



VISAKHAPATNAM PORT TRUST
FINANCE DEPARTMENT

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TENDER FORM

1. ORGANISATION : VISAKHAPATNAM PORT TRUST (VPT)
2. DEPARTMENT : FINANCE DEPARTMENT
3. REF NUMBER : **FA/TAX-IDT/2020-21/001**
4. BRIEF DESCRIPTION OF SERVICES : **INDIRECT TAXES CONSULTANCY SERVICES & AUDIT**
5. ESTIMATED TENDER COST : Rs. 63,00,000/- (RUPEES IN WORDS: SIXTY THREE LAKHS ONLY) EXCL. G.S.T
6. CONTRACT PERIOD : PERIOD OF 3 (THREE) YEARS FROM THE DATE OF AWARD OF THE CONTRACT & EXTENDABLE FOR ANOTHER 2 (TWO) YEARS ON MUTUAL CONSENT ON SAME TERMS AND CONDITIONS & RATE OF THE CONTRACT.
7. LAST DATE AND TIME FOR RECEIPT OF BIDS : **05/04/2021 up to 15.00 Hours (Technical Bid will be opened on 06/04/2021)**
8. OFFICER INVITING BIDS : F.A & C.A.O
9. BID OPENING AUTHORITY : F.A & C.A.O
10. OFFICE ADDRESS : O/o F.A & C.A.O, 2ND FLOOR, ADMINISTRATIVE OFFICE BUILDING, VISAKHAPATNAM PORT TRUST, PORT AREA, VISAKHAPATNAM – 530 035 ANDHRA PRADESH, INDIA.
11. CONTACT DETAILS : Sr. Accounts Officer O/o F.A & C.A.O.
Ph.: 0891-2873227/3229
+91-8340901116
srirokkam.vpt@gov.in

F.A & C.A.O

VISAKHAPATNAM PORT TRUST

Visakhapatnam Port Trust is an Autonomous body form under Major Port Trust Act, 1963. The Port Services are subject to income Tax and other tax proposed by Government time to time. The information about the Visakhapatnam Port Trust is available in the website of the port at <https://www.vizagport.com/>

Annual Accounts & Administration Reports: The annual accounts of Visakhapatnam Port Trust for the financial years 2014-15 to 2018-19 are available at <https://www.vizagport.com/annual-accounts/> & <https://www.vizagport.com/reports/adminstrative-report/>

VPT Financials & Non-Financial Data:

The following is the VPT financials for the last 3 (Three) years as general information

(Rs. in Crores)

Sr.	Particulars	FY 2019-20	FY 2018-19	FY 2017-18
1	Operating Income	1404.18	1201.39	1063.81
2	Operating Expenditure	662.55	591.01	541.70
3	Operating Surplus (1-2)	741.63	610.38	522.11
4	Finance & Misc. Income	107.65	99.41	133.57
5	Finance & Misc. Expenditure	543.45	508.89	396.16
6	Net Surplus (3+4-5) (PBT)	305.83	200.90	259.52
7	Provision for Taxation	31.44	76.40	63.66
8	Profit After Tax (6-7) (PAT)	274.40	124.50	195.86

The following is the other relevant data for the last 3 (Three) years as general information

Particulars	FY 2019-20	FY 2018-19	FY 2017-18
Total Traffic (in Million Tonnes)	72.72	65.30	63.54
Container Traffic (TEUs)	5,03,630	4,50,460	3,88,624
Total Ships entered	2,165	2,055	2,012
Total Input GST (*Rs. In Cr.)	41.30	47.14	38.49
Total Output GST (*Rs. In Cr.)	470.88	400.38	272.05
GST Input Line Items in SAP (*No.)	39,000	40,000	30,000
GST Output Line Items in SAP (*No.)	1,71,000	1,68,000	1,17,000

* Approximately

Sources of Revenue:

VPT revenue is broadly categorised as Traffic, Non-Traffic and Other F&M.

