



BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

"BEML SOUDHA " 23/1, 4TH Main, S.R. Nagar, Bangalore 560027

Phone : 080 22963245 / 22963315. FAX: 080 22963283.

TENDER No: 6300024086

Date: 17/11/2018

TENDER DOCUMENTS

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF AUDITORS FOR CONDUCTING
AUDIT UNDER GST LAW FOR BEML LIMITED REGISTRATION IN KARNATAKA.**

Last date for submission of the bid is 26/11/2018 before 2.00 PM

**BEML Limited,
Corporate Office,
BEML Soudha, 23/1, 4th Main, SR Nagar,
Bangalore – 560027**

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1. Introduction

General Information

BEML Limited invites tenders from Bangalore based Firms/LLPs of Chartered Accountants (CA) / Cost Accountants (CMA) in two bid system through e-mode on BEML SRM platform for conducting audit under GST Law for BEML Limited registration in Karnataka as per the Scope of work specified in this document. The bids are to be submitted/uploaded on or before 26.11.2018 by 2.00 PM.

OVERVIEW

BEML Limited (<http://www.bemlindia.in>) a 'Miniratna-Category-1' (hereinafter referred to as 'the Company'), was established in May 1964, as a Public Sector Undertaking under the administrative control of Ministry of Defence, Government of India for manufacture of Mining Equipment, Defence equipment, Rail and Metro Coaches & Spare Parts, having Corporate office at Bangalore and 3 manufacturing units and 1 regional office in Karnataka and 1 manufacturing unit in Kerala and Regional and District offices in 15 states other than Karnataka and Kerala.

SCOPE OF WORK

As per the requirement of GST Act, the auditor is required to carry out audit for FY 2017-18 under section 35(5) and section 44 (2) of CGST Act, 2017 read with Rule 80 and to issue audit report / statement as prescribed under GST Act for the Company's registration in Karnataka.

2. Bid Submission Process

You are required to submit bid in two parts viz., **Technical bid and Commercial bid**. BEML may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However in case of such amendment, the bid submission date may be extended at the discretion of BEML. Amendments made prior to submission of bid will be provided in the form of corrigendum to the bidding documents and will be posted on the BEML website (http://www.bemlindia.com/tender_hq.php).

Note: Please note that as per the directives from Ministry of Defence, Class 3 Digital Signature is mandatory for submission of bid on our e-Procurement system. System will not accept Class 1 or Class 2 Digital Signatures.

Please note that activation of the Digital Signature Token in our system happens after 12.00 midnight from the Start Date of the validity, i.e. the next date after the Start Date of the validity. Hence in case you are getting a new Class 3 Digital Signature Token or arranging renewal of the existing Class 3 Digital Signature Token, it is advisable to get the same at least two days before the due-date of the tender.

Vendors willing to participate in the tender may contact through e-mail: admin.srm@beml.co.in to obtain the user name & password for submitting the bids.

In case of any queries relating to bid submission, you may send the same by e-mail to admin.srm@beml.co.in or you may contact BEML SRM Team on phone no. 080-22963269/141.



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The last date for submission of the bid is on or before 26.11.2018 @ 14.00hrs.

This Tender consisting of two parts:

Part - A	Technical Bid - Submission of Technical Bid through e-mode on BEML SRM system
Part - B	Price Bid – Submission of Price Bid through e-mode on BEML SRM system

PART A– Submission of Technical Bid (Through e-mode on BEML SRM System)

Please upload the following documents in the Collaboration Folder in the system as part of Technical Bid.

The following documents signed with company seal are to be scanned and uploaded in the collaboration folder:

