



Central Cottage Industries Corporation of India Ltd.
(A Govt. of India Undertaking)
Jawahar Vyapar Bhawan
Janpath
New Delhi – 110 001

Tender for

ENGAGEMENT OF GOODS AND SERVICE TAX CONSULTANTS

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

CONTENTS

| S.No. | Particulars | Page No. |
|-------|--|----------|
| 1 | Section 1. Letter of Invitation | 3 - 3 |
| 2 | Section 2. Instructions to Consultants | 4 - 10 |
| | Data Sheet | 11- 14 |
| 3 | Section 3. Technical Proposal-Standard Forms | 15 - 18 |
| 4 | Section 4. Financial Proposal – Standard Forms | 19 - 20 |
| 5 | Section 5. Terms of Reference | 21 - 25 |

Title of Consulting Services:

ENGAGEMENT OF GOODS AND SERVICE TAX CONSULTANTS

Request for Proposal (RFP)
For
ENGAGEMENT OF GOODS AND SERVICE TAX CONSULTANTS

Ref. No. CCIC/AGM(F)/2017/01

Date: 03/01/2017

1. The **CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD (CCIC)** issues this RFP for **ENGAGEMENT OF GOODS AND SERVICE TAX CONSULTANTS for CCIC**. The main purpose of this RFP document is to invite competitive bids from the eligible bidders to assist the implementation and administration of the company's smooth transition into GST administration as details in scope of work.

2. A firm will be selected under two bid system and procedures described in this RFP.

3. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

4. Please inform us in writing at the following address upon receipt:

(a) that you received the Letter of Invitation and RFP document; and

(b) that you will submit the proposal by the date & time indicated in part II of the information to consultants called project specific information.

5. The bids shall be opened after half an hour of closing time of submission of bid specified in data sheet in the presence of bidders by the appointed evaluation committee.

For downloading the Tender form please log on to www.thecottage.in

Yours sincerely

Meera Somani
Addl. General Manager (Fin)

Section 2

Instructions to Consultants

Part I

1. Definitions

(a) "Employer" means the Central cottage Industries Corporation of India Ltd. who have invited the bids for consultancy services and with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.

(b) "Consultant" means any entity or person or associations of person who have been shortlisted to submit their proposals that may provide or provides the Services to the Employer under the Contract.

(c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.

(d) "Project specific information" means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.

(e) "Day" means calendar day.

(f) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides short-listed Consultants with all information needed to prepare their proposals.

(g) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the short-listed consultants.

(h) "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Domestic Personnel" means such professionals and support staff who at the time of being so provided had their domicile in India.

(i) "Proposal" means the Technical Proposal and the Financial Proposal.

(j) "RFP" means the Request For Proposal prepared by the Employer for the selection of Consultants,

(k) "Assignment / job" means the work to be performed by the Consultant pursuant to the Contract.

(l) "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Assignment/job.

(m) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

2. Introduction

2.1 The Employer named in the Part II Data Sheet will select a consulting firm/organization (the Consultant) from those to whom the LOI has been addressed, in accordance with the method of selection specified in the Part II Data Sheet.

2.2 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.

2.3 The date, time and address for submission of the proposals has been given in Part II Data Sheet.

2.4 The Consultants are invited to submit their Proposal, for consulting Assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.5 Consultants should familiarize themselves with Local conditions and take them into Account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Employer's representative named in part II Data Sheet before submitting a proposal and to attend a **pre-proposal meeting** if one is specified in the Part II Data Sheet. Attending the pre-proposal meeting is optional. Consultants should contact the Employer's representative to arrange for their visit or to obtain additional information on the pre-proposal meeting. Consultants should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.6 The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.

2.7 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

3. Proposal

3.1 Short-listed Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

4. Proposal Validity

4.1 The Part II Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance the Employer shall not consider such proposal for further evaluation.

5. Preparation of Proposals

5.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

5.2 Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted alongwith the technical proposal.

- (a) A brief description of the consultant's will be provided in Form Tech-2. In the same Form, the consultant will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference..
- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including: administrative support, office space, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).

- (c) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3.

5.3 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

5.4 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment/job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the Part II Data sheet. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

6. Taxes

The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, service tax or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes must be included by the consultant in the financial proposal.

7. Submission, Receipt, and Opening of Proposal

7.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

7.2 Consultants shall initial all pages of the original Technical and Financial Proposals.

7.3 The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposals, Financial Proposals, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

7.4 The Proposals must be sent to the address/addresses indicated in the Data sheet and received by the Employer no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

8. Proposal Evaluation

8.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

8.2 The employer has constituted a Consultant Selection Committee (CSC) which will carry out the entire evaluation process.