Major Areas of Expenditure:

- Construction of berths, buildings, rail track and other capital expenditures.
- Procurement of plant & machinery, equipment, furniture, vehicles, store, spares, software, computers etc
- Works contracts including annual maintenance contracts.
- Security services provided by Government Agencies like CISF etc.
- Hiring of manpower, vehicles, legal services, professional services
- Salaries and wages
- Expenditure on CSR activities
- Import of Tug spares

THE VPT BOOKS OF ACCOUNTS ARE BEING MAINTAINED IN SAP (ERP) & OTHER MODULES AND THE BILLING IS BEING DONE IN POS SOFTWARE.

Indirect Taxes pending notice summary is stated below (approximately)

No. of Cases	Pending Cases with	Amount Involved
14	Service Tax Regime	Rs. 50.00 Crores (Approx.)

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F.A & C.A.O**

GENERAL INSTRUCTIONS TO THE BIDDER

Procedure for Bid Submission:

1. Bids shall be submitted online on VPT e-procurement website (<https://www.etenders.gov.in>) platform.
2. The participating bidders in the tender should register themselves free of cost on e-procurement platform (<https://www.etenders.gov.in>). Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital signature certificates. Digital Signature Certificates can be obtained from one of the Authorised Certifying Authority, such as SIFY (www.safescrypt.com) / Tata Consultancy Services (www.tcs.ca.tcs.co.in) / n code (www.ncodesolutions.com) etc., The bidders who are desirous of participating in e-procurement shall submit their bids as per the standard formats available at the site (<https://etenders.gov.in>).
3. All bidders are requested to enroll in the Portal (<https://etenders.gov.in>), if not already enrolled with their user ID in the new portal (<https://etenders.gov.in>). Those bidders who have already enrolled in the new portal (<https://etenders.gov.in>) can participate in all tenders using the existing user id and password and their Digital Signature Certificate (DSC). New users should use the Online Bidder enrolment button available in the Home page for enrolling in the Portal(<https://etenders.gov.in>).Considering enhanced security, Digital Signature Certificate Class III is enforced for new enrolments. Bidders are requested to use Class III certificates for using the system.
For further Technical Assistance related to E-Portal please contact Sri K. Rajkumar, Cell: 9642121725, Sri. D. Vasudev, Cell: 9177410593.
4. The bidders should scan and upload relevant documents in connection with this tender. The bidders shall sign on all the documents uploaded by him, owning responsibility for their correctness/ authenticity.
5. After uploading the documents, credentials are to be submitted by the bidders to the Tender Inviting Authority immediately. Failure to furnish the original hard copies/credentials within 2 working days from the date of opening of Technical bid will result in rejection of the offers. Also the copies of uploaded documents and originals of the same shall be submitted by the bidders for verification and process of the offers. The VPT shall not hold any risk on account postal delay. Similarly, if any of the certificates, documents, etc.,

furnished by the tenderer is found to be false/fabricated/bogus, the successful bidder will be suspended from participating in tenders on e-procurement platform for a period of three years.

Instructions to be Bidder:

1. The tender has to be submitted "On-line" in two bid system failing which the tender will be liable for rejection. The technical bid should contain the scanned copies of all relevant documents as required in this tender notice. The rate should be mentioned on "online" in the Price bid (BOQ) only.
2. The bid received through Fax or E-mail or in any mode other than through online (i.e. through <https://www.etenders.gov.in>) will be rejected.
3. Tender Fees is waived off
4. The firm should pay an Earnest Money Deposit (EMD) for Rs. 1,26,000/- (Rs. One lakh twenty six thousand only) by RTGS/NEFT/Transfer to the following Bank Account.

Particulars	Details
Name of the Beneficiary	Visakhapatnam Port Trust
Bank Account No	30387186900
Name of the Bank	State Bank of India
Name of the Branch	Port Branch
IFSC	SBIN0001740
Bank Address	Port Area, Visakhapatnam - 530035 Andhra Pradesh, India

No interest shall be paid on the EMD paid by the bidder.

The Bidder shall upload the copy of the transaction details with the details of UTR Number along with technical bid, failing which the bid will be summarily rejected & the details of the EMD transfer i.e UTR No. & Date of Transfer shall be specified in the Letter of Submission – Covering Letter (**Format – I**)

VPT shall not be liable / responsible for any connectivity / internet problem either with user side / NIC / Bank. It is in the own interest of the bidders, bidders may get it verified form Bank that the requisite money has been received by VPT for the NIT in which they are participating.

