

URANIUM CORPORATION OF INDIA LIMITED

(A Govt. of India Enterprises)

P.O.: Jaduguda Mines,

Website: www.ucil.gov.in

Distt: East Singhbhum

Jharkhand, PIN: 832102.

Ref No.: NIT NO.: UCIL/GST/1

CIN: U 12000 JH 1967 GOI 000806

Phone No: 0657-2730122/2730222

FAX No.: 0657-2730322.

Dated 16.08.2017

N.I.T. No. UCIL/GST - 01

Uranium Corporation of India Ltd., invites sealed public tender for engaging Consultants for Implementation of GST at UCIL, Jaduguda as per the following:

1.	Name of Work	Engagement of Consultant for Implementation of GST at Uranium Corporation of India Ltd., Jaduguda.
2.	Estimated value of work	Rs. 13,80,000/-
3.	Period of Contract	Initially for one year and may be extended for further one year.
4.	EMD to be deposited with tender	Rs. 15,000/-
5.	Date for submission of tender documents	31.08.2017 up to 12.30PM
6.	Date and time of opening of tender (Envelop -1 only)	31.08.2017 at 3.00PM

Interested parties may download the tender document containing all details from websites: www.uraniumcorp.in . Any corrigendum/ extension to above shall be given in the said websites only.

For Chairman & Managing Director
Uranium Corporation of India Limited

Signature of tenderer

**URANIUM CORPORATION OF INDIA LIMITED
JADUGUDA MINES**

DIST: EAST SINGHBHUM

JHARKHAND – 832102.

PHONE NO. 0657-2730122/ 2730222

FAX NO.: 0657-2730322

TENDER DOCUMENT

FOR

NIT NO . UCIL/GST-01

FOR

**“ENGAGEMENT OF CONSULTANT FOR GST IMPLEMENTATION AT
URANIUM CORPORATION OF INDIA LTD”.**

Signature of tenderer

TABLE OF CONTENTS

Clause	Title	Page No.
I	Introduction	4
II	Pre Qualification Criteria	4-5
III	Indicative Scope of Work	6-7
IV	GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER	8-10
XV	Price Bid Format	11

Signature of tenderer

(I) INTRODUCTION:

Uranium Corporation of India Ltd. (UCIL) is a public sector Enterprise under the administrative control of Department of Atomic Energy, engaged in mining & processing of uranium ore for generating nuclear power. UCIL is situated at Jaduguda which is 28 kms from Tatanagar Rly Station and 3 kms from Rakha mine Rly Station and its Unit at Tummalapalle which is situated in Andhra Pradesh near Kadapa, Hyderabad.

PRE QUALIFICATION (PQ) CRITERIA

firms possessing the following PQ criteria are invited to submit documentary evidences in support of the same as mentioned hereunder in sealed envelope with subscription "Engagement of GST Consultant in UCIL, JADUGUDA, Jharkhand".

Sr.No.	Criteria	Documents Required
1	Registered Chartered /Cost Accountant firm should have been constituted in India for the last 03 years with minimum 7 numbers of partners as on 31.03.2017.	Constitution Certificate of the firm. Details number of Partners.
2	Firm should have minimum 3 years experience of handling indirect taxes like service tax /VAT/CST/INDIRECT TAXATION.	Self-declaration.
3	Firm should have an office in Jamshedpur.	Address Proof from any Regulatory body or any statutory authority if any attach.
4	The Bidder should have 5-7 qualified professionals with CA / CMA qualification along with experience of Indirect taxation in large units.	a) List of professionals with CA /CMA qualification along with their Membership no. and date of joining and bio-data. b) Details of special assignments undertaken by these professionals in the field of service tax /VAT/CST/INDIRECT TAXATION.
5	Firm should have experience of handling indirect taxes like service tax /VAT/CST of at least one Public Sector Undertaking/ listed companies having turnover not less than 500 Crores during last 3 Years as on 31.3.17.	Client Certificate/ Appointment letter issued by the organization clearly indicating the period covered.
6	The Firm should have average turnover / receipts of at least Rs 50 lacs (Rupees Fifty lacs) during last three financial years i.e. 2014-15, 2015-16 & 2016-17	Copy of audited financial accounts for F.Y. 2014-15, 2015-16 and 2016-17 with self certificate in Format.

