

Request for Proposal (RFP)

**For Appointment of
GST Consultants and GST Auditor**

**IFCI Factors Limited
10th Floor, IFCI Tower, 61, Nehru Place
New Delhi - 110 019**

Date of Issue: November 14, 2018

Last Date of Submission: November 26, 2018 upto 14:00 hours (IST)

RFP Information

Date of Issue:	14/11/2018
Last Date & Time For Submitting RFP	14:00 hrs., 26/11/2018
Address for submission of RFP	Mr. Manish Jain, CFO IFCI Factors Limited 10 th Floor, IFCI Tower 61, Nehru Place, New Delhi – 110019
Contact Details	Manish Jain, CFO 91-11-46412816 manishjain@ifcifactors.com Mr. Surender Narang 91-11-46412846 sknarang@ifcifactors.com
Please attach copies of each of the following:	i. PAN card ii. GST Registration Number iii. Registration Certificate iv. Profile of the firm

1) Introduction

IFCI Factors Limited (IFCI Factors) is a public limited company registered as a Non-Deposit taking systemically important Non-Banking Finance Company (NBFC-ND SI) under section 45 IA of the RBI Act, 1934. It is registered office in New Delhi.

IFCI Factors Ltd. is engaged in the business of providing financial assistance in the form Factoring as well as in Corporate loans.

2) Purpose of this RFP

The purpose of this RFP is to engage Tax Consultants having requisite experience and expertise for advising on GST Compliances, Support and Annual Audit under GST Act of IFCI Factors.

3) SCOPE OF WORK:

Goods and Service Tax (GST) ongoing support:-

- Filing of GST return including GSTR-1, GSTR-2, GSTR-3, GSTR-7 and GSTR-9; along with monthly reconciliation.
- Consulting on payments and refunds of GST and TDS on GST
- Ongoing assistance/ counseling on Government notifications/ amendment in acts/rules.
- Onsite visit for above as and when required and/ or requested by IFCI Factors.

Terms & Fee Structure The fee shall comprise of four components:

- a. Fee for GST Audit

b. Fee for GST ongoing support.

4. Minimum Eligibility Criteria:

The Firm of Chartered Accountants should inter alia satisfy that:

1. The firm should have **Head office** in Delhi;
2. The firm should be in existence for more than **10 years**;
3. The firm should have minimum turnover of **Rs 0.50 Crore**
4. The firm should have experience of conducting GST & TDS related work of large companies having minimum **turnover of Rs 100 crore.**
5. The firm should have minimum **5 full time partners** out of which **3** should be **Fellow Chartered Accountants**;
6. The firm should have professional **staff strength** of **minimum 10** including Audit and Articled Assistants;
7. The firm should not be Statutory Auditors of the Company for last 3 years.

5. Invitation of Financial & Technical Quotation

IFCI Factors Limited (IFCI Factors) vide this Request for Proposal (RFP) invites RFP in sealed envelopes from interested vendors, for GST related work, as per the scope of work.

Financial bid should please be sent in separate envelope. (Only those vendors who fulfil the technical criteria, whose be evaluated on the financial bids submitted by them.)

Place of service

The place of work shall be at Nehru Place in New Delhi only.

6. Tenure of the contract

The tenure of the contract shall start from the date of award till 31st March 2020, with an option to extend it for another such period in one or more tranches at the discretion of competent authority at mutually agreed terms.

7. Terms and Conditions

General instructions are specified in the following paragraphs.

- The vendors are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in this RFP carefully. Failure to furnish all information required in the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the vendor's risk and may result in the rejection of the bid.
- The quotations shall be submitted strictly in conformity with the specifications given in this RFP and as per the mandatory response format. RFP not submitted in the prescribed format or incomplete in any manner shall be summarily rejected.
- The RFP is not transferable.
- IFCI Factors is not responsible for non-receipt of RFP within the specified date of submission due to any reason including postal delay or holidays.

8. Proposal

The bid shall be in a sealed envelope and super scribed with the Appointment of GST Consultant/Auditor should be addressed to the above mentioned address.

The proposal must contain the following:-

- (a) Compliance with all terms and conditions mentioned in the tender document as per the format placed at (Annexure –A).
- (b) Financial Bid (Annexure – B).

Last date

The sealed quotations shall be in conformity with the specifications given in Annexure A and should reach us on or before 14:00 hrs on 26/11/2018.

Quotations received after the due date and/or not submitted in the prescribed formats or in the prescribed manner, incomplete in any respect or not accompanied by prescribed documents are liable to be rejected at the discretion of IFCI Factors.

Vendor will be responsible to ensure that the quotations reaches the above address on or before the due date and time.

Offer Validity Period

The quotation should must be valid for a period of one month from the date of submission. Any offer falling short of the validity period is liable for rejection.

Clarification of RFP pre-submitting

Clarification, if any should be sought by Vendor made in writing (E-mail) and submitted at least one day prior to the date of closure of RFP. IFCI Factors has discretion to consider any other queries raised by the Vendor's representative.

The text of the clarifications asked (without identifying the source of enquiry) and the response given by the IFCI Factors, together with amendment to the bidding document, if any, will be intimated.

Opening of RFP

The vender should adhere to the time lines mentioned in this RFP.