8.3 Evaluation of Technical Proposals:

CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

8.4 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain **unopened**. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

8.5 Public opening & evaluation of the Financial Proposals:

Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.

8.6 The CSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that

indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.

8.7 After opening of financial proposals, the selection method specified in Data sheet shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract.

9. Negotiations

9.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

9.2 Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Assignment/job". Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

9.3 Financial negotiations: After the technical negotiations are over, financial negotiations could be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Employer with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal of this RFP.

9.4 Availability of Professional staff/experts: Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organization. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming

their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

9.5 Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the employer will reject all the proposals received and invite fresh proposals.

10. Award of Contract

10.1 After completing negotiations the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

10.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract in Section-6, within 10 days of issuance of the letter of intent.

10.3 The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

11. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

INSTRUCTIONS TO CONSULTANT

Part-II

DATA SHEET

Clause No. Ref of ITC Particulars of Data Sheet

1. Name of the Employer: **Central Cottage Industries Corp. of India Ltd.**
2. Name of the Assignment/job is: **ENGAGEMENT OF GOODS AND SERVICE TAX CONSULTANTS**
3. A pre-proposal meeting will be held: **No**
4. Date & time and address for submission of proposal/ bid:
Date - 18.01.2017
Time - **3.00 PM**
Address - **CCIC of India Ltd, Bunkar Complex ,
Bharat Nagar, New Delhi-110052**
5. The Employer's representative is: Meera Somani AGM(Fin) & **Member,
Consultancy Evaluation Committee**
Address: **CCIC of India Ltd, Bunkar Complex ,
Bharat Nagar, New Delhi-110052**
Telephone: **011-27306423**
Facsimile: **011-27306424**
E-mail: meerasomaniccic@gmail.com
6. The Employer will provide the following inputs and facilities:
All information already held in physical and electronic form
7. The Employer envisages the need for continuity for downstream work: **No**
8. Proposals must remain valid for : **90 days**
9. Clarifications may be requested not later than : **5 days before the bid submission date.**

The address for requesting clarifications is: **As stated at 5**

10. The formats of the Technical Proposal to be submitted are:

- Form Tech 1: Letter of Proposal submission
- Form Tech 2: Consultant's organization & experience
- Form Tech 3: Comments & suggestions on TOR
- Form Tech 4: Approach & methodology
- Form Tech 5: Team composition

11. Eligibility criteria

The consultant must meet the following minimum eligibility criteria

- a) The CA / ICWA firm should be holding retainer-ship in indirect taxes in any large PSU or in a listed company engaged in retail trading of goods and services in any one year during past three years ending on 31.03.16.(Attach any proof like engagement letter/contract etc.)
- b) The firm must have minimum experience of ten years in handling indirect taxation (VAT / CST / Service tax etc.) as on 31.3.2016.(Attach list of client with address,phone number, and nature of work year wise etc.)
- c) The firm should have H.O. in Delhi/NCR and a branch in any one location at Mumbai, Kolkata, Bangalore , Chennai and Hyderabad.(attach address and contact details)
- d) The firm should have a strength of minimum seven working partners, ten full time Qualified CA / ICWA and 20 paid assistants / articled clerks. (attach constitution certificate of firm)
- e) One of the partner/ Full time employee must have been associated with GSTN (GOI) for advisory or other services or have been associated as GST Expert in any study circle of ICAI / ICWAI or have authored any published book on GST.(Attach proof like engagement letter/certificate/name of booketc.)
- f) The annual turnover of the Firm in each of the last three years ending 31.3.2016 should be Rs.50 lacs or above.(attach proof by way of either service tax return/audited accounts/incometax return etc.)
- g) The firm should not be black listed.(Self certificate)

12. Evaluation of proposal

Evaluations will be based on documentary evidence submitted by the consultant with respect to evaluation / selection criteria as under.