Sl. No	Evaluation Criteria	Documents required to be uploaded in collaboration folder of SRM system for evaluation*
1	<p>Experience of the firm</p> <p>The Legal constitution of the Bidder should be any of the following:</p> <p>A registered Partnership firm, a registered Limited Liability Partnership firm (LLP), a Private Limited Company or a Limited Company;</p> <p>The bidder should have minimum 10 Years Practice (including the period wherein the Co. / Firm / LLP had undergone an organization status change for e.g. conversion from Pvt. Ltd. to LLP).</p> <p>Firms conducting Internal / Transaction audit for BEML will not be considered.</p>	<p>Undertaking by the authorized signatory of the bid in the format at <u>Enclosure-1</u> together with (i) brief profile of the bidder and (ii) copy of certificate of registration from the Registrar of Companies /Registered Deed etc., /Documents ascertaining the constitution of the company / firm.</p> <p>Above shall be certified by the authorized signatory of the bidder.</p>
2	<p>No. of Partners</p> <p>Bidder should have minimum 3 partners having minimum 08 (Eight) years of post qualification experience (in the bidder's firm minimum 3 years).</p> <p>The Partners must be holding Certificate of Practice issued by Institute of Chartered/Cost Accountants of India and should be in whole time</p>	<p>Details in the format at <u>Enclosure – 2</u> together with copies of certificates of qualifications.</p> <p>Above shall be certified by the authorized signatory of the bid.</p>

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Sl. No	Evaluation Criteria	Documents required to be uploaded in collaboration folder of SRM system for evaluation*
	practice). Partners who were the ex-employees of BEML Limited for the last five years will not be considered.	
3	Past assignments Bidder should have completed minimum 10(ten) numbers of Service Tax/VAT/Excise Audit Assignments in limited companies.	Details in the format at Enclosure-3 together with the copies of contracts , both certified by the authorized signatory of the bidder.
4	Turnover Minimum Average Annual Turnover of Rs. 20 Lakh (Twenty Lakhs) during last three years.	Details in the format at Enclosure-4 together with the copies of Annual Accounts , both certified by the authorized signatory of the bidder.
5	An undertaking has to be submitted by the bidders stating that they have read, understood and agree to all Tender terms & conditions.	Undertaking in the format at Enclosure-5 certified by the authorized signatory of the bid.
6	An undertaking as to be submitted stating that the bidder is not banned / black listed / debarred from Trade by any Central / State government department / Autonomous institutions or PSUs in India.	Undertaking in the format at Enclosure-6 certified by the authorized signatory of the bid.
7	No consortium / sub contracting of the work shall be allowed to / with other firm.	Undertaking in the format at Enclosure-7 certified by the authorized signatory of the bid.
8	Technical Compliance Sheet to be uploaded	Technical Compliance Sheet in the format at Enclosure-8 to be filled signed and uploaded in the Collaboration folder.
9	Special Conditions arising out of implementation of GST Tax Indemnity clause	Special Conditions in the format at Enclosure-9 to be filled signed and uploaded in the Collaboration folder.

NOTE: The documents (**Enclosure: 1 to 9**) enclosed along with tender document **are to be meticulously uploaded by the bidder.**



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Important Note: Please ensure that **no price details** are mentioned in the technical bid (attachments to the Collaboration Folder). **Offers with price details either in technical bid will be rejected.**

PART B– Submission of Price Bid (Through e-mode on BEML SRM system)

Sl. No.	Description	Amount (All inclusive price but exclusive of GST as applicable **) in INR
1	Lump sum Audit fees per year.	Lump sum amount to be entered in the “Item data” in the system only.
* Note: Lump sum Audit fees per year shall be firm for the contract duration including extended period, if any, to complete the scope of work, and inclusive of all travel, boarding & lodging and out of pocket expenses, any payment towards third party charges, and the cost of any other item / services, which are considered necessary for completion of the job etc., The Company on any account shall not pay/ reimburse any amount other than the quoted fees.		
** GST as applicable from time to time shall be payable extra and the same should not be included in the bid price. (Applicable rate of GST is to be entered in the Bidder’s remarks)		

Price bid shall be evaluated on L1 basis.

3. Terms and Conditions

1. The quotation should be complete in all respects and free from ambiguity.
2. Price should be quoted in Indian Rupees only
3. FAX / EMAIL quotations not accepted
4. Indicate all applicable GST separately
5. **Payment terms:** The payment will be released by Corporate Finance Dept. of the Company after completion of assignment in all respect and submission of final Audit report as required under the GST Law each year.
6. **Duration of the contract:** The Auditors will be required to issue Audit report/Certificates as per the requirements of the GST legislation within 26.12.2018 to enable the Company to submit the annual return before 31.12.2018.

The assignment shall be time bound and time shall be the essence of the assignment.



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The appointment is for conducting audit for FY 2017-18 and extendable at the discretion of the Company.