5. The bidder shall sign and seal all the documents in the Technical Bid, owning the responsibility for their correctness / authenticity otherwise, it will be rejected.
6. Bid received after the said date and time will be rejected. Hence, such bid shall be returned unopened to the bidder.
7. In the event that the specified date for the submission of bid offers is declared a holiday, then the bid will be received up to the prescribed time on the next working day.
8. Any change that will be made in the tender document by competent authority after issue of tender will be intimated in the form of corrigendum for incorporating the same in the tender document in the VPT e-procurement website (<https://etenders.gov.in>) platform.
9. No alteration and addition anywhere in the tender document are permitted. If any of these are found, the tender document will be summarily rejected.
10. The tender will be valid for a period of 90 days from the date of opening of tender. The firm quote shall remain valid for 90 days from the last date of submission of the tender. Validity of price bid shall be 90 days from the date of opening of the Tender.
11. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter. Absence of bidder or representative shall not impair legality of the opening procedure.
12. After opening of Technical bid, the same shall be evaluated subsequently, so as to ensure that, the bidders meets the minimum eligibility criteria as specified in the tender document.
13. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist the examination, evaluation, comparison and qualification of the bidders, the VPT may, seek clarification from the bidder. If the reply is not received within the stipulated time, the Technical Bid will not be considered.
14. Only the bidders who qualify the technical bid shall be invited in advance for financial bid opening.
15. The finalisation of the bidding is based on the Quality and Cost Based Selection (QCBS) only. The final selection of the successful bidder from the technically qualified bidders will be done by

considering combined score of the bidders from technical as well as financial bid in the following manner :-

Criteria	Maximum Marks (Weightage)	Method of allotting marks for Combined Score
Technical	70	Actual marks scored by the bidder on the basis of extent of fulfilling technical evaluation criteria.
Financial	30	The bidder with the lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs. 60,000/- p.a, the bidder quoting this price will get 30 marks. A bidder quoting Rs. 1,00,000/- p.a will get $(60,000/1,00,000) \times 30 = 18$ marks.
Total	100	

All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.

In case of a tie, preference will be given to the bidder with higher technical score. In case of a tie in both financial and technical score, the VPT can award the assignment to any one of the bidders at its sole discretion.

16. Tender Notice and the General Conditions shall form the part of the Contract.
17. Visakhapatnam Port Trust reserves the right to suitably increase/reduce the scope of the work put to this Bid.
18. The bidder shall quote the financial bid in the specified page only (**Format – III (BOQ)**).
19. Visakhapatnam Port Trust reserves the right to cancel the tender at any time.
20. Pre-bid Meeting: Bidder may visit our office at 11.00 AM for pre bid meeting on 24/03/2021 to get clarification on the tender/scope. Any queries may be sent before 24/03/2021 to the email id srirokkam.vpt@gov.in. No individual replies will be given to the bidders. All the replies will be uploaded in the www.etenders.gov.in (NIC) as pre bid queries which will form part of tender conditions.

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GENERAL TERMS & CONDITIONS

1. Period of Contract: The Period of engagement of consultant shall be for 3 (Three) years from the date of letter of acceptance by the consultant. If VPT feels satisfied with services provided during the period of contract, the contract may be extended for another 2 (Two) years with the approval of Competent Authority and mutual consent, with same terms and conditions and rate of the contract.
2. Payment Terms: No Advance shall be paid by VPT. The payment shall be released every month. All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer.
3. Commencement of Work: The successful bidder shall commence the work on or before 7 days from the day of receipt of the "Work Order", else the EMD amount of the successful bidder shall be forfeited and the order will be placed to the next successful bidder.
4. Security Deposit: The Successful bidder shall be required to pay the 5% of the contract value towards security deposit. SD so required can be deposited by the bidder or can be deducted by VPT from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.
5. Performance Bank Guarantee: The successful tenderer will be required to submit account payee performance bank guarantee of 5% of the value of the entire contract on or before 15 days from the date of receipt of the "Work Order". The same will be receivable in the form of Bank Guarantee from a Nationalized/Scheduled Bank. Performance Bank Guarantee should remain valid for a period of 6 months beyond the date of completion of all contractual obligations.
6. Indemnity Clause: VPT shall recover damages/losses in the event of deficiency in services, certifications, opinions and non-compliances of GST Law which results in pecuniary loss to VPT. Also in the event of non-completion of the contract or inadequate performance loss, the loss will be recovered from the performance guarantee / charges payable to the consultant. In the event of non-compliance of GST rules like non filing of returns within due date, the penalty as provided in the GST Act/Rules shall be recovered from the consultants.
7. Foreclosure of the contract: Either party can foreclose the contract by giving two months' notice in advance. The fees shall be payable