Technical Evaluation

The following evaluation criteria shall be used for technical evaluation.

| S.No. | Criteria | Maximum Marks | Criteria-wise Marks |
|-------|--|---------------|--|
| 1 | Firm's Total experience & Experience in Similar Assignments | | |
| | - Firm should be holding retainer-ship in indirect taxes in any large PSU or in a listed company engaged in retail trading of goods and services in any one year during past three years ending on 31.03.16. | 15 | Ten marks for minimum 1 assignment and 1 mark for each additional retainership in indirect taxation.(maximum 15 marks) |
| | - Experience of Ten years in handling indirect taxation as on 31.3.2016 | 15 | Ten marks for minimum 10 years of experience and 1 mark each for additional two years.(maximum 15 marks) |
| 2 | Number of Partners / Full time Qualified CA / ICWA and Paid Assistants | | |
| | - 07 working Partners (qualified CAs) | 10 | 7 marks for Minimum 7 partners as on 31/3/2016.One mark each for one additional partner .Maximum 10 marks |
| | - 10 Full Time Qualified CA / ICWA | 5 | Minimum 10 full time qualified CA/ICWA as on 31/3/2016(3 marks). One mark |

| | | | |
|---|---|----|--|
| | | | for five additional qualified CA/ICWA .Maximum 5 marks |
| | - 20 Paid Assistants/semi-qualified CA/ICWA/Paid assistants. | 5 | Minimum 20 paid assistants/article clerks/paid assistants as on 31/3/2016(3 marks). One mark for five additional staff .Maximum 5 marks. |
| | - Partner / Employee associated with GSTN (GOI) for advisory or other services or have been associated as GST Expert/authored any published book on GST | 20 | |
| 3 | Firms having HO / Branches | | |
| | - Delhi /NCR - Mumbai - Kolkatta - Bangalore - Chennai - Hyderabad | 20 | (FOR Delhi/NCR - (10 marks). 2 marks For each additional CCIC branch location. |
| 4 | Turnover for the Financial Years (Rs.50 lakhs of above) - 2013-14 - 2014-15 - 2015-16 | 10 | |

Threshold for short listing consultants in technical evaluation will be 75 marks (Seventy Five marks).

Financial evaluation

The financial proposals of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost.

The proposal with the lowest cost will be considered for award of the contract.

Section 3

Technical Proposal - Standard Forms

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

To
CCIC of India Ltd.
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.....
.....

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B - Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job.

1. Firm's name:
- 1.1 Assignment/job name:
- 1.2 Description of Project
- 1.3 Approx. value of the contract (in Rupees):
- 1.4 Location:
- 1.5 Duration of Assignment/job (months) :
- 1.6 Financial year in which done:
- 1.7 Name of Employer:
- 1.8 Address:
- 1.9 Total No of staff-months of the Assignment/job:

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE UNDERSTANDING OF TERMS OF REFERENCE:

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN AND TIME SCHEDULE FOR PERFORMING THE ASSIGNMENT / JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal.

You are requested to outline your Proposal divided into the following three titles:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

FORM TECH-5

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff proposed to be deputed:

| Sr. No. | Name of Staff | Area of Expertise with qualification and experience | Position / Task assigned for this job |
|---------|---------------|---|---------------------------------------|
| | | | |
| | | | |
| | | | |

Section 4.
Financial Proposal
FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

To

CCIC of India Ltd.

.....
.....
.....

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

FORM FIN-2
Financial Bid

For Implementation of GST

| Sr.No. | Location | Amount (Rs.) per Annum | Taxes Extra / inclusive (Rate %) | Total amount in words |
|---------------|---|-------------------------------|---|------------------------------|
| 1. | One time implementation fee Delhi H.O.& branches | | | |
| 2. | Retainer-ship fee per month at Delhi for Delhi, Hyderabad, Patna and Varanasi to be quoted separately for each location (inclusive of out of pocket / miscellaneous expenses) | | | |
| 3. | Retainer-ship fee per month for branches at (inclusive of out of pocket / miscellaneous expenses):- Mumbai Kolkata Bangalore Chennai | | | |

Authorized Signature

Name:

Designation

Name of firm:

Address:

Date

Section 5
TERMS OF REFERENCE

Part I

1. Background

The Central Cottage Industries Corporation of India Ltd was established in year 1952. It is in the business of retail sales of best of Indian handicrafts and handlooms products through its emporia for providing marketing avenues to craft persons and weavers all across the country.

The corporation operates retail outlets along with providing other services like Interior designing, event management and gifts for government and corporate clients. Popularly known as "Cottage", "CCIC", "CCIE" or "Cottage Emporium", it has its flagship showroom in Delhi and other showrooms in Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Patna & Varanasi. The emporiums showcase the finest crafts from all over India under one roof ranging from exquisite sculptures, paintings, artifacts, metal ware, woodcraft, pottery, stoneware & marble craft, branded Bankura silver, carpets, furniture, furnishings, home linen, sarees, ready to wear, accessories, jewellery, craft items, herbal products and much more.

