicant
2. Telephone No. / e-mail.
3. Legal status of the applicant (attach copies of original document defining the legal status):
 - (a) A proprietor firm
 - (b) A firm in partnership
 - (c) A Limited Liability Partnership
4. Name and Titles of Partners & Employees with designation to be concerned with this work.
5. Designation of individuals authorised to act for the organisation
6. Has the applicant ever been debarred / black listed for tendering in any organisation at any time? If so, give details.
7. Has the applicant ever been convicted by a court of law? If so, give details.
8. Any other information considered necessary but not included above.
9. Following confirmation required from bidding CA/CWA firm:
 - a. GST work in computerised environment/ERP system. **Yes / No**

Authorized Signatory of bidder

A. Details of Experience in providing GST Retainer ship work in any Indian Company in last 05 years as on date:

Sl. No.	Name of the Company/ Unit	Turnover InRs. Cr. (in the year of assignment)	Year of Work	Duration of GST compliance or Retainer ship work	Ref. Page no. of Supporting Documents (Award Letter, Experience Cert)
1					
2					

Please provide the certificate from the company to whom firm has provided the GST compliance retainer ship services. Also provide the proof of the client's turnover.

B. CA/CMA FIRM SHOULD BE BASED IN DELHI / NCR

Please provide the address of Office at Delhi / NCR and enclose the relevant supporting.

Firm Registration No. & Date: (Registration certificate enclosed)

Authorized Signatory of bidder

Financial Bid – “D”

Price Bid				
“Tender for GST Consultant on Retainer ship Basis at HSCC (India) Ltd”				
Name of Bidder				
Item No.	Description	Monthly Amount in figures (Rs.) (Exclusive of Taxes)	Period	Total amount of 24 months (Exclusive of Taxes)
A	B	C	D	E (C*D)
1.	Fees for providing GST Compliance work as per tender document		24	
Amount in words for 24 months:				
<i>Note: Applicable Taxes shall be paid extra</i>				

Note:

1. Desired staff shall be provided as per tender document
2. In case deputed staff / qualified CA/ CWA did not attended the office on working day then Rs. 800/- and Rs.2500/- respectively shall be deducted from the fee bill of the compliance work as and when submitted bills.
3. No extra amount shall be paid if any deputed person or CA required to attend office more than the requirement.
4. Applicable GST will be payable extra not to include in above price.
5. This price bid should be in separate envelope; if it is put in the technical package then bidders bid shall be rejected.

Signature & Seal of the Authorized Signatory