up to the period of completed service and no compensation under any circumstances is payable on account of foreclosure.

8. Termination of the contract: The contract is liable for termination for any deficiency in any service by giving one month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only up to the date of serving the notice of termination. In case of termination, the fact will be brought to the notice of The Institute of Chartered Accountants of India or Institute of Cost Accountants of India. The decision of VPT in this regard is final and binding.
9. Undertaking: The successful bidder has to execute an undertaking on Rs. 100/- stamp paper for undertaking the assignment as per the scope of work specified under special terms and conditions of the tender and to comply with the general terms and conditions of the tender.
10. Declarations: A self-declaration should be provided by the bidder on the letterhead of their organisation/firm as per **Format - II** on the following points
 - a. The bidder should not have been blacklisted for supply of any services to VPT or any other Government department/agency in India.
 - b. The bidder should not be owned or controlled by any employee (or any of his/her relative) of VPT.

Note: All the documents shall be certified by the authorised signatory of the firm who is competent to make any declarations.
11. Jurisdiction: The court at VISAKHAPATNAM will alone have jurisdiction to decide any dispute arising out of or in respect of contract.
12. All the conditions appearing in Tenderer's letter head or elsewhere stands cancelled and the conditions as mentioned in this tender, pre bid queries, corrigendum's & addendums will alone be valid and supersede any or all the conditions appearing in any of the papers submitted by the tenderer.

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F.A & C.A.O**

SPECIAL TERMS & CONDITIONS

(Part 1 to Part 2)

Part 1

BROAD SCOPE OF WORK

To provide all necessary and relevant services in connection with Indirect Taxation (Service Tax, GST etc.,) compliances as per extant Acts and rules made there under and subsequent amendments and carry out audit as mandated under Act and rules thereto. Responsible for the correctness of the information compiled, high level of accuracy and promptness is expected to avoid penalties, interest etc. from Tax Authorities.

- A. Preparation & filing of returns
- B. Consultancy Service
- C. Notices/Scrutiny/Assessment
- D. Reporting
- E. Audit

A. Preparation & filing of returns:

To prepare/check/scrutinize and file all requisite periodical returns (like monthly, annual) of VPT within the prescribed time in the requisite format prescribed under the GST regime from time to time including preparation of necessary schedules and attachments required for filing the return but not limited to the following.

1. Review of accounting in SAP environment as per GST Law and incorporating the changes in SAP as per GST Act amended from time to time.
2. Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by VPT.
3. Verification of receipts, payments, bills, records to be maintained under the GST regime on daily basis.
4. Compliance with latest notifications and circulars issued by CBIC in determination of GST Output Tax Liability and GST ITC.
5. Preparing the primary data for e-filing by duly ensuring the authenticity of data being received at the centralized platform.
6. Review of output liability as per GL & report extracted from SAP & identifying for any error related to place of supply, nature of tax etc., before filing the monthly return.
7. Review of output GL's in SAP and verification of invoices to comply with the GST Law.