Note:

- a) Bidder not fulfilling any of the above PQ criteria need not submit bid as their bid shall be liable to be summarily rejected.
- b) All pages of tender documents and documents submitted in support of PQ criteria to be self attested by the bidder

Signature of tenderer

(II) INFORMATION TO BE GIVEN BY THE BIDDER

- a) Name of the bidder firm :
- b) Name of partners members :
- c) Number of working staff :
- d) Address of the firm :
- Telephone No. :
- Office :
- Mobile :
- Fax :
- E-mail Id :
- e) Registration particulars of the firm &
 Date of formation :
- f) Name /Designation /Address of the signatory
 Of the bid with letter of authorization, if any :
- g) Permanent Account No (PAN)of the firm
- h) Service tax registration details :
- i) Details of experience (in brief) :
- j) Details of professional personnel/ working staff :
- k) Details of Bank Account for Payment :

Certified that the information given above is true and if at any time this is found to be false or misleading the bid /contract shall be liable to be cancelled:

Name :

Signature :

(Capacity in which signed)

Signature of tenderer

(Annexure -1)**Scope of Work****Scope of Work at UCIL for GST Implication****Part -A**

1. Study of existing ORACLE Form & report Based system both software and hardware and execute the necessary changes required in the existing software and hardware system, so as to comply all payment as per GST norms.
2. 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. Also To advise on applicability of GST on various services rendered / service availed by the Company. Also advise/render Expert opinion as and when required on all the service tax / GST related issues.
3. The firm will impart training to UCIL concerned person for details process to be followed for implementation of GST by providing experiences Chartered /Cost Accountant who have expertise knowledge of GST.
4. Conducting discussions with the UCIL's team in relation to the capturing of the information and challenges thereof.
5. The consultant will also prepare the impact analysis of existing all contracts with respect to GST implication and also advise the necessary changes required in the Tender for future contract.
6. To suggest the requirement of raising the invoices as per applicability
7. Suggestion in regard to smooth transition to GST regime with respect to raising the invoices as per applicability by UCIL for By Product (Magnetite),Scrap, U308 and Debit note etc.,
8. To advise on reports required from IT system regarding purchase entries/ Works entry by accounts department regarding inward supply of goods in compliance to GST returns.
9. The consultant analyses all the existing Purchase / work orders and specifying the tax component as per earlier regime and tax component as per GST regime and advice for necessary changes if required.
10. Analysis of all purchase order (Annual PO 4500 Aprox)/ work contract (Annual 500 Aprox) entered with various service providers for procurement of Goods & Services and suggestions in regard to changes / modifications required therein. In addition, analyse the impact of GST on various contract entered with various service provider for procurement of goods & services.
11. To offer consultancy / updations / amendments for any matter related to GST and its compliance as per amendments in various provisions by Government from time to time.
12. Preparation of various returns as applicable on UCIL and timely submission of the same with the concerned authority (GSTN). Also execute reconciliation of GST return with the financial statement and data available on GSTN.
13. Study of existing software used for sale and purchase, report generation, and other statutory compliance/requirement under proposed GST including maintenance of records.
14. Future financial impact assessment is to be done on various business transaction , structure, sales , export, Projects and Service contract , supply chain , value chane etc.,

Signature of tenderer

15. Advice on applicability of GST on various produce with HSC/SAC code and rates. Advice on time of supply, place of supply, and applicability of CGST/SGST and IGST.
16. All jobs/ works and any other items specifically not mentioned but which are usual and functional requirement shall be deemed to be included in the tender and for such work no extra claim shall be entertain.

