

**REQUEST FOR PROPOSAL**  
**(RFP)**

**For**

**Appointment of a Consultant to advise and assist  
BMSICL in the transformation of its Tax Functions by  
making it GST compliant**

Bihar Medical Services and Infrastructure Development Corporation limited  
5<sup>th</sup> Floor, Biscomaun Bhawan, Gandhi Maidan, patna-800001  
Phone: +91 612 2219634; Fax: +91 612 2219635  
[www.bmsicl.gov.in](http://www.bmsicl.gov.in)

## **BIHAR MEDICAL SERVICES AND INFRASTRUCTURE CORPORATION LIMITED**

5<sup>th</sup> Floor, Biscomaun Bhawan, Gandhi maidan, Patna-80001

### **INTRODUCTION**

1. Bihar Medical Services and Infrastructure Corporation Limited (BMSICL) represents a Bihar Government company constituted under the Companies Act,1956 on 26/07/2010 and is mandated with the procurement of various drugs & equipment and development of infrastructure related work of Medical institution/hospitals.

2. BMSICL has obtained Service Tax and VAT registration. With the intent of aligning the current tax operations of the company with the GST regime, BMSICL proposes to prepare an action plan to become GST compliant. The objective is to avoid any impact on business operations due to transition to the GST regime so as to ensure full compliance under GST and also to ensure that all the benefits of GST are realized by the company.

3. BMSICL hereby invites proposals from interested & eligible bidders for advisory and implementation services that suggest procedural changes and thereafter assist in the deployment of changes suggested to transform the tax functions of BMSICL to make them GST compliant.

3. The details about background of the Corporation, scope of work, Terms of Reference (ToR), eligibility criteria for selection of the consultant firms and Guidelines for submitting the proposal can be downloaded from the website free of cost at [www.bmsicl.gov.in](http://www.bmsicl.gov.in) from 15.11.2017 onwards.

4. All bidder must submit a sum of Rupees ten thousand (Rs.10,000) as bid security in the form of Demand draft along with proposal (Demand Draft should be made in favor of Bihar Medical Services and Infrastructure Corporation Limited, payable at Patna).

### **INDICATIVE BIDDING SCHEDULE**

S.No.	Event Description	Tentative Timeline
1.	Issuance and uploading of Request for proposal (RFP) document	15 <sup>th</sup> Nov 2017
2.	Date for pre-bid meeting at BMSICL	21 <sup>st</sup> Nov 2017
3.	Last date for submission of Proposal to BMSICL	05 <sup>th</sup> Dec 2017 till 2.00pm
4.	Opening of part -I (Technical offer )	05 <sup>th</sup> Dec 2017 at 3.00pm
5.	Opening of Financial offers	To be intimated shortly

**Venue for Pre-bid meeting:** BMSICL Conference hall,5th Floor, Biscomaun Bhawan.

SD/-  
Managing Director  
BMSICL

## **REQUEST FOR PROPOSAL (RFP)**

The intent of this Request for Proposal (RFP) is to solicit proposals from firms of Chartered Accountant/ Firms of Cost Accountant meeting the minimum eligibility criteria for providing their services as GST Consultant of BMSICL for the Financial Year 2017-18.

The details about the background of the auditee, scope of work, terms of reference, and the eligibility criteria for selection of consultancy firms are given in the following paragraphs.

This RFP is not an agreement and is neither an offer nor invitation by BMSICL to the prospective Bidders or any other person. The issue of this RFP does not imply that the BMSICL is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project. The BMSICL reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. The information contained in this RFP is selective and BMSICL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BMSICL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BMSICL or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and BMSICL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the bidding process.

### **TERMS OF REFERENCE (ToR)**

#### **A. Background :**

Bihar Medical Services and Infrastructure Corporation Limited (BMSICL) was constituted under Section 617 of Companies Act, 1956 on 26<sup>th</sup> July 2010. The authorised Share Capital is Rs.100,000,000 (Rupees ten crore only).

The main objective of BMSICL includes procurement of Quality drugs & Equipment and development of infrastructure related work of Medical institution/hospitals and is also mandated to ensure that above mentioned services are being procured at minimum prescribed rate.

BMSICL has been declared as 'State Purchase Organization' under Rule 129 of Bihar Finance Rule.