8. Verification of POS / service / any other bills soft / hard copy to identify the accounting entries mismatch and HSN Codes / Service Codes and rates to be levied on the services.
9. Identifying the activities not reflecting in POS/SAP/ERP to consolidate the data to file the GST returns.
10. Computation of output tax by duly identifying wrong tax tags/wrong accounting/wrong GST numbers/wrong state code entries/non-GST transactions and determination of GST liability for filing of GSTR-1.
11. Reconciliation of VPT monthly revenue before arriving the GST output tax liability.
12. Reconciliation of GL's & report extracted from SAP & analysing the difference if any under revenue heads before filing the monthly return.
13. Revenue reconciliation of invoices reflected in the GST Portal under GSTR-1 with VPT Books of Account.
14. Verification of 100% physical invoices of purchase bills (including imprest bills)
15. Review of GL in SAP to ensure eligible input tax credit is claimed in the returns so filed.
16. Determination of eligibility of ITC as per the GST Law.
17. Reconciliation of ITC availed in GSTR-3B vis-à-vis GSTR-2A/2B.
18. Reconciliation/matching of input tax credit availed in books of accounts with GSTR 2A & 2B on regular intervals
19. Generating Challans for payment of GST on behalf of VPT.
20. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts.
21. Computation of GST TDS liability for filing of GSTR-7 by duly verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST return, issuance of certificate etc.,
22. Any changes related to GST Return (Inward & Outward) filing in GST portal need to be available after necessary changes in SAP/POS billing system is to be done and along with necessary SOP.
23. Preparation of GST Annual Return.
24. Revenue reconciliation of VPT Financials, Income Tax return with GST Return.
25. Compilation of information required for GSTR-9 annual return and filing the same.
26. Compilation of information for GSTR-9C reconciliation statement.
27. Preservation of all related records incl. invoices in digital form.
28. Development / up gradation of standardized format for compilation data from SAP for GST returns required to be filed under GST laws.

29. Designing the reports that are to be generated in SAP based on which GST returns are to be filed.

B. Consultancy Service:

To offer opinion within three working days on issues/matters as referred by VPT from time to time in relation to indirect taxation issues.

To advise VPT on issues arising out of or connected to subsumed tax laws and GST Acts and rules made there under including ongoing litigation, assessment, etc. and on any matter relating to GST considered important and significant according to the consultant or as per the requirement of VPT and to guide/advice for developing necessary tools for review, monitoring, reporting & compliance with reports required in GST regime not limiting to the following

1. Advise in respect of billing, records to be maintained under the GST regime.
2. Advise on the tax-planning benefits / rebates / deductions / exemptions available under GST act.
3. Suggest suitable changes required under GST regime for minimizing the tax burden, effective utilization of available Input tax credits (ITC).
4. Suggest the review mechanism for availing all eligible input tax credits and utilization under GST.
5. Guidance regarding valuation, classification and tax rate of transfer/permanent disposal of assets, job works, goods used both for exempt and taxable services, etc. to ensure availing of maximum eligible tax benefits under the GST regime.
6. Opinion on availing of CENVAT credit / Input Tax credit of various input services utilized/goods purchased by VPT.
7. Opinion on matters relating to Accounting of GST/Service tax (including but not limited to output and input services).
8. Opinions/comments/clarifications on various GST/Service tax issues raised by the VPT Officials.
9. Review of various circulars to be issued internally/externally in respect of GST/Service tax and related matters.
10. Update the VPT officials regularly through email and in monthly reports about various amendments (more specifically having implications on VPT) taking place in indirect tax laws, rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
11. To examine any order/communication received from GST authorities and to advise the further course of action.
12. Assist in preparing replies/submissions for various notices received from GST / Service Tax Authorities including show cause notices.

13. Opinion on the issues raised in audit conducted by the various authorities and to assist in preparing the replies to the queries raised by Statutory Auditor and Internal Auditor in connection with GST & Service Tax.
14. Provide general consultancy services in any other work related to GST/Service Tax as and when required.
15. Highlight areas of potential non-compliance for immediate regulation.
16. Guide & assist in facing the periodical audit by the statutory authorities.

C. Notices/Scrutiny/Assessment:

To represent VPT and appear before GST/Service Tax Officer(s) or Commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from GST/Service tax Department & GST Intelligence) for successful completion of scrutiny, assessments including re- assessments not limiting to the following

1. To file the Appeal(s), Show Cause Notice(s) and attending Hearing(s)/Personal Hearings related to GST/Service Tax matters with tax authorities (other than Tribunal/Judicial Authorities) (including all the pending cases of Service Tax/GST)
2. To monitor refunds of GST/Service tax from Central Board of Indirect tax and Custom along with details and Appeal Effect orders and update the refund status to VPT and preparation of letters in this respect to be submitted to the Dept.
3. Assist the senior counsel as appointed by VPT for representing the case before the Tribunal/Judicial Authorities.