Part B: Return Filing

1	Filing of monthly/quarterly online/offline GST returns for units/divisions OF UCIL till filing of first annual return. Also involve in Reconciliation of Purchase and Sales return as per statutory compliance of all relevant IGST, CGST and SGST Laws ,Rules ,Notification Circulars etc.,
2	Filing of first online/offline Annual Return under GST for units/divisions of UCIL
3	Will update UCIL on latest changes in GST on weekly / regular intervals and Advice on various queries on GST.

Signature of tenderer

GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER

- 1) **SCOPE OF WORK:** The details Scope of Work is enclosed as per Annexure-1
- 2) **TRAVELLING, BOARDING & LODGING EXPENSES:**

For Singhbhum units:
Travelling expenses from office of the firm to UCIL site at Singhbhum shall be borne by the Firm. The consultant and his assistant shall come at Singhbhum units on daily basis by their own arrangement.
- 3) **STYLE OF QUOTATION:** TWO PART SINGLE STAGE SYSTEM
The tender will be on two part system. Part-I consisting of techno-commercial part (except price) & Part-II consisting of price only as per enclosed format. After evaluation of the Techno commercial offers, the price part of the suitable parties will be opened.
- 4) **PART-I, TECHNO COMMERCIAL BID (UNPRICED)**
It shall contain
 - a) Earnest Money Deposit.
 - b) Deviations, if any
 - c) Commercial terms & conditions of sale
 - d) Blank (unpriced) price bid proforma (copy of your price part without price).
 - e) All documents in support of PQC.
- 5) **PART-II, PRICE BID:** This part shall contain "Price" as per enclosed format only.
- 6) **MODE OF SUBMISSION OF TENDER**
Both parts of the offer should be submitted online through www.tenderwizard.com/UCILEPROC
- 7) **TO EVALUATE ALL PARTIES ON EQUAL PLATFORM, ALL THE COMMERCIAL TERMS & CONDITIONS OF THE NIT HAVE TO BE ACCEPTED BY THE BIDDERS OTHERWISE OFFER MAY NOT BE CONSIDERED.**
- 8) **PAYMENT TERMS**
Payment of monthly fee shall be released after successful Implementation of GST at UCIL and submission of monthly return. Payment shall be made within 30 days from date of receipt of valid invoice.
- 9) **VALIDITY OF OFFERS /FEES**
Bidders have to quote the fees strictly as per the Price Bid format. Fees quoted by the bidders in their bids shall remain firm and valid for the total contract period or till complete execution of the contract. However, statutory levies/taxes are payable by UCIL as applicable on prevailing date of actual render of services on submission of invoice. The offered price should be valid for a period of 90 days from the date of opening of price bid.
- 10) **PERIOD OF CONTRACT**

Signature of tenderer

The period of contract shall be for one year i.e. from the date of Issue of Work order. If performance is satisfactory, the contract may be extended further a period of one year on mutually consent.

11) EARNEST MONEY DEPOSIT:

1. The bid shall be accompanied by EMD of Rs.15,000/-(Rupees Fifteen Thousand only) in the form of 'demand draft' issued by Nationalized bank in favour of Uranium Corporation of India Ltd. Payable at Jaduguda.
2. No interest shall be paid on EMD. The offer without EMD in any form other than specified herein above is liable to be summarily rejected.
3. EMD shall be dealt with as follows
 - i) In case of unsuccessful bidder it shall be returned without interest immediately after finalization of order.
4. The EMD shall be forfeited if:
 - a) The bid is revoked during its validity period.
 - b) The tenderer changes the terms and conditions or prices or withdraw his quotation subsequent to the date of opening.
 - c) The tenderer fails to accept the order when placed or fails to commence work after accepting the order.
 - d) In case bidder submits false /fabricated documents

12) RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

M/S UCIL reserves the right to accept any bid , and to cancel the bidding process and rejects all bids , at any time prior to award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the UCIL's action.

13) RELATED PARTY:

Related Parties should not quote for the tender separately. If it is noticed that related Parties submitted separate quotation, the same shall be liable to be rejected. Parties are considered to be related if one or more partner / member are common.

