



Inviting application for empanelment of GST consultant for FY 2018-19

Dated: 16th March 2018.

BOB Financial Solutions Limited.

2 nd Floor, Baroda House,
Behind Dewan Shopping Centre,
S V Road, Jogeshwari West
Mumbai - 400102
Tel: 022-42068534, Fax: 022-26777560
Email: taxation@bobcards.com

Important Details (Schedule of Events, contact & communication details etc.)

1	Company's Address for Communication and submission of Bid	The Vice President, Finance & Accounts, BOB Financial Solutions LTD. 2 nd Floor, Baroda House, Behind Dewan Shopping Centre, S V Road, Jogeshwari (West) Mumbai – 400 102
2	Date of Issue	16 th March 2018
3	Last date & time for submission of Bid	26 th March 2018 before 15.00 hrs IST
4	Contact Person for any clarification	Mr. Rajesh Mhatre, 022-4206 8580
5	Type of submission of Bid	The financial and technical proposal should be submitted in two separate sealed envelopes within stipulated time on above address.



1 Scope of Work:-

Sr.No	Scope of work
1	Conduct an assessment of the existing accounting and reporting performed by the BSFL. Evaluate and advise about the changes to be made in existing system / software, development requirements of new software/utilities/applications as per the requirement of GST Rules & regulation.
2	To verify completeness of data generated through the system for GST returns and other compliances.
3	Analyse the existing process of GST on Business Procurement of goods and services, import and export of services, transactions within the BSFL i.e. transactions between area office and business units, services provided centrally, reversal/waiver of fees etc, to ascertain the financial impact & compliance thereof.
4	Advising the terms of agreement with vendors to ensure optimization of input tax credit. This include inter alia discussions with vendors, BSFL's procurement team to explain invoicing formats and other compliance requirements to be followed by vendors and ensure that BSFL gets adequate documentation for claiming Input tax credits.
5	Validation of monthly output liability of GST and claim of input credit computed by the BSFL. Submission of monthly & yearly return as applicable under GST law. Reconciliation of Books of Accounts with GSTIN portal.
6	Guidance / advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime. Advising on all matters (regarding accounting, process, policy, system, software) during the above period to ensure GST compliance.
7	Assist BSFL in matters related to GST till completion of statutory filing of all the necessary records/documents/returns for the financial year 2018-19.
8	Provide guidance, suggestions on new developments or on any other matter in GST up to filing of the final / annual returns with respect to financial year 2018-19 across the country.
9	Organize training sessions for the finance staff from time to time for updates on GST.
10	Assisting in implementation of GST module in new ERP, drive generation of GST return and other compliance through ERP.
11	Provide Written Opinions on various aspects of GST, sought by the Company.
12	Provide professional assistance for all activities required by GST as per the Laws / Rules / Notifications / Guidelines as and when issued by the Government of India.
13	Analysis of existing process of interstate movement of POS terminals and compliance of GST rules and regulation.
14	Assist in obtaining registration & return for any new offices opened/ to be opened by BSFL across the country.



2 Eligibility Criteria

Sr. No	Eligibility Criteria	Documents required
1	Firm/LLP must be practicing in India for the last 10 years as on 31.12.2017 with pan India presence directly or through associates.	Self-Declaration from the bidder.
2	Firm should have been engaged as a consultant for the purpose of providing Consultancy / advisory services in relation to GST for minimum 2 Scheduled Commercial Banks/NBFC as on 31.12.2017	Copy of the engagement letter signed with the scheduled commercial bank.
3	Firm should have minimum of: (a) -3- Partners registered as a member of the ICAI, and (b) -5- full-time professional staff in India as on 31.12.2017. “Professional Staff “means full-time staff with minimum qualification of CA / ICWA / MBA (Finance)/L.L.B and are on the payroll of the consultant.	Constitution certificate issued by ICAI/ Self Declaration Certificate
4	Firm should not have been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / RBI / ICAI / and should not have any disciplinary proceedings pending against the applicant firm or any of the partners with ICAI / RBI	Self-declaration signed by authorized signatory as per Annexure I
5	The Bidders firm should not be owned or controlled by any Director or Employee (or Relatives) of BFSL or BOB.	A Self Declaration by the Bidder on Company's Letter Head.



3 Evaluation of proposals

3.1 Bid Opening Sessions

1. The bids will be opened on the specified date, time and address in the presence of bidders' representatives who have been authorized to attend the Bid opening sessions.
2. In the event of the specified date of bid opening being declared a holiday for BFSL, the Bids shall be opened at the same time and location on the next working day.
3. BFSL will go ahead with bid opening, even if the authorized representatives of the bidders abstain from these bid opening sessions.
4. Opening of Commercial Proposal – The commercial bids of only those bidders who have scored more than the threshold points as prescribed in the Technical Evaluation process will be opened.
5. The commercial bids of those who have scored less than the threshold points as prescribed, will not be opened

3.2 Proposal Evaluation Process

1. Proposals will be evaluated by a Committee of Experts (the "Committee") appointed by BFSL or such other authority designated by BFSL as the case may be is also referred to herein as the Committee of Experts (or "Committee").
2. BFSL has the right to appoint any individual / organization as an expert member of this committee as long as the particular person does not have any conflict of interest in the bidding/evaluation process.
3. BFSL has the right to share the contents of the proposals or bids with the experts or consultants appointed for the purpose of evaluation of the bids, as the case may be.
4. Evaluations of bids will be only on the basis of information provided by the bidders in the proposals, or any additional information provided by the bidders against specific requests for clarifications sent by BFSL during the evaluation process.