D. Reporting:

Submission of monthly report on review conducted on GST accounting in SAP by duly providing the guidance to resolve the areas of concern along with the opinions provided during the month, important update in the tax law, notices received during the period and its replies, pending litigation under the tax law and any other observation made during the period.

Handout a reconciliation procedure for monitoring input / output / final monthly returns and guidance to track un-reconciled transactions etc.,

E. GST Audit:

Collecting the information from the sections/departments of VPT and finalize the GST Audit by duly filing the GSTR-9C.

Note:

Manpower requirement:

- The successful bidder has to ensure that all the key team members deployed personnel on the project matches the job profile with the scope of work.
- The partner or a qualified representative (CA/CMA) who is having an experience in SAP based environment will be required to visit at least 4 days (minimum of 3-4 hours a day) in a week to carry out the above referred scope of work and as and when required at VPT.
- Partner to visit and attend meetings as and when required for discussion with Senior Officers of VPT.
- The bidder has to depute suitable man-power to manage the Indirect Tax issues in VPT on daily basis not limited to the below
 - Minimum of 2 audit assistants who has completed their graduation in commerce with an experience in Indirect Taxation and a working knowledge in SAP & MS Office. AND
 - Minimum of 2 articled students who have completed their CA/CMA Intermediate with an experience in Indirect Taxation and a working knowledge in SAP & MS Office.

Office arrangements:

- The successful bidder shall make their own arrangements for office stationery and other office equipment facilities such as laptops etc.,
- VPT shall provide one/two computers with a printer and suitable sharing office room (Non Air Conditioner) for free of cost.

Other arrangements:

- The bid awardee has to make necessary arrangement to take over the entire data (including disputed cases) hard & soft copies from the existing tax consultants.

Note: The above-mentioned "Scope of Work" is illustrative / indicative and not in exhaustive nature i.e. Scope of Work shall include providing professional assistance for all activities/matters required for all the work relating to Indirect Tax Law (Service Tax, GST etc.,) and subsequent notifications as and when issued by GOI/CBIC.

A. ELIGIBILITY CRITERIA

Sr	Description	Eligibility Criteria	Supporting documents to be submitted by Applicant for Pre-qualification
1	Legal Status of the Bidder	The bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Accountants registered in India having minimum experience of 10 (Ten) years.	A. Certificate copy issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India. B. Copy of valid PAN & GST No. of the bidder. C. Name(s) and other details of the authorized signatory (ies) that are authorized to execute the contract & other documents. Details to be furnished at Annexure - 1
2	Financial Capacity of the Bidder	The bidder should have an average annual gross receipts of Rs. 25 (Twenty Five) Lakhs during the last 3 (Three) financial years i.e. F.Y. 2017-18, 2018-19 & 2019-20.	Details to be furnished at Annexure - 2
3	Experience of the Bidder	1. Resources: The Bidder should have minimum 5 (Five) full time qualified CAs/CMAs as partners/employees. The above said number can be a combination of both qualified CAs/CMA's as partners and qualified CAs/CMA's as pay-roll employees. 2. Assignments:	A. List of name of qualified CAs / CMAs as partners/employees of the firm is to be stated. (1-A) B. List of clients & indirect tax consultancy services undertaken with them during the last 5 (Five) years i.e. FY 2016-17 to FY 2020-21 and copy (ies) of award of work to be appended. (2-B)

