

**KHURDA ROAD DIVISION-ENGINEERING/ECOR  
TENDER DOCUMENT**

Tender No: ACC-Consultancy-GST-SPL

Closing Date/Time: 16/11/2020 15:00

Sr. Divl.Engineer, Khurda Road acting for and on behalf of The President of India invites E-Tenders against Tender No ACC-Consultancy-GST-SPL Closing Date/Time 16/11/2020 15:00 Hrs. Bidders will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.

Contractors are allowed to make payments against this tender towards tender document cost and earnest money only through only payment modes available on IREPS portal like net banking, debit card, credit card etc. Manual payments through Demand draft, Banker cheque, Deposit receipts, FDR etc. are not allowed.

**1. NIT HEADER**

<b>Name of Work</b>	Providing Consultancy services for GST, under GST Rules and filling of returns with GSTN authorities in the office of Sr.Divisional Finance Manager, Khurda Road.( only from the list of empanelled consultants attached with the bid document).		
<b>Bidding type</b>	Normal Tender		
<b>Tender Type</b>	Open	<b>Bidding System</b>	Single Packet System
<b>Tender Closing Date Time</b>	16/11/2020 15:00	<b>Date Time Of Uploading Tender</b>	30/10/2020 17:44
<b>Pre-Bid Conference Required</b>	Yes	<b>Pre-Bid Conference Date Time</b>	31/10/2020 08:00
<b>Advertised Value</b>	294528.00	<b>Tendering Section</b>	MISC
<b>Bidding Style</b>	Single Rate for Each Schedule	<b>Bidding Unit</b>	
<b>Earnest Money /Bid Security (Rs.)</b>	5900.00	<b>Validity of Offer ( Days)</b>	30
<b>Tender Doc. Cost (Rs.)</b>	1180.00	<b>Period of Completion</b>	12 Months
<b>Contract Type</b>	Service	<b>Contract Category</b>	Expenditure
<b>Bidding Start Date</b>	02/11/2020	<b>Are Joint Venture (JV) firms allowed to bid</b>	No
<b>Ranking Order For Bids</b>	Lowest to Highest	<b>Expenditure Type</b>	Revenue

**2. SCHEDULE**

S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
<b>Schedule A</b> -Providing consultancy service for GST (The tender is required to quote the rates against item No.1 of Schedule-A Only)							249600.00	Above/ Below/Par
1	NS	12.00	Month	20800.00	249600.00	AT Par	249600.00	
<b>Description:-</b> Providing consultancy services on GST								

S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
<b>Schedule B</b> -Charges toward CGST and SGST. Note:-If any rate quoted against item No.1 and 2 of Schedule-B, then the same will be considered as AT PAR only							44928.00	Above/ Below/Par
1	Please see Item Breakup for details.				44928.00	AT Par	44928.00	
<b>Description:-</b> See Item BREAKUP for details.								

**3. ITEM BREAKUP**

<b>Schedule</b>	Schedule B-Charges toward CGST and SGST. Note:-If any rate quoted against item No.1 and 2 of Schedule-B, then the same will be considered as AT PAR only								
<b>Item- 1</b>	See Item BREAKUP for details.								
S No.	Item No	Description of Item				Unit	Qty	Rate	Amount
1	1	CGST on service Charge @ 9%				Month	12.00	1872.00	22464.00
2	2	SGST on service Charge @ 9%				Month	12.00	1872.00	22464.00
								<b>Total</b>	<b>44928.00</b>

**4. ELIGIBILITY CONDITIONS**

**Special Technical Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading

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1	(1) Experience in providing GST Consultancy to Government departments/Govt Organisations/PSUs/Private Agencies. Certificate issued by concerned organisation/agency conforming the services rendered to be uploaded by the firm mandatorily while bidding (2) The firm should be affiliated to ICAI/ICSI/ICMAI and have professionals on its roll who are chartered accountants, Company Secretaries and cost and works accountants depending on firm affiliation. And the firms have to submit necessary documents satisfying the above mentioned legibility criteria mandatorily while bidding.	No	No	Allowed (Mandatory)
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**Submission of Document Verification Certificate**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please submit a certificate in the prescribed format (please download the format from the link given below) for verification / confirmation of the documents submitted for compliance of eligibility / qualifying criteria. Non submission of the certificate, or submission of certificate either not properly filled in, or in a format other than the prescribed format shall lead to summary rejection of your offer. ( <a href="#">Click here</a> to download the Format of Self Certificatio)	No	No	Allowed (Mandatory)

**5. COMPLIANCE**

**Check Lst**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Whether History sheet of tenderers (Annex-A) uploaded duly filled in with supportive documents.	No	No	Not Allowed
2	Whether the details of facilities available vis-a-vis the requirements mentioned in STR in a tabular/narrative form if you are not on the approved list of RDSO, if required in the Annexed Document, is submitted.	No	No	Not Allowed
3	Whether, EACH PAGE of the copy of documents/certificates in support of credential is self attested/digitally signed by tenderer/authorised representative with signature, stamp & date.	No	No	Not Allowed
4	Whether all the documents related "Mandatory Requirement", as applicable and mentioned in the bid documents are enclosed with the tender.	No	No	Not Allowed

**Commercial-Compliance**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please submit bank details as per enclosed format "M" or photo copy of a "Cancelled Cheque".	Yes	No	Allowed (Optional)
2	Please submit Certificate of Familiarisation as per Chapter-4	Yes	No	Allowed (Optional)
3	Please submit required details as required from Annexure A to L duly filled in and signed. Supportive documents/separate sheet are to be submitted, if required. Annex-A: HISTORY SHEET OF THE TENDERER, Annex-B: STANDARD / SPECIAL TECHNICAL CRITERIA, Annex-C: STANDARD FINANCIAL CRITERIA , Annex-D: DETAILS OF MACHINERIES, TOOLS & PLANTS, VEHICLES ETC. AVAILABLE (ON HAND AND PROPOSED, Annex-E: DETAILS OF TECHNICAL AND OTHER PERSONNELS AVAILABLE ON HAND & PROPOSED. Annex- F: DETAILS OF WORKS COMPLETED DURING PREVIOUS THREE FINANCAIL YEARS & CURRENT YEAR, Annex-G: DETAILS OF WORKS ON HAND, Annex- H: DECLARATION REGARDING ASSOCIATION OF RAILWAY OFFICER (S) WITH TENDERER(S), Annex-I: LIST OF COURT CASES, Annex-J: LIST OF ARBITRATION CASES. Annex- K: BAR CHART, Annex-L: OTHER CREDENTIALS/ FACILITIES OF THE FIRM/CONTRACTOR, Annex-M: MODEL MANDATE FORM.	Yes	No	Allowed (Optional)
4	Please enter the percentage of local content in the material being offered. Please enter 0 for fully imported items, and 100 for fully indigenous items. The definition and calculation of local content shall be in accordance with the Make in India policy as incorporated in the tender conditions.	No	Yes	Allowed (Optional)

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5	For all tenders having advertised cost of Rs.10 lakh or above, the contractor shall have to submit the option to take payment from Railways through a letter of credit (LC) arrangement. The tenderer shall affirm having read over and agreed to the terms and conditions of the LC option. The option of taking payment through LC arrangement, once exercised by tenderer at the time of bidding, shall be final and no change shall be permitted, thereafter, during execution of contract. (The tenderer have to submit the option to take payment from Railway through a Letter of Credit arrangement)	Yes	Yes	Allowed (Optional)
6	The list of personnel / organization on hand and proposed to be engaged for the tendered work. Similarly list of Plant & Machinery available on hand and proposed to be inducted and hired for the tendered work.	Yes	Yes	Allowed (Optional)

**General Instructions**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please read carefully the entire e-tender document before submission of tender offer.	No	No	Not Allowed
2	Rates quoted by the tenderer in the relevant fields of the Financial Bid Page/Financial offer only will be the ruling terms for deciding inter-se-ranking and any condition having financial repercussions, if quoted anywhere else shall not be considered for deciding the inter-se-ranking.	No	No	Not Allowed
3	The quantities specified in the tender schedule are only approximate and liable to vary.	No	No	Not Allowed
4	Tender offer should accompany with scanned copies of all the required documents.	No	No	Not Allowed
5	The validity of tender offer if mentioned elsewhere in the bid document is different from the number of days shown in the "NIT HEADER", then the validity of offer as indicated in the "NIT HEADER" shall prevail and considered binding.	No	No	Not Allowed
6	Railway reserves the right to ask clarification with respect to documents available/attached with the E-tender, if required.	No	No	Not Allowed
7	Mandatory Special Condition of contracts on Police Verification of Staff/labour deployed by the contractors on Railway premises applicable for both Works and Service Contracts. (Required during execution of work)[ Authority: GM/E.Co.Rly/BBS's letter No. ECoR /GA /PVR /MSCC /98 dtd. 24.02.2020 ] NOTE: The Contractor may also obtain a hard copy of format (if required) from the tender section of Engineering Department.	No	No	Not Allowed

**Undertakings**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	I/ We have visited the works site and I / We am / are aware of the site conditions.	No	No	Not Allowed
2	I/We have read the various conditions attached/referred to in this tender document and agree to abide by the said conditions.	No	No	Not Allowed
3	I/We hereby confirm that the rates, rebates and/or other financial terms, if any, quoted by us in the relevant fields of the Financial Bid page will only be the ruling terms for deciding the inter-se-ranking and any such conditions having financial repercussions, if quoted by us anywhere else including attached documents shall not be considered for deciding inter-se-ranking.	No	No	Not Allowed
4	Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer to this work.	No	No	Not Allowed
5	The General Condition of Contract for Services -2018 is applicable to this contract.(As emended from time to time )	No	No	Not Allowed
6	I/We have submitted all the relevant documents as required in the bid.	No	No	Not Allowed

**6. Documents attached with tender**

S.No.	Document Name	Document Description
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1	InstructionPart.pdf	Instruction To the tenderer
2	ConditionPart.pdf	Condition Part
3	EmpanelledList.pdf	List of Empanelled Consultants

This tender complies with Public Procurement Policy (Make in India) Order 2017, dated 15/06/2017, issued by Department of Industrial Promotion and Policy, Ministry of Commerce, circulated vide Railway Board letter no. 2015/RS(G)/779/5 dated 03/08/2017 and 27/12/2017.

**Signed By:** RANJAN KUMAR SWAIN

**Designation :** Sr.DEN Hd Qr