

Request for Proposal
Appointment of Consultant for Goods and Service Tax for F.Y 2017-18
(w.e.f implementation)

We are a Government Company engaged in distribution of Electricity in Southern Gujarat area covering seven districts i.e. Bharuch, Narmada, Surat, Tapi, Dang, Navsari and Valsad. The Annual Reports of the Company since period F.Y 2005-06 onwards are available on www.dgvcl.com.

DGVCL is inviting bids from Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing advocates / firm of advocates / Practicing Cost Accountants / firm of cost accountants for work of consultancy for Goods and Service Tax matters of the Company (On implementation of GST by the Central and State Government). DGVCL intends to appoint reputed Practicing Chartered Accountant / Firm of Practicing Chartered Accountant as Goods and Service Tax Consultant for FY 2017-18.

Though the rates are being invited for F.Y 2017-18, the quantum of work can be ascertained only on actual implementation of the GST rules during F.Y 2017-18. The present draft tender is prepared estimating the date of implementation of GST as w.e.f 1st July, 2017. Please note that in case of any change in the date, the amount quoted for shall be adjusted proportionately which may please be noted.

Goods and Service Tax (GST) regime

1. General Scope of Work :-

- i. To analyze and advise the Company about the reports/draft Rules/Law or any other document related to GST uploaded or to be uploaded on Government Portal;
- ii. To advise the Company in amendment of existing software or development of new functionality or software, if required, to comply with GST and all relevant Rules and Provisions to with respect to GST including Place of Supply of Service Rules, Point of Taxation Rules, Valuation Rules, etc.);
- iii. Put in place necessary checks to ensure integrity of data being received at the centralized platform;
- iv. Guidance/advises for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime.
- v. To continuously review the above systems and software for ensuring compliance with GST requirements.
- vi. To assist in preparation/review and verification and filing of periodical GST returns.
- vii. To help the Company to transition to GST regime when the same is introduced/implemented during the period of agreement;
- viii. To advise the Company on all issues related to GST as covered in GST.

- ix. For the said agreement GST shall mean any other similar law which may be in force in future such as but not limited to GST.

2. GST Registration :-

Obtaining Registration under GST Rules for newly created Divisions / Circle Offices if any.

3. GST Audits :-

- 1) Attending GST Audits and Compliance of GST Audit queries and appearing before GST authorities for appeal proceedings and other related matters.
- 2) Attending Indirect taxes (i.e. Service Tax & VAT) Audits and Compliance of queries and appearing before respective authorities for appeal proceedings and other related matters which is carried forward of earlier years.

Payment Terms:

- (1) After completion of the assignment, you will raise the bills on a half yearly basis for the completed two quarters, at Corporate Office for all the Divisions to which you have rendered the services.
- (2) Payment will be released after completing the work within a month from the date of submission of the bill (along with acknowledgment of filing GST returns of all different locations) after deduction of Tax at Source at applicable rates.

At present total locations are as under:

Particulars	No.	Locations
Division Offices	19 Nos.	(4 No. of Divisions under Surat Rural Circle, 4 under Surat City Circle, 5 under Bharuch and 6 No. of Divisions under Valsad Circle)
Circle Offices	04 Nos.	(Surat Rural, Surat City, Valsad & Bharuch)
RSO Offices	02 Nos.	(1 No. of RSO under Surat Rural & Bharuch Circle each)
Corp. Office	01 Nos.	(Surat)
Total	26 Nos.	

The rate should be quoted in the specific format attached in schedule B enclosed herewith in a SEPARATE COVER. The rate for item no. 1 of scope of work is to be quoted on per location per annum basis and for item no. 2 and 3 on per occasion basis which may please be noted. Further, the evaluation of Price on lowest basis will be done considering the total rate quoted for item no. 1 to 3 which may also be noted.

Interested Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing advocates / firm of advocates / Practicing Cost Accountants / firm of cost accountants are requested to provide quotation for professional fees per annum (excluding applicable taxes) for the services of conducting of the said scope of work on or before 10.06.2017 (Extended), in **SEALED COVER**, with duly mentioning

thereon **"Professional Quotes for the Retainer Ship as Goods and Service Tax consultant for FY 2017-18"**. Only by way of Speed Post or RPAD. Bids/ Quotation sent through courier /submitted in person / by e-mail etc. shall not be accepted and are liable to be rejected out rightly.