The emporium has promoted handicraft and handloom on a multiple front, embracing market research, handpicked selection, design development, impeccable quality, careful variety, fixed prices, imaginative promotions, a basket of auxiliary services like customized corporate gifting, interior designing services, packing/shipping facilities, specialized gift wrapping, ATM, foreign exchange counters etc. Further details about branches, products and services are available on CCIC website.

2. Scope of work

SCOPE OF WORK

1. IMPLEMENTATION OF GST

Phase I: Study of current structure

1. Developing an understanding of the current business operations of the company vis-à-vis
 - i. Business verticals,

- ii. Procurement chain like nature of purchase, states from where procurement is taking place, states in which the goods are procured etc.
 - iii. Supply / distribution chain like nature of supply, state where the goods and/or services are supplied, types of exemption available etc.
 - iv. Logistics like identification of lead time for inputs and outputs, mode of transportation etc.
 - v. Pricing policy like Valuation method under existing law like MRP, transaction value etc.
2. Identification of transactions/issues for review.
 3. Study the data /contracts for collation.
 4. Identifying the current compliance points and processes

Phase II-Impact of GST on all activities identified in Phase I

- Identification of areas of changes
- Preparation of analysis report
- Submission of report for management approval
- Advising CCIC on changes required in business processes / practices with a view to optimise its costs / revenues on account of implementation of GST Law.

Phase III-Management discussion

- Discussion with the management regarding suggested impacts and changes required
- Finalisation of changes needed

Phase IV-Implementation

- Implementation of changes finalised i.e. mapping the recommendations to ERP applications processes and configurations.
- Assisting in developing formats of key documents such as invoices, credit note and debit notes etc.
- Study of impact after changes-Test Run
- Filing of quarterly/monthly returns for all units for the quarter / month immediately preceding implementation of GST so as to ensure smooth transition to GST framework.
- To provide detailed flow chart for various changes required in ERP (LS retail & Microsoft Navision) implemented in CCIC.

- Correction(s), if any and assisting CCIC in developing systems for ensuring that data / reports filed on GST portal match with books of account of CCIC.

Phase V- Post Implementation Support

- Advising on matters relating to deregistration for VAT/Service Tax / Excise and other laws presently applicable to CCIC.
- Implementing and advising on the registration requirements under Central and State GST Law.

2. REGULAR RETAINERSHIP ACTIVITIES:-

- Filing of all returns after checking / pre-audit of data provided by CCIC for 3 years for all locations including:
 - Outward Supplies & services
 - Inward Supplies & services
 - Monthly returns
 - Annual Returns
 - TDS returns
- Advising about changes in GST law from time to time and checking the implementation of the changes in ERP / Tally at all locations. Also to suggest on improvements in the systems / procedures for effective compliance of all GST provisions from time to time
- Provide consultancy / advice on any issue regarding GST and clarification, verbally or via mail on the same from time to time.
- Representing CCIC during inspection under GST for all locations.
- Providing guidance / assistance to CCIC for preparation of replies / submissions / details to be submitted during assessment before GST authorities at all locations.
- Providing CCIC with challans for payment of GST after taking necessary credit available under GST.
- Providing assistance for getting refund of GST from deptt.
- To ensure that proper books of accounts & corresponding entries are vouched as required under GST.

3. Deliverables, timelines and payment terms:

Deliverable: Smooth implementation of GST and Retainership as per scope of work

Payment Terms:

- a. Implementation Fee :- Five phases. 20% of total fee for each phase against bill.
- b. Retainer-ship fee :- Within 7 days of filing of Returns every month against bill.

For any delay on the part of consultants interest / penalty shall be in their account.

FORM A

LETTER OF CONFIRMATION / DECLARATION

To,
The Additional General Manager (Fin)
Central cottage industries Corporation of India Ltd.
JVB, Janpath,
New Delhi

RFP for engagement of GST consultant

Dear Sir,

We confirm that we will abide by the conditions mentioned in the Tender Document (RFP and annexure) in full and without any deviation. We shall observe confidentiality of all the information passed on to us in course of the SERVICE and shall not use the information for any other purpose than the current tender.

We confirm that we have not been black listed in last two years from the date of floating of the RFP or at the time of submission of Tender, by Government of India or Central PSU / PSE.

Place: Name:

Designation:

Company Name:

Seal of Company