14) INCOME TAX:

Income tax inclusive of surcharge and any other tax if applicable shall be deducted at source.

15) GST:

GST shall be paid extra as applicable on the date of actual render of service and billing on UCIL has been made in terms of guidelines stipulated in the GST rules .Any changes in taxation will be applicable as per prevailing statutory provisions.

16) SECRECY:

The successful bidder shall not at any time during the tenure of contract or thereafter disclose any information furnished to them by the company or any drawings, designs, reports and other documents and information prepared for this work, without the prior written approval of the company except in so far as such disclosure is necessary for the performance of the Party's work and service hereunder. Successful bidder will be required to enter into secrecy agreement with UCIL, copy of which is enclosed.

Signature of tenderer

17) OTHER TERMS AND CONDITIONS:

1. Successful bidder shall depute sufficient number of competent staff as specified for GST work at their own cost.
2. Successful bidder shall submit draft monthly report to the In-charge of Finance department at Jaduguda and the final report along with the views of the In-charge of to the Finance department at Jaduguda shall be forwarded to Director (Finance).
3. The Consultant staff may be advised to observe all safety precautions as applicable to the department in which the work is carried out.
4. The company shall not be responsible for any accident caused to your personnel due to any circumstances happen within or outside the company premises.
5. Every effort shall be made to complete the GST work strictly as per the scope of works.
6. Successful bidder shall be in constant touch with Director (Finance), In-charge of Finance department Jaduguda & Turamdih.
7. Information made available during the course of Implementation of GST shall be used only for bonafide work relating to the company and not for any other purpose. The Consultants shall not divulge the information made available by the company or otherwise acquired during the course of Implementation to any other agency.
8. The company reserves the right to accept /rejects any or all the offers without assigning any reason whatsoever therefore.
9. Necessary insurance coverage for all members shall be taken by the Firm.
10. Estimated cost of the tender is RS.13,80,000/- **including traveling expenses.**

18) FORCE MAJEURE:

If at any time during the currency (tenure)of the order , it is not possible to execute any portion of the work stipulated in the order , due to reasons beyond control of either UCIL or the bidder , on account of emergency declared by the government , reasons of go slow, strike or lockout at our/the bidders office , war , civil commotion , earth quake , fire , storm, flood, acts of God, acts of any government , sabotage, riot , police action , revolution unforeseen circumstances or the other hindrances beyond one's control, there shall be no liability on the part of the defaulting party for consequential losses.

19) FAILURE AND TERMINATION:

If the bidder fails in the performance of the contract in the manner and within the time fixed or there is likelihood of an anticipatory breach of whole or part of the contract, the company will have the right to rescind the contract and have it performed through other party at the risk and cost of the bidder.

20) ARBITRATION AND LEGAL JURISDICTION:

All disputes or differences whatsoever arising between UCIL and bidders out of or relating to the construction, meaning and operation or effect of this tender shall be settled by the sole arbitrator appointed by the Chairman Managing Director of UCIL and the award of such arbitrator shall be final and conclusive and binding. No objection shall be raised on the ground that the arbitrator so appointed is an employee of UCIL.

Signature of tenderer

PRICE BID FORMAT

Name of Job/ services: Appointment of Consultant for **Implementation** GST in UCIL

Name of Organization: UCIL Jaduguda

Name of Bidder:

Sl. No.	Description of Work	Unit	Amount (In Rs.)
1.	Consultant for Implementation of GST at UCIL (For One Year)	Lump Sum	
	GST / SAC code	@	
		Total Rs.	
	Total Rs. in words:		

**Signature of the
Authorized person or partner of the firm with seal**

Notes:

1. Taxes shall be paid as prevailing rate at actual.
2. Quoted amount shall be indicated in both the figures and words. In case there is any discrepancy between figures & words, words shall prevail.
3. Conditional offer will be rejected.

Signature of tenderer