The price bid of only qualified bidders will be opened.

Selection Criteria:-

1. The appointment will be initially for the financial year 2017-18.
2. The lead partner/ Proprietor/Individual, under whose supervision the Indirect Tax Related Work of DGVCL will be carried out, should have continuous experience of 5 years or more in full time practice for Service Tax / VAT related matters. The cut-off date for ascertaining experience will be 01.01.2017.
3. Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing advocates / firm of advocates / Practicing Cost Accountants / firm of cost accountants who have experience of retainer ship for Service Tax / VAT related matters for any Public Sector Unit (PSU) and retainer ship of more than ₹ 2000 Crore turnover Company would be given first preference.(please refer point no. 8). Copy of appointment order should be enclosed or else it would not be entertained.
4. The Competent Authority reserves the right to accept or reject any quotes or to cancel the entire process.
5. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Managing Director, DGVCL will be final and binding on both the parties to the contract.
6. Also please provide all the details in the attached Performa here.
7. Experience of Power Sector in Gujarat or other State is required.
8. The prospective firm should have head office in Vadodara / Surat.

For detailed information about our Company you can visit our company website – www.dgvcl.com. For any further information / clarification, in this regards, you may contact on mobile no. 9925218013 or write to – at dcao2.dgvcl@gebmail.com.

**General Manager (F&A)
Dakshin Gujarat Vij Company Ltd.
'Urja Sadan', Kapodra Char Rasta, Surat**

OFFER /DETAILS TO BE SUBMITTED

To,
The General Manager (F&A),
Dakshin Gujarat Vij Company Limited,
"Urja Sadan", Regd & Corp Office,
Nana Varachha,
Kapodra Char Rasta,
Surat – 395006

Sr. No.	Particulars
1.	Name of the Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing advocates / firm of advocates / Practicing Cost Accountants / firm of cost accountants Indirect Tax Consultants : <ul style="list-style-type: none">• Whether Partnership /Proprietorship/Individual :• Name of the Lead Partner / Proprietor / Individual /In-charge :• Name (s) of the Contact person(s) and the Contact details :
2.	Date of Commencement of Practice : Date of registration : Certificate of Practice (COP) Number / Registration Number : (Please attach copy)
3.	Details of Office (s) : <i>Address:-</i> <i>Telephone Nos:-</i> <i>Fax No.:-</i> <i>Email:-</i> <i>Website:-</i>
4.	Post Qualification Experience in fulltime practice of Lead Partner /Proprietor. No of years:
5.	PAN No (please attach copy) : GST Registration No. (please attach copy)(if any) :

6.	Number of Active Partners in the Firm : OR
	Number of Employees with Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing advocates / firm of advocates / Practicing Cost Accountants / firm of cost accountants including who are qualified Chartered Accountant / advocates / Cost Accountant and Student of ICAI.
7.	Profile of the firm. :
8.	List of major clients of past and present as mentioned in Point No. 3 in selection criteria along with the work order, Profit & Loss Account & Balance Sheet.
9.	Self-Attested copy of ICAI Registration Certificate / Advocates Registration Certificate / Cost Accountant Practicing Certificate.
10.	Any other relevant information.

Declaration:

1. All the information provided by me / us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I/We hereby undertake that, I will not sub contract the work assign to me or my firm.
4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the Company.

Signature: _____

Name of the Authorized Signatory: _____

Stamp of the Proprietor/Firm: _____

Date: _____

Place: _____

Schedule B (format of Price-Bid to be submitted in separate sealed cover)

Scope of Work Point No.	Particulars (Scope of work)	Remuneration				Total
		Per unit basis	Professional Fees	Out of Pocket Exp	Service tax as applicable	
1	Compliance related to Goods and Service Tax law (Please refer Point no. 1 of Scope of Work for details)	Per Location per Annum				
2	Obtaining Registration under GST Laws for newly created Divisions / Circle Offices if any, to which applicable.	Per Occasion				
3	(i)Attending GST Audits and Compliance of GST Audit queries and appearing before GST authorities for appeal proceedings and other related matters. (ii)Attending Indirect taxes (i.e. Service Tax & VAT) Audits and Compliance of queries and appearing before respective authorities for appeal proceedings and other related matters which is carried forward of earlier years.	Per Occasion				
Total						