## **Section II-Scope of work:**

### **1. Scope of work:**

- Preparation of detailed road map from VAT/ Service tax era to GST implementation.
- Study of BMSICL's working, Purchase/Other relevant contracts and preparation of detailed impact analysis under proposed GST and briefing the BMSICL about the laws,rules and other relevant information on GST and other notifications/instructions/circulars issued by Government from time to time.
- Review,analyze GST implications,identifying potential risks and make changes in operating structure and business transactions under Indirect Tax Structure and other KYC norms and other documents required & record maintained.
- Study the functions of all the divisions of the BMSICL with respect to compliance under GST/IGST/SGST and advice necessary changes required for functioning. Review the Existing Contracts/ Agreements / MOUs (existing) entered by the bank with respect to compliance under GST/IGST/SGST and advice necessary changes wherever required, including issuing notification to the clients / vendors / Contactors / Customers / B2B/ B2C Customers.
- Comply with registration requirements for GST
- Assistance on Transitional Provisions especially with regard to the CENVAT Credit to be given. Advising on other transitional provisions w.r.t. VAT, Service Tax, and other local taxes/Levies subsumed in GST etc. A detailed report containing provisions, processes to be followed, method to comply with the same and other related issues should be submitted to the Bank.
  - Example:Eligibility and procedure to claim balances of input credit with respect to existing invoices (paid/unpaid till the date of GST implementation) containing VAT, Service tax etc.
- Advice on the key documents and records to be maintained by the BMSICL, with a view to make a transition from the present indirect tax regime to the GST regime.
- Advising the GST returns to be uploaded along with Structure/ fields and ensuring that the required returns are properly extracted from System. Development requirements of new softwares/ utilities/ applications for implementation of GST (including but not limited to software for input credits and output liability in GST Regime, uploading of periodical returns in GST Network).
- Assisting in training to the identified officials in the BMSICL for accounting/payment/filing of returns and related works of GST.
- Review/Assist/provide /monitor/Validation of filing of all GST returns (including deposit of GST) state wise /UT wise.
- Attending GST Audits and Compliance of GST Audit queries and appearing before GST authorities for appeal proceedings and other related matters.
- Attending Indirect taxes (i.e. Services Tax & VAT) Audit and Compliance of queries and appearing before respective authorities for appeal proceedings and other related matters which is carried forward for earlier years.

### **Period of Assignment :**

This assignment is expected to be completed by the due dates as given in GST for the period ended on 31.03.2018. The consultant will be required till all the GST returns (including annual return) for the period ended on 31.03.2018 have been duly filed and period can be extended depending upon the requirement.

### **Section III-Minimum Eligibility Criteria**

#### **1 Eligibility Criteria:-**

The firms must be-

- Registered with Institute of Chartered Accountants of India/Institute of Cost Accountant of India and have at their Head offices / Branch Offices should preferably be located in Patna;
- Empanelled with Comptroller & Auditor General (C & AG) of India.
- having experience of more than five years.
- having experience of working in at least 3 PSUs/Govt. Co.
- the firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any issue including assignment or behavior.

#### **Financial qualifications**

The Average Annual turnover of the Firm shall be at least Rs.50 lacs based on the turnover of last three years ending on FY 2016-17. For this audited financial statements of last three years ending on FY 2016-17 will be required to be submitted.

**Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.**

### **Section IV- Guidelines for Submitting the Proposal**

1. The Bidder should submit the Proposal in accordance with the guidelines prescribed in this RFP and ensure that the Proposal is complete in all aspects. BMSICL reserves the right to reject Proposals that do not conform to the guidelines prescribed.

2. The Proposal shall be submitted in two parts, viz., **a) Part I - Technical Offer and b) Part II - Financial Offer** as described below. The Financial Offer should be contained in Part II only. **Inclusion of any Financial Offer in other parts would lead to disqualification of the Proposal.**

3. All envelopes, both outer and inner, should be addressed to: Managing Director, BIHAR MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT Corporation Ltd, #5th Floor, Biscomaun Bhawan, Gandhi Maidan, patna-80000

4. All envelopes must also be super scribed with the following information:

a. Name and Address of Bidder

b. Authorized Contact person and Designation,

C. Phone number, Fax number and Email id.

**5. Proposal must be in Hard Copies.** Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**6. Submission of Proposals – Content and Formats**

#### **A. Part I – Technical Offer**

**Part I – Technical Offer**" should be submitted in line with the formats prescribed in Form no.

1 B

## **B. Part II – Financial Offer**

**Part II – Financial Offer**“ should be submitted in line with the formats prescribed in Form no. 1 D

## **C. Proposal Due Date**

Proposals should be submitted through registered post / speed post/by hand delivery on or before **05<sup>th</sup> Dec 2017 till 2.00pm** at the following address:

Managing Director, Bihar Medical Services And Infrastructure Development Corporation Ltd, #5th Floor, Biscomaun Bhawan, Gandhi Maidan, patna-800001, adhering to the terms and conditions outlined in this RFP. BMSICL may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum to this RFP to all Bidders and BMSICL will not accept any Proposal received by it after the Proposal Due Date for any reason whatsoever.