7. **Execution:** The Auditors will be required to issue Audit Report/Certificates as per the requirements of the GST legislation. Further, above audit report shall also be filed electronically as per the provisions of GST Laws, as amended from time to time. Requisite reconciliations and certification of specific, incidental and ancillary records as required under GST Laws shall also be done by the Auditor.
8. **Evaluation of Bids:** Technical evaluation of the bids will be carried out in line with clause No. 3.1. **Bidder has to ensure compliance of all provisions of the Tender document and submit their bid accordingly. Bids with any deviation to the bid conditions shall be liable for rejection.** Price bids of such bidders whose technical bids are qualified as per tender terms, will be opened for further processing.

The contract will be awarded to the successful bidder whose bid has been determined to be in full conformity to the tender documents and has been determined as the lowest price bid.

9. **Right to Accept any Bid and Reject any or all bids:** The Company reserves the right to reject & accept any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action.
 10. **Validity of quotation:** 90 days from the date of opening of the tender.
 11. Offers not confirming to the above terms are liable to be ignored.
 12. **Liquidated Damages:** If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Purchase Order.
 13. Canvassing by tenderers in any form including unsolicited letters on tenders submitted or Post tender corrections shall render their tender liable for rejection.
 14. Incomplete offers are liable for rejection.
 15. Offers not confirming to the above terms are liable to be ignored.
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Kindly Note:

- a) If taxes are not mentioned separately in the item data/bidders remarks, it will be considered as the price quoted is inclusive of GST.
- b) If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.
- c) If payment terms is not mentioned in the bidders remarks, it will be considered as per terms and conditions of the tender enquiry

For BEML LIMITED

**Asst. General Manager
Corporate Materials**



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Date: 17/11/2018

Annexure –‘A’

General Data in respect of your Company (i.e company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address Telephone no: Contact Person Mobile No. e-mail ID.	
3	Bank account numbers with Banker's Name, Address & Contact Number:	Bank Name :- Address :- Bank account number :- IFSC code:
4	Cancellation of Cheque	Please send Scanned copy through SRM Platform
5	PAN Number	
6	GST Number	
7	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



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“Enclosure – 1”

UNDERTAKING

This is to certify that _____ (Name of the bidder) a registered Partnership firm / registered Limited Liability Partnership firm (LLP) / Private Limited Company / Limited Company has been incorporated on & having its Principal office / establishment in Bangalore. The (Name of the bidder) have experience of years in providing consultancy / tax compliance review on Indirect taxation matters.

(i) A **brief profile** of the(Name of the bidder) and (ii) a copy of **certificate of registration** from the Registrar of Companies /Registered Deed etc., /Documents ascertaining the constitution of the company / firm, duly certified by the authorised signatory are enclosed.

Date:

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



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“Enclosure-2”

DETAILS OF PARTNERS

Sl.No	Name of Partner	Years of total post qualification (i.e., Chartered / Cost Accountancy/Law)experience in Indirect Taxation	Years of experience in bidder's firm dealing in Indirect Taxation	Qualification/s *

* **Note:** Bidder should attach copies of certificate of qualification authenticated by Authorised signatory of the bidder.

Bidder can add rows as required.

Date.....

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



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“Enclosure-3”

DETAILS OF PAST ASSIGNMENTS

Sl.No.	Name & address of the Entity	Contract No. & date *	Contract value in INR *	Brief description of Work *	Turnover of the Entity during the year of award of Contract	Date of completion of work	Whether the accounting of Entity is in ERP-SAP environment (Yes or No)

Note: * Bidder should attach copies of contracts awarded as above duly authenticated by Authorized signatory of the bidder

Bidder can add rows as required.

Date:

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____



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“Enclosure-4”

AVERAGE ANNUAL TURNOVER FOR LAST 3 YEARS

To:

The Deputy General Manager
(Corporate Materials)
M/s. BEML LTD

Dear Sir,

---oOo---

We, the undersigned, hereby confirm that the Average Annual Turnover of the firm during last three years is Rs..... Copy of the annual report duly certified by the authorized signatory is enclosed. Dated this ___Day of -----

Place:

Signature of authorized signatory

Name: _____

Designation: _____

Seal: _____



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“Enclosure-5”

UNDERTAKING

To:

The Deputy General Manager
(Corporate Materials)
M/s. BEML LTD

Dear Sir,

---oOo---

We, the undersigned, hereby confirm that we read, understood and accepting all the terms & conditions available in the above tender enquiry. Further, we undertake that upon selection, we will execute the assignment as per the terms and conditions of the tender enquiry.

Dated this ___Day of -----

Place:

Signature of authorized signatory

Name: _____

Designation: _____

Seal: _____



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“Enclosure-6”

UNDERTAKING

This is to certify that _____ (Name of the Consulting Firm) has not been banned / black listed / debarred from Business / rendering service by any Central /State Government Departments / Autonomous Institutions / Professional Bodies / Regulatory Authorities / PSUs in India.

I / we hereby certify that all the information given above are factual.

Signature of authorized signatory

Name: _____

Designation: _____

Seal: _____



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“Enclosure-7”

UNDERTAKING

We, _____ (Name of the Consulting Firm) a registered Partnership firm / registered Limited Liability Partnership firm (LLP) / Private Limited Company / Limited Company, hereby undertake that, if selected, will not enter into consortium or subcontract the tender work in full or partial to other agency and execute the contract as per tender terms and conditions.

Signature of authorized signatory

Name: _____

Designation: _____

Seal: _____

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“Enclosure-8”

BIDDER HAS TO UPLOAD THE FOLLOWING TECHNICAL COMPLIANCE SHEET AS PART OF THE TECHNICAL BID

Enclosure	Particulars	Details to be uploaded by service Provider	Complied YES or NO
A	Brief Details about the firm (Company profile)	Please upload filled-in format as per Annexure-A in collaboration folder	
1	Experience of the firm The Legal constitution of the Bidder should be any of the following: 1) A registered Partnership firm, a registered Limited Liability Partnership firm (LLP), a Private Limited Company or a Limited Company; 2) The bidder should have minimum 10 Years Practice (including the period wherein the Co. / Firm / LLP had undergone an organization status change for e.g. conversion from Pvt. Ltd. To LLP).	As per Enclosure-1 (i) brief profile of the bidder and (ii) copy of certificate of registration from the Registrar of Companies /Registered Deed etc., /Documents ascertaining the constitution of the company / firm. to be uploaded in the collaboration folder.	
2	Details of Partners 1) Bidder should have minimum 3 partners having minimum 08 (Eight) years of post qualification experience (in the bidder's firm minimum 3 years). 2) The Partners must be holding Certificate of Practice issued by Institute of Chartered/Cost Accountants of India and should be in whole time practice).	As per Enclosure-2 together with copies of certificate of qualifications to be uploaded in the collaboration folder.	
3	Details of Past assignments Bidder should have completed minimum 10(ten) numbers of Service Tax/VAT/Excise Audit Assignments in limited companies.	Details of assignment together with copies of contract Enclosure-3 Both certified by the authorized signatory of the bidder to be uploaded	

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		in the collaboration folder	
4	Turnover Minimum Average Annual Turnover of Rs. 20 Lakh (Twenty Lakhs) during last three years.	As per Enclosure-4 2015-16 Rs. 2016-17 Rs. 2017-18 Rs. (Figures should be indicated above for year wise as appearing in Audited financial statements) For 2017-18 Unaudited/ Provisional financial figure may be indicated, if audited figures are not available shall be uploaded in the collaboration folder.	
5	An undertaking has to be submitted by the bidders stating that they have read, understood and agree to all Tender terms & conditions.	As per Enclosure-5 certified by the authorized signatory of the bid to be uploaded in the collaboration	
6	An undertaking as to be submitted stating that the bidder is not banned / black listed / debarred from Trade by any Central / State government department / Autonomous institutions or PSUs in India.	As per Enclosure-6 certified by the authorized signatory of the bid to be uploaded in the collaboration	
7	No consortium / sub contracting of the work shall be allowed to / with other firm.	As per Enclosure-7 certified by the authorized signatory of the bid be uploaded in the collaboration	
9	Special Conditions arising out of implementation of GST Tax Indemnity clause	As per Enclosure-9 to be signed and uploaded in the collaboration folder.	