3.3 The process of evaluation

1. The prospective Bidder must comply with general qualifications mentioned in the RFP. In case the Bidder does not fulfil the eligibility criteria, their bids will be rejected and shall not be considered for further evaluation.
2. The Bidder(s) will be evaluated on QCBS (Quality cum Cost Based Selection) System. There will be 60% weightage for Technical Bid and 40% for Commercial Bid.
3. The Bidders who are shortlisted based upon technical criteria may be asked, if necessary, to make a presentation on their solution at BFSL, at their own cost.



4 Techno-commercial evaluation criteria

The evaluation methodologies vis-a-vis the weightages are as under:

Score will be calculated for all technically qualified Firms using the following formula:

$$S = (T/T \text{ High} \times 60) + (C \text{ Low}/C \times 40)$$

Where:

S = Score of the Firm

T = Technical score of the Firm

T High = Highest Technical score among the Firms

C = Quote as provided by the Firm (please refer to Annexure 7)

C Low = Lowest Quote of C among the Firms

The Firm securing the highest score becomes the successful Firm

For example – There are three Bidders A, B and C.

Technical score will be arrived at treating the marks of the Bidder scoring the highest marks (A) in Technical evaluation as 100. Technical score for other Bidders (B, C, etc.) will be computed using the formula Marks of B / Marks of highest scorer A*100.

Similarly Commercial Score of all technically cleared Bidders will be arrived at taking the cost quoted by L1 Bidder i.e., the lowest quote from all technically qualified Bidder (say C) as 100. Marks for other Bidders will be calculated using the formula Commercial Score = Cost of L1 Bidder / Cost quoted by Bidder * 100.

A “Combined score” will be arrived at, taking into account both marks scored through Technical Proposal evaluation and the nominal commercial quotes with a weightage of 60% for the Technical Proposal and 40% for the Financial Proposal as described below. The combined score is arrived at by adding Technical Score and Commercial Score. The successful Bidder will be the one who has highest Combined Score.

Sr. No.	Bidder	Bidder Technical Evaluation marks (T)	Nominal Bid Price in INR(C)	Technical Score	Commercial Score	Combined Score (out of 100)
1	A	95	20	$95/95*60=60.00$	$10/20*40=20.00$	$60.00+20.00=80.00$
2	B	85	15	$85/95*60=53.68$	$10/15*40=26.66$	$53.68+26.66=80.34$
3	C	90	10	$90/95*60=56.84$	$10/10*40=40.00$	$56.84+40.00=96.84$

In the above example Bidder C with highest score becomes the successful Bidder.



5 Technical Proposal evaluation criteria

The Technical Proposal to be submitted by eligible Respondents is expected in detail as indicated in the following Sections. The weightage for evaluation of the GST consultant in respect to each criterion has been indicated against each Section. The Technical evaluation will be done on the weightage of 100.

Sr. No	Parameter	Max marks	Marking system
1	Establishment of Firm: No of years of practicing in India as on 31.03.2017	25	12 Marks for minimum 10 years.
2	Adequacy of manpower: No of Partners and full time Professional Staff	30	Minimum 3 partners (as on 31.12.2017) (maximum 10 marks) For 3 Professional Staff: 5 marks. (Max 10 Marks)
3	Experience / Knowledge in GST in NBFC/ Bank	20	Based on number of GST assignments for Scheduled Commercial Banks/NBFC.
4	Representation/ advocacy on GST on behalf of representative bodies like IBA/IRDA/TRAI etc	15	
5	Pan India presence directly or through associates.	10	
	Total -	100	



ANNEXURE -I

**UNDERTAKING FOR NON- BLACKLISTED
(To be provided on letter head of the Bidder's Company)**

SVP, Finance
Bobcards Limited
2nd Floor, "Baroda House",
Behind Dewan Shopping Center,
S. V. Road, Jogeshwari West,
Mumbai 400102

Dear Sir,

We, M/s _____, do hereby confirm that we have not been blacklisted/banned/ declared ineligible for corrupt and fraudulent practices by any Govt. Financial Institutions/Banks/ Government/ RBI/ ICAI/ Semi Government Departments/ PSUs in India and have no disciplinary proceedings pending against the applicant firm or any of the partners.

This declaration is being submitted and limited to, in response to the tender reference mentioned in this document

Dated at __day of _____ 2018.

Thanking You,

Yours faithfully,

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Firm/LLP