## **7. Overview of the Bidding Process**

A. Bidders are called upon to submit their Proposals in respect of the Project, in accordance with the formats, terms and conditions of the RFP.

B.The selection of the Preferred Bidder for this project is envisaged through a single-stage process involving evaluation of **two-part Proposals** received from Bidders covering:

Part I – Technical Offer

Part II – Financial Offer

C. The **first step** involves opening and evaluation of **Part I -**

**Technical Offers** of the Proposals of Bidders. Financial Offers of Bidders who do not qualify at this step will be returned unopened at the end of the Bid process.

D. The **second step** involves opening and evaluation of **Part II - Financial Offers** of the Proposals of those Bidders whose Technical Offers have been qualified and who have submitted the Financial Offer in accordance with criteria laid down in this RFP document.

## **8. Amendment of RFP**

At any time prior to the deadline for submission of Proposal, BMSICL may, for any reason, whether at its own initiative or in response to queries requested by a Bidder, modify the RFP by the issuance of Addendum to the RFP. BMSICL may also on its own initiative, issue interpretations and clarifications to all Bidders.

(i) Any Addendum thus issued will be uploaded on [www.bmsicl.in](http://www.bmsicl.in). All clarifications and interpretations issued by BMSICL thus shall be deemed to be part of the RFP.

(ii) Verbal clarifications and information given by BMSICL or its employees or representatives shall not in any way or manner be binding on BMSICL.

(iii) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the BMSICL may, at its own discretion, extend the Proposal Due Date.

**9. Conflict of Interest:** Neither the Bidder nor any of its officer/ employees should have any association with BMSICL or its officials or consultants in any way.

**10. Validity Period:**

Proposal shall remain valid for a period **not less than 180 days from the Proposal Due Date**. BMSICL reserves the right to reject any Proposal, which does not meet the requirement.

**Section V -Others:**

**Payment Terms:**

(i) Payment will be released after completing the work within a month from the date of submission of the bill (along with acknowledgment of filling GST returns of different periods)

**Dispute Resolution**

In Case of any dispute arising out of this RFP/Contract between the parties, the same shall be decided by Managing Director, BMSICL and his decision in this respect shall be final and binding upon both the parties.

**Jurisdiction.**

The Courts of Patna shall have exclusive jurisdiction with respect to this RFP/ Contract Agreement.

## 7. FORMATS FOR PROPOSAL

### Form 1A - Covering Letter for Proposal

*[On Letterhead of the Bidder]*

*Date / Location*

To

**Managing Director**

Bihar Medical Services and Infrastructure Development Corporation

Government of Bihar

**Sub: with reference to Tender no. \_\_\_\_\_ dated \_\_\_\_ of BMSICL for Appointment of a Consultant to advise and assist BMSICL in the transformation of its Tax Functions by making it GST compliant**

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal for the same.

We are submitting our Proposal in our own individual capacity without entering into any association / as a Joint Venture. 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.

Our Proposal is binding upon us and subject to the modifications resulting from project specific contract and contract negotiations.

We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal you receive nor to select the firm, without incurring any liability to the Applicants. We acknowledge the right of BMSICL to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We shall make available to BMSICL any additional information it may find necessary or require to supplement or authenticate the Proposal.

We certify that in the last three years, we/ any of the members have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

We declare that:

- a. We have examined and have no reservations to the RFP Documents issued by BMSICL;
- b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with any public sector enterprise or any government, Central or State; and

c. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

d. We declare that We/any member of the firm, are/is not a Member of a/any other firm applying for Selection.

e. We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the services for the assignment or which relates to a grave offence that outrages the moral sense of the community.

f. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our member.

g. We further certify that no investigation by a regulatory authority is pending against us or against any of our Partners/ employees.

h. We hereby irrevocably waives any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by BMSICL in connection with the Selection of Firm or in connection with the Selection Process itself in respect of the above mentioned Project.

i. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/We shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened.

j. We agree to keep this offer valid for 180 days from the Proposal Due Date specified in RFP.

In the event of my/our Firm being selected, I/We agree to enter into an Agreement for the assignment awarded to us by the BMSICL.

We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address \_\_\_\_\_

**Form-1B**  
**Technical Bid**

Provide here a brief description of the background of your firm for this Assignment/job. The brief description should include both functional and sectoral experiences of the applicants. **It should not exceed more than 6 pages.**

S.No	Particulars	Supporting Document to be submitted along with this form
1.	Status of the Firm	Partnership firm/Sole Proprietorship
2.	Name of the Firm	
3.	Addresses of the Firm: Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
4.	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of Head Office In- charge:
5.	Firm Income Tax PAN No.	Attach copy of PAN card
6.	Empanelment with C&AG	Attach copy of empanelment certificate
7.	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of registration certificate
8.	Experience of working in PSUs/Govt. Company	
9.	No. of part-time partners if any, as on 01 <sup>st</sup> July, 2017	
10.	Number of Full time Chartered Accountant as on 1st July, 2017	
11.	Whether there are any court/arbitration/any other legal case against the firm	If yes, give a brief note of the case indicating its present status

**Undertaking**

I/We do hereby declare that the above mentioned informations are true & correct and I/We also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the State.