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Enclosure-9

Special Conditions arising out of implementation of GST
(Which is to be signed and submitted along with the offer)

Tax Indemnity clause

1. The supplier of Goods / Services shall comply with all the procedural requirements and relevant provisions under GST Law so as to enable BEML Limited (BEML) to avail Input Tax Credit (ITC) in a timely manner. BEML has the right to recover tax loss along with consequential interest and penalty suffered by BEML due to any non-compliance of tax laws by the supplier. Any GST liability arising on the supplier on account of loss of GST credits for reasons such as failure of the supplier to provide the details for raising invoice with necessary particulars, delay in payment of consideration beyond stipulated time period and the interest thereon would be on the suppliers themselves and BEML shall not be liable to compensate the same.
 2. The supplier shall ensure that the Taxes which have been collected / with-held on behalf of BEML have been duly paid / will be paid to the Government account within the due dates specified under various Tax Laws in India and Rules made there under. It may please be noted that if BEML is not able to avail any tax credit due to any short coming on the part of the supplier (which otherwise should have been available to BEML in the normal course), then the supplier at his own cost and effort will get the short coming rectified. If for any reason the same is not possible, then the supplier will make 'good' the loss suffered by BEML due to the tax credit it lost in that transaction.
 3. Under the GST Law, any economic or tax benefit arising out of the implementation of GST is mandatory and required to be passed on to BEML by the supplier. Similarly, the benefits enjoyed by the supplier and other players in the supply chain are also required to be passed on to the supplier by them, which in turn shall be passed on to BEML by way of price reductions. The suppliers shall indemnify BEML against any direct or indirect loss arising out of not passing on the aforesaid benefits. As responsible suppliers of BEML, the responsibility to pass on the above benefits vests with the supplier and BEML reserve the right to seek the manner in which such benefits is passed on to BEML.
 4. Any amount paid to the suppliers including job-workers / sub-contractors shall be first attributable to the GST Tax charged in the invoice and the balance shall be considered towards the 'value' of supply of goods / services.
 5. Timely provision of invoices / Debit Note / Credit Note: The supplier has to timely provide invoice / Debit Note / Credit Note to enable BEML to claim tax benefit on or before stipulated time period as per GST Law. All necessary adjustment entries (Credit Note, Purchase Returns, Debit Notes) shall be made before September of the succeeding Financial Year.
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6. HSN for goods shall be specifically included to avoid disagreement on classification at a later stage.
7. BEML shall identify the Place of supply to enable to avail the GST credit at right location.
8. Advance payment if any made before supply of goods/services or raising of invoices, would attract GST. In case of receipt of advance, the supplier undertakes to raise the necessary statutory document. Further the supplier declares to raise the prescribed documentation governing the movement of goods.
9. Any known discount shall form part of terms of the agreement to enable Supplier / BEML to claim tax adjustment.
10. THREE copies of the invoices are mandatory and need to be provided by the suppliers and wherever the law requires, an Electronic Reference Number for each invoice should be provided. Further, the invoices for supplies shall clearly bear the GSTIN No. / UID No. along with purchase order number and date accompanied by despatch advice and date of packing list.
11. Wherever applicable, BEML has the right to deduct "Tax deducted at source" at the rate prescribed under the GST law and remit the same to the Government of India.
12. Any local levies and or other charges levied by any Central / State / Local authorities wherever applicable shall be extra and supplier shall be liable to discharge the same.
13. The supplier shall be responsible to issue documents required for movement of goods and the logistic partner shall not be liable for any loss arising due to confiscation of goods by government agencies on account of lack of proper documents, deficiencies in documentation or any wrong declaration.
14. Any Liability arising out of dispute on the tax structure, computation and payment to the Government will be to the Supplier's account.
15. Where the supply of goods / services are liable to GST under reverse charge mechanism, then the supplier should clearly mention the category under which it has been registered and also that "the liability of payment of GST is on the Recipient of Service".
16. The invoice should be clearly specified with any abatement, if any claimed or otherwise from the Taxable Value, while calculating the GST.
17. The Bid evaluation criteria will include but not limited to 'GST Compliance rating' when introduced and operational by GSTN. The Purchase Order shall be void, if at any point of time the supplier is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

Place:

Date:

Company seal with signature