		<p>The bidder should have undertaken minimum 5 (Five) No. of Indirect Tax (Excise / Service Tax / VAT / CST / GST) Consultancy Service Assignments during the FY 2011-12 to FY 2020-21.</p> <p><u>Note:</u> 1 (One) year of Indirect Tax Consultancy Service Assignment from 1 (One) client may be treated as 1 (One) No.</p> <p>3. Specific Assignments: The Bidder should have undertaken minimum 2 (Two) No. of GST Consultancy Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU / Listed Public Limited Company having annual turnover of Rs. 500 Crores or more during the FY 2017-18 to FY 2020-21.</p> <p><u>Note:</u> 1 (One) year of GST Consultancy Service Assignment from 1 (One) client may be treated as 1 (One) No.</p>	<p>C. List of eligible clients & GST Consultancy Service Assignments undertaken with them during the 4 (Four) financial years i.e. F.Y. 2017-18 to FY 2020-21 and copy (ies) of award of work to be appended. (3-C)</p> <p>Note: The copy of letter for award of work specifically mentioning the nature of work and period.</p> <p>The above details to be furnished at Annexure - 3 to Annexure 5</p>
4	SAP/ERP Experience	<p>The bidder should have exposure in handling SAP/ERP based accounting.</p>	<p>Proper documentary evidence i.e. certificate from the respective company (client) with SAP/ERP based environment for whom work has been carried out or SAP/ERP certification.</p> <p>Details to be furnished at Annexure - 6</p>
5	Office in	The bidder should have one	Details of Offices to be

	Visakhapatnam	full-fledged functional office in the Visakhapatnam.	furnished at Annexure - 1 . A self-certificate from the entity, citing the addresses and landline numbers of the Visakhapatnam offices shall be furnished along with Firm Registration Document.
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Note: The requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria.

B. EVALUATION CRITERIA

Sr.	Evaluation Criteria	Max Marks	Documents to be submitted
1	<p>Legal Status of the Bidder</p> <p>The bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Accountants registered in India having minimum experience of 10 (Ten) years.</p> <p>Marks for the above criteria will be 5 (Five).</p> <p>(Minimum marks to secure in this criteria is 5 (Five))</p>	5	<p>Certified copy of Registration issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India.</p> <p>Details to be furnished at Annexure - 1</p>
2	<p>Financial Capacity of the Bidder</p> <p>The bidder should have average annual gross receipts of Rs. 25 (Twenty Five) Lakhs during the last 3 (Three) financial years i.e. F.Y. 2017-18, 2018-19 & 2019-20.</p> <p>Minimum marks for the above criteria will be 5 (Five). For each additional Rs. 5 (Five) Lakh of average annual gross receipts in the last 3 (Three) financial years i.e. F.Y. 2017-18, 2018-19 & 2019-20, additional 1 (One) mark will be awarded subject to the maximum of 10 (Ten) marks in total.</p>	10	<p>Audited financial statements of the bidder duly certified along with Income Tax Return including computation of Income.</p> <p>If financial statements are not audited for the F.Y. 2019-20, same should be attested by Managing Partner / Senior Partner.</p> <p>Details to be furnished at Annexure - 2</p>

	(Minimum marks to secure in this criteria is 5 (Five))		
3	<p>Experience of the Bidder Resources:</p> <p>The Bidder should have minimum 5 (Five) full time qualified CAs/CMAs as partners/employees.</p> <p>The above said number can be a combination of both qualified CAs/CMA's as partners and qualified CAs/CMA's as pay-roll employees.</p> <p>Marks for the above criteria will be 5 (Five).</p> <p>The person who will associate/deal with VPT should be named.</p> <p>(Minimum marks to secure in this criteria is 5 (Five))</p>	5	<p>List of qualified CAs/CMAs as partners/employees along with their membership no. & No. of years of experience in Indirect Taxation</p> <p>The list should be attested by Managing Partner / Senior Partner.</p> <p>Details to be furnished at Annexure - 3</p>
4	<p>Experience of the Bidder Assignment Undertaken:</p> <p>The bidder should have undertaken minimum 5 (Five) No. of Indirect Tax (Excise / Service Tax / VAT / CST / GST) Consultancy Service Assignments during the FY 2011-12 to FY 2020-21.</p> <p>Minimum marks for the above criteria will be 10 (Ten). For each additional 1 (One) Indirect Tax Consultancy Service Assignment handled (in addition to the criteria specified above) during the FY 2011-12 to FY 2020-21, an additional 2 (Two) marks will be awarded subject to the maximum of 20 (Twenty) marks in total.</p> <p>Note: 1 (One) year of Indirect Tax Consultancy Service Assignment from 1 (One) client may be treated as 1 (One) No.</p> <p>(Minimum marks to secure in this</p>	20	<p>Proof of execution of services / other credentials (e.g. engagement letter, Certificate of completion indicating services provided etc.)</p> <p>Details to be furnished at Annexure - 4</p>

	criteria is 10 (Ten))		
5	<p>Experience of the Bidder Specific Assignment Undertaken:</p> <p>The Bidder should have undertaken minimum 2 (Two) No. of GST Consultancy Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU / Listed Public Limited Company having annual turnover of Rs. 500 Crores or more during the FY 2017-18 to FY 2020-21.</p> <p>Minimum marks for the above criteria will be 10 (Ten). For each additional 1 (One) GST assignment handled (in addition to the criteria specified above) during the FY 2017-18 to FY 2020-21, an additional 5 (Five) marks will be awarded subject to the maximum of 20 (Twenty) marks in total.</p> <p>Note: 1 (One) year of GST Consultancy Service Assignment from 1 (One) client may be treated as 1 (One) No.</p> <p>(Minimum marks to secure in this criteria is 10 (Ten))</p>	20	<p>Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.)</p> <p>Details to be furnished at Annexure - 5</p>
6	<p>Experience of the Bidder SAP/ERP Experience:</p> <p>The bidder should have an exposure in SAP/ERP based accounting.</p> <p>Marks for the above criteria will be 5 (Five).</p> <p>(Minimum marks to secure in this criteria is 5 (Five))</p>	5	<p>Certificate from the client (who has SAP/ERP based accounting environment) of the bidder (or) SAP/ERP certification to the person designated to VPT</p> <p>Details to be furnished at Annexure - 6</p>
7	<p>Functional Office</p> <p>The bidder should have one full-fledged functional office in Visakhapatnam.</p>	5	<p>Proof of address</p> <p>Details to be furnished at Annexure - 1</p>

	Marks for the above criteria will be 5 (Five). (Minimum marks to secure in this criteria is 5 (Five))		
	Total Marks	70	

Note: -

1. All relevant information in support of the eligibility criteria & evaluation criteria to be provided in the Annexures 1 to 6. Any more information want to provide by the bidder can be made available in the relevant Annexures in accordance with the evaluation criteria.
2. Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order. Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
3. The bidder shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm/bidder for each of the Evaluation criteria.
4. Self-declaration needs to be signed by authorized signatory(s) of the firm.
5. During evaluation of the bids, VPT may at its discretion ask the bidders for clarification of their bids, if required.
6. The bidder scoring at least 45 marks in technical criteria apart from meeting minimum specified eligibility criteria (minimum marks in each technical criteria) in all the categories will be selected as technically qualified bidder. Price bids shall be opened only for technically qualified bidder. The technically qualified bidder will be informed and invited in advance for witnessing the opening of Price Bid (Cover – II)

Technical Bid (Cover – I)

The Technical bid prepared by the bidder shall comprise of the following

1. Covering letter as specified at Format I
2. Unconditional acceptance letter as specified in Format II
3. Other requisite documentary evidences to support the evaluation criteria.

All the requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria and may provide any additional

documents for evaluation purpose in addition to Annexures specified in the tender.

Note: Financial/Price Bid included in the Technical Bid will be strictly rejected.

Price Bid (Cover – II)

Price Bids shall be opened only for technically qualified bidders. The bidder with the lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs. 60,000/- p.a, the bidder quoting this price will get 30 marks. A bidder quoting Rs. 1,00,000/- p.a will get $(60,000/1,00,000) \times 30 = 18$ marks.

The price shall be firm exclusive of GST as applicable (No other taxes / statutory levies will be entertained separately). While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance, stationary, other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by VPT on account of Scope of Work provided in tender.

Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format **(Format – III (BOQ))**. If there is a discrepancy between words and figures, the figures written in words shall prevail.

The bidder has to submit the bill on monthly basis only.

**--Sd--
F.A & C.A.O**