Date:

Place:

**Signature of Proprietor/Sole Partner**

### **Form 1 C**

Details of Full Time Partners / Semi-qualified Staffs of the firm

#### **(A) Details of qualified Staff (Chartered Accountants/Cost Accountants)**

S. No.	Name of Staff	Length of Association with the firm (in years)	Educational Qualification	Area of key expertise	Membership No.	Relevant experience with proof

[Documentary proof, as previously indicated, to be submitted]

#### **(B) Details of Semi-qualified Staff (including Article, Clerks etc.)**

S. No.	Name of Staff	Length of Association with the firm (in years)	Educational Qualification	Area of key expertise	Membership No.	Relevant experience with proof

[Documentary proof, as previously indicated, to be submitted]

#### **Experience of audit in PSUs /Govt.Company/Any other organization**

S. No.	Name of the Auditee organization	Turnover of the Auditee organization	Type/nature of Assignment	Scope & Coverage of the Assignment	Duration of Completion of assignment	Proof of the letter of work or assignment awarded by the Auditee organization

[Documentary proof, as previously indicated, to be submitted]

**Note:** CA firms will also provide their latest Certificate of Firm Constitution as on 1st January 2017 of the current year issued by Institute of Chartered/Cost Accountants of India and their latest Income Tax Return duly acknowledge by IT Department. Firm not able to provide these two documents will not be considered.

Name of the Member

Signature with date

### Financial Proposal Covering Letter (Form-1D)

(To be placed in the sealed cover containing financial bid)

[Location, Date]

To,

**Managing Director**

Bihar Medical Services and Infrastructure Development Corporation Limited  
5<sup>th</sup> Floor, Biscomaun Bhawan,  
Gandhi Maidan,  
Patna-800001

**Dear Sir,**

We, the undersigned, offer to conduct “**Appointment of a Consultant to advise and assist BMSICL in the transformation of its Tax Functions by making it GST compliant**” in accordance with your Request for Proposal [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*] is fee for the services to be provided. This amount is inclusive of GST.

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.

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

Thanking you,

Sincerely,

Authorised Signature [In full]:

Name and Title of Signatory:

Name of Applicant:

#### Fin 2- Summary of Costs

Sr. No.	Description of Services	Fees	
		Rs. (in figures)	Rs.( in words )
A.	Fees for appointing as a GST consultant		
B.	Add GST as per prevailing rates		
C.	<b>Total Fees including GST</b>		

**ELIGIBILITY CRITERIA & TECHNICAL EVALUATION**

Sl. No.	Particulars*	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Full Time Fellow members / Associate members associated with the firm for not less than three years (As per certificate of Institute of Chartered/Cost Accountants of India as on 01.01.2017)	2 FCAs and 5 ACAs	20	5 marks for each FCA and 2 marks for each ACA.
2.	Experience of the Firm (More than 5 years)	5 years	20	0-5 years - 10 marks and 1 marks for every one year experience after 5 years.
3.	Turnover of the firm (Average annual in last three financial years.)	Rs. 50 Lakhs	20	Mandatory Criteria
4.	Nature of Experience			
	(i) Govt. Sector Assignment		40	8 marks per Assignment
	TOTAL		100	
	Name of Member	Signature/ Designation/date		

\*Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the technical proposal:

- (i) For S. No. 1 & 2 , the firm must submit an attested copy of Certificate of Institute of Chartered/Cost Accountants of India as on 01.01.2017
- (ii) For S. No. 3, the firm must submit a copy of the Audit Report along with Income & Expenditure/Receipt & Payment Account & Balance Sheet for the last three years and copy of Service Tax Return.
- (iii) For S. No.4, the firm must submit a copy of the appointment letters from the auditee organizations in support of assignments.

**Selection Process of the Auditor:**

**First Stage:**

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.
- iii. The technical proposal scoring at least 60% of the marks shall be considered as “Qualified on Technical Parameters”.

**Second Stage:**

- i. Financial Proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 60% of maximum marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process. Bid/financial offer shall be submitted for the consolidated professional (audit) fee to be charged by the firm. This audit fee shall be inclusive of the all fees, expenses and taxes.

**Award of Contract:**

On completion of selection process, the firm selected shall be eligible for award of the contract of GST Consultant of BMSICL. The firm should execute a Contract with BMSICL within one week of the award. The firm shall enter in to an agreement with BMSICL.