RFP received within stipulated time, shall be opened as per schedule given in the RFP Information Sheet. On the scheduled date and time, RFP will be opened by IFCI Factors **Internal Committee.**

In case of a tie in the prices offered by two or more vendors, the selection on the basis of technical basis in between two firms and the IFCI Factors Internal committee have sole discretion to appoint any vender.

IFCI Factors Right to Accept Any Offer and to Reject Any or All Offers

IFCI Factors reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Vendor(s) or any obligation to inform the affected Vendor(s).

Negligence

In connection with the work or contravenes the provisions of General Terms, if the selected Vendor neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by IFCI Factors, in such eventuality, IFCI Factors may after giving notice in writing to the selected Consultant shall have the right to cancel the Contract.

Publicity

Any publicity by the Vendor in which the name of IFCI Factors is to be used should be done only with the explicit written permission of the IFCI Factors.

Applicable laws

The Contract shall be interpreted in accordance with the laws prevalent in India. Compliance with all applicable laws: The Vendor shall undertake to observe, adhere to, abide by, comply with and notify IFCI Factors about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect IFCI Factors and its employees/officers/staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

Confidentiality

The vendor shall keep confidential any information obtained under the contract and shall not divulge the same to any third party. In case of non-compliance of the confidentiality agreement, the contract is liable to be repudiated by IFCI Factors. IFCI Factors shall further have the right to regulate the consultant's staff.

Amendment to the bidding document

At any time prior to the date of submission of RFP, IFCI Factors, for any reason, may modify the Bidding Document, by amendment and intimate to the prospective Vendors.

All Vendors must ensure that such clarifications have been considered by them before submitting the bid. IFCI Factors shall not have any responsibility in case some omission is done by any Vendor.

In order to allow prospective Vendors reasonable time in which to take the amendment into account in preparing their RFP, IFCI Factors, at its discretion, may extend the deadline for the submission of RFP.

A:-Form to be filled up for Empanelment/Appointment of GST Consultant

Form-A

Sl. No.	Particulars	Supporting Documents required to be submitted along with this form
1	Name of the Firm	
2	Address of the Firm with Tel no. Mobile No., Fax.No.,email address.	
	Head Office	
	Branch Office	Phone No.
	1	Fax No.
	2	Mobile of each Branch Office In-
	(particulars of each branch to be given)	email ID
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm's Service Tax Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach copy of Registration
6	No. of Years of Firm Existence (Date of establishment of Firm)	
7	Turnover of the Firm in last three years	
8	Details of Partners:	
	i) Number of Full Time Partners associated with the firm,	
	ii) Name of principal partners	
	iii) Membership No.	
	iv) Qualification	
	v) Experience	
9	Whether Firm or its partner is not disqualified for being appointed as internal Auditor as per ICAI guidelines.	
10	Eligibility Criteria	Yes/No
a.	The firm should have Head office in Delhi;	
b.	The firm should be in existence for more than 10 years;	
c.	The firm should have minimum turnover of Rs 0.50 Crore	
d.	The firm should have experience of conducting GST & TDS related work of large companies having minimum turnover of Rs 100 crore.	

e.	The firm should have minimum 5 full time partners out of which 3 should be Fellow Chartered Accountants;	
f.	The firm should have professional staff strength of minimum 10 including Audit and Articled Assistants;	
g.	The firm should not be Statutory Auditors of the Company for last 3 years.	

Experience of audit			
Sl. No.	Name of the Auditee	Type/Nature of Assignment	Duration of

Copy of proof of various empanelments and proof of allocation/allotment of audit assignments mentioned above must be annexed with the application.

Declaration:

1. We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IFCI Factors Ltd. is free to initiate any appropriate action against us.

2. We further declare that there have been no adverse comments/qualification on our performance from the Management / Audit Committee of the Company.

Partner

(Name)

Date

FORM B

FORMAT FOR FINANCIAL BID FOR APPOINTMENT AS GST CONSULTANT

With reference to your RFP datedfor appointment of GST related work of IFCI Factors Limited, 10th Floor, IFCI Tower, Nehru Place, New Delhi 110019, we quote a fee of Rs..... (Rupees and Rs. (Monthly) (Rupees.....) . The fee quoted above is exclusive of applicable taxes but inclusive of all other expenses. We further understand that the fee is payable only after submission of Final Internal Audit Report and no other charges, expenses or reimbursements are payable to us.

Declaration :

1. We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IFCI Factors Ltd. is free to initiate any appropriate action against us.
2. We further declare that there has been no adverse comments/qualification on our performance from the Management / Audit Committee of the Companies of which we have conducted the Audit.

Name of Firm

Signature of Partner

Name of Partner

Date & Place

DECLARATION OF FIDELITY & SECRECY AND NON CONFLICT OF INTEREST

(To be given on Firm's letter head)

We, _____, having our Office at _____, do hereby declare that we will faithfully truly and to the best of our skill and ability, execute and perform the duties required from us in connection with the Internal Audit of IFCI Factors Ltd. We further declare that we will not communicate or allow to be communicated any information relating to the affairs of IFCI Factors Ltd. to any person nor we will allow any such person to inspect or have access to any books, documents, software etc. belonging to or in the possession of the IFCI Factors Ltd. or the business of any person having dealings with IFCI Factors Ltd. We further undertake that the work carried out by our professional staff and that we would not sub contract the work. We further declare that we do not have and will also not get into any conflict of interest with IFCI Factors Ltd.

Signature of Partner / Authorized Signatory

Date:

Place: