

**Request for Proposal
(Invited through e-Tendering mode only)**

**For
Consultation on GST for the clients of RECTPCL i.e., UPRVUNL & UPPTCL
(Only for BIG FOUR FIRMS)**

No. RECTPCL/Fin/ Tax/2017-18/500A

Dated: 17.09.2017

REC Transmission Projects Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE'
Under the Ministry of Power, Govt of India)

ECE House, 3rd Floor, Annexe – II, 28A,
KG Marg, New Delhi- 110001
Website: www.rectpcl.in

Description of task, e-tender submission format and procedure is provided in the Financial Bid document available on RECTPCL website (www.rectpcl.in), REC website (www.recindia.com), e-tendering website (www.tenderwizard.com/REC), (www.eprocure.gov.in)

| Important Dates | |
|--|-------------------------------|
| Date of Release of Bid Document | 17.09.2017 |
| Last date of submission of Financial Bid | 19.09.2017 @ 15:00 Hrs |
| Date of Opening of Financial Bid | 19.09.2017 @ 15:30 Hrs |

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

Important Notice

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest with seal the original tender document as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. In case of a noncompliance the response is liable to be ignored/ summarily rejected.
3. The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in RECTPCL/REC Website, viz, <http://www.rectpcl.in>, <http://www.recindia.nic.in>

Note:

- a) To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with RECTPCL through Tender Wizard Website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. The vendor may obtain the same from Tender Wizard.

The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>.
2. Click the link „Register Me’.
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'.
5. Bidder will get confirmation with Login-id and Password

- b) Steps for application for Digital Signature from Tender Wizard are given below:

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact the person under “contact us”.

- c) To aid bidders, the detailed bidder manual on submission of E-Bid can be downloaded from <http://www.tenderwizard.com/REC>.

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/RECTPCL in advance. Please note that RECTPCL in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

INDEX

| Sl.NO. | SECTION | Particulars | Page no. |
|---------------|----------------|--|-----------------|
| 1 | SECTION-I | GENERAL INFORMATION | 04 |
| 2 | SECTION-II | BID INVITATION | 05-10 |
| 3 | SECTION-III | GENERAL TERMS & CONDITIONS OF CONTRACT | 11-12 |
| 4 | SECTION-IV | FINANCIAL - STANDARD FORMS | 13-16 |

SECTION-I

(GENERAL INFORMATION)

INTRODUCTION:

REC Transmission Projects Company Limited (RECTPCL) is a wholly owned subsidiary of Rural Electrification Corporation Limited, a Navratna Public Sector Undertaking, and was incorporated on 8 January 2007 as public limited company. RECTPCL's registered office is situated at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003, India. RECTPCL is engaged inter -alia in the business to promote, organize or carry on the consultancy services and/ or project implementation in any field relating to transmission and distribution of electricity in India or abroad.

RECTPCL is intending to avail the services of a reputed Chartered Accounting firm (Only from BIG Four Firms) to provide GST consulting to our client UPRVUNL & UPPTCL

Important information

| S. No. | Event | Information to the agencies |
|---------------|--|---|
| 1 | Publication of Tender | 17.09.2017 |
| 2 | Last Date & Time for online Submission of Financial Bid | 19.09.2017 / 15:00 Hrs |
| 3 | Date of Opening of Financial Bid | 19.09.2017 / 15:30 Hrs |
| 4 | Tender Document | The details can be downloaded free of cost from the websites www.rectpcl.in (or) www.recindia.com (or) www.tenderwizard.com/REC (or) www.eprocure.gov.in |
| 5 | Address for Financial Bid submission | Shri. J. K. Nayak, CFO REC Transmission Projects Company Limited ECE House, 3 rd Floor, Annexe – II, 28A, KG Marg, New Delhi- 110001 Tel: 011 – 47964706, Telefax : 011-47964747 Email- nayakjatin@yahoo.co.in , nayakjatinkumar@gmail.com |
| 6 | Contact Person | Chief Financial Officer REC Transmission Projects Company Limited ECE House, 3 rd Floor, Annexe – II, 28A, KG Marg, New Delhi- 110001 Tel: 011 – 47964706 Email- nayakjatin@yahoo.co.in , nayakjatinkumar@gmail.com |

SECTION-II

BID INVITATION

A. SCOPE OF WORK

SCOPE OF WORK IN RELATION TO GST ASSISTANCE to UPRVUNL (duration for a period of Six Months)

Our client UPRVUNL is currently executing the following EPC Projects:

| SL. No. | Name of EPC Project | Date of Award of NOA (Zero Date) | Awarded to EPC Contractor | Project Consultant |
|---------|---|----------------------------------|---|---------------------------------|
| 1. | Harduaganj (1X660 MW) TPS Extn._II | 08.09.2015 | M/s Toshiba JSW Power Systems Ltd., India | M/s Desein Pvt. Ltd., New Delhi |
| 2. | Jawaharpur (2X660 MW) Thermal Power Project | 22.12.2016 | M/s Doosan Power Systems India Pvt. Ltd. | M/s Desein Pvt. Ltd., New Delhi |
| 3. | Obra (2X660 MW) Thermal Power Project | 22.12.2016 | M/s Doosan Power Systems India Pvt. Ltd. | M/s DCPL Pvt. Ltd., Kolkata |

Now Post GST implementation, the impact of GST on these ongoing projects is to be ascertained and certain changes may be required to address the issues related to GST implementation within a limited time frame (maximum- 1 month), so that there is no impact on the execution of these projects. Hence the following assistance is to be provided to them:

1. Studying the impact of GST implementation upon the projects under execution tabulated above in the post GST scenario, *for each of the four Contracts awarded for each of the following three projects.*
2. Provide an immediate solution for temporary invoicing mechanism till the permanent solution is recommended in respect of the below three projects.
3. Provide recommendations, if any to issues related to the GST implementation in respect of the three projects.
4. Provide assistance in replying to all queries of the EPC Contractors in respect of the below three projects, related to GST and take up any other commercial, financial and legal issues related to GST with the respective EPC contractors for each of the following three projects till the settlement of GST.

A.) The above advisory will be for a period of 6 months from the date of start of assignment

B.) On site GST Assistance in relation to specified EPC Projects:

1. Visiting the office of UPRVUNL in Lucknow on need basis for discussion and briefing the senior management relating to the above project with respect to our work done.
2. Per Client it will involve a maximum visit of 8 man days in first month, 3 mandays in the second and third month, one man-day in the 4th to sixth month besides assistance from Delhi over e-mail, phone etc.

SCOPE OF WORK IN RELATION TO GST ASSISTANCE to UPPTCL (duration for a period of Six Months)

Board areas for which consultancy is needed:

1. Finalization of terms and conditions of Turnkey contracts awarded prior to 01.07.2017 and continuing till date.
- 2(a). Finalization of terms and conditions of supply contracts awarded prior to 01.07.2017 but executed after 01.07.2017, where in there is provision of Excise Duty (ED) and concessional sales tax (CST) against form 'C'.
- 2(b). Finalization of terms and conditions of supply contracts awarded prior to 01.07.2017 but executed after 01.07.2017, where in there is provision of concessional sales Tax (CST) against form 'C' and Excise Duty (ED) is exempted being situated in special economic zone (SEZ).
3. Finalization of Tenders invited prior to 01.07.2017 and to be finalized after GST has been implemented. Finalization of terms and conditions of supply as well as turnkey tenders invited or to be invited after 01.07.2017.
4. Finalization of Tenders of Civil turnkey contracts invited before 01.07.2017 and to be finalized after GST has been implemented.
5. Finalization of terms and conditions of Civil contracts which were awarded before 01.07.2017 but work is being executed after GST has been implemented.
6. Finalization of tenders for civil works invited on % above below basis on estimated cost (as per schedule of rate issued in year 20.04.2015) before 01.07.2017.
7. Intercompany sharing of expenses incurred by UPPCL for U.P. Power Sector Employees Trust.
8. Fees payment to UPERC for various services provided by them.
9. Calculation and assessment of ITC available.
10. GST on Deposit work contract.
11. Other operational matter related to GST.
12. Methodology for payment to firms which are situated in Excise exempted/reduced CST in SE zones due to which they have secured orders even at a higher Ex works price.
13. Payments to firms when scheduled supply period was before 01.07.2017 but due to delay, actual supply was received after 01.07.2017 and penalty has been deducted as per contract.
14. Modification in existing T&C and price schedule for both supply and turnkey contracts for future tender to be invited after implementation of GST.

15. Providing assistance in replying to all queries of the contractors related to GST and take up any other commercial, financial and legal issues related to GST with the respective contractors till the settlement of GST.
16. Give explicit recommendation for providing complete solution to all issues related to the GST implementation.
17. Any other issues related to GST that may arise in future.

A. PREPARATION & SUBMISSION OF BID PROPOSALS

- Technical Bid is not required to be submitted.
- The documents should be complete in all respect and must be free from any ambiguity, cutting, and use of correcting fluid or overwriting.
- An authorized representative of the firm shall initial and stamp all pages of the bid proposal. Authorization letter for signing the proposal/tender documents should be attached.
- The Financial Bid has to be submitted online only. If the financial bid is submitted in physical form, the bid will be out rightly rejected.
- For preparation of Bid Proposals, Bidders are expected to examine the bidding document in detail and it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- If the bidder fails to submit the requisite information/clarification, if sought within prescribed time, the bid shall be treated as non-responsive bid and shall be rejected.
- The bidders are requested to submit their competitive offer as per requirement along with all the requisite documents duly signed as a token of acceptance of the Broad Scope of Work, Terms & Conditions and E-bid process.
- The envelope shall be addressed to;

Chief Financial Officer,

REC Transmission Projects Company limited

ECE House, 3rd Floor, Annexe – II, 28A,

KG Marg, New Delhi- 110001

Tel: 011-47964696, Fax: 011-47964747

- Late submission of Bid Proposals, for whatsoever reasons, after the due date and time for submission shall not be considered. Offers sent by Fax/e-mail etc. will not be considered.
- The costs on account of preparation of bids, discussion etc. as may be incurred by the bidder(s) in the process of finalization of the contract are on account of Bidder(s) and RECTPCL shall not reimburse either in part or in full the cost so incurred.
- RECTPCL reserves the right to reject any or all of bids, wholly or partially, without assigning any reasons whatsoever.
- The bidding documents shall remain the exclusive property of RECTPCL without any right of the bidder to use them for any purpose except bidding and for use by successful bidder with reference to the work.

- Bid shall be opened at the scheduled time and date as mentioned in the bid document in the presence of such bidders or their authorized representative who choose to remain present. A maximum of two representatives for any bidder shall be permitted and authorized to attend the bid opening.
- Further, if the due date of receipt of bid as aforesaid is declared holiday, bid would be received on schedule time on the next working day.
- Alternative Bids shall not be considered.
- RECTPCL reserves right to ask to submit any document if desired so at any stage & also the right to verify/confirm all original documents & failure to produce the same within the period as and when required and notified in writing by RECTPCL shall result in summarily rejection of the bid.
- Engagement with RECTPCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECTPCL. RECTPCL reserves the right to call bids/assign work/ associate the agency(ies) in any area as may be deemed fit by RECTPCL depending upon the profile provided by the agencies and requirement of assignment
- Acceptance of the application(s) constitutes no form of commitment on the part of RECTPCL. Furthermore, this acceptance of the application confers neither the right nor an expectation of minimum order within the proposed project.
- RECTPCL reserve the right to accept the whole or its part of part of any responses with any short fall at its sole discretion.
- RECTPCL reserve the right to call for fresh tenders/financial bid invitation at any stage and /or time as per the present and /or envisaged RECTPCL requirements even if the tender is in evaluation stage or in any stage.
- RECTPCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
- Consortium and joint venture in any form are not allowed. Also, bidders have to note that no sub-contracting / sub-letting are allowed.

Preparation of Financial Bids

- The Financial Bid shall be submitted in the prescribed format (Online Submission Only).
- Rates quoted should be all inclusive, firm and fixed but exclusive of GST. No price variation and escalation will be allowed.
- The quotation shall be valid for entire contract period/completion of the Assignments.
- The bidders should satisfy themselves before submission of the bid to RECTPCL that they understand and satisfy each and every condition laid down in the bid document.
- The Price Offer shall be for the assignment as per the Scope of work of Bid Document and shall remain FIRM throughout the period of contract. RECTPCL shall not pay and/or reimburse anything over and above the price quoted. RECTPCL reserves the right to ask the bidder to justify and establish price/rate reasonableness.
- Financial Bid submitted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.

- The Financial Bid will be inclusive of all travel, stay, out of pocket expenses, cost of producing documents, etc. and RECTPCL will not pay and/or reimburse anything over and above the price quoted. Office accommodation, transport and daily movement of consultant, telephone, computer and other facilities shall be arranged by the agency at his/their own cost.

B. PRE - ELIGIBILITY CRITERIA:

All of the following criterion must be fulfilled by the bidder to be considered for the bid/proposal:

1. The bidder must have fully operational office/ Head Office/ Branch Office in Delhi/NCR.

C. BID OPENING AND EVALUATION OF PROPOSALS

Opening of Financial Proposal

The Financial Proposal will be opened in the presence of the authorized representatives of the bidder's, who wish to be present.

Evaluation of Financial Proposal

Please note that the Conditional Financial Proposals will be rejected out rightly.

D. Liquidated damages (LD) for delay for completion of work

Liquidated Damages shall be levied based on the delay in delivery of the work as per rules and conditions of award letter.

F. Deviation:

The bidder must comply with the Scope of work, all terms and conditions & milestone target for execution of work as per bid document. No deviation on the lower side in this regard shall be accepted. In case of any deviation, Bids shall be summarily rejected.

- G. Bidders may be present in person or may send their authorized representative at the time of opening of bid as per schedule.

- H. RECTPCL reserves the right to reject any offer in full or in part. & award the work to one or more than one bidders, without assigning any reason thereof and without incurring any liability to the affected bidders for the action of RECTPCL.

- i. In case it is decided to split the work to more than one agency at the lowest received rates, preference of work may be given to the agency which quoted the lowest rates in response to tender enquiry.

SECTION-III

GENERAL TERMS & CONDITIONS OF CONTRACT

1.0 Duration/ Period of Contract:

1.1 The contract period will be for 06 (Six) months from the date of the award of contract.

2.0 Terms of Payment:

The payment to the Bidder for the performance of the works under the contract will be made by RECTPCL as per the guidelines and conditions specified herein. The final payment will be made on completion of all the works and on fulfillment by the agency obligations under the contract subject to acceptance by RECTPCL.

The payment will be made to successful Bidder after the award of work, in the following manner:-

- a) No advance payment shall be made.
- b) Payments are to be released only on receipt of the payment from the clients end.
- c) All Payments shall be made in Indian Rupees only as per the following schedule:-

| Sl No | Milestone - Description of Work | Timeline | Maximum mandays visit to Lucknow involved | % of Payment Milestone |
|--------------|---|-----------------|--|-------------------------------|
| 1 | Onsite study of the services required to be rendered , submission of draft proposal including interim solution, submission of final proposal, discussion with the clients | First Month | 8 | 40 |
| 2 | Support service | Second Month | 4 | 15 |
| 3 | Support service | Third Month | 4 | 15 |
| 4 | Support service | Fourth Month | 1 | 10 |
| 5 | Support service | Fifth Month | 1 | 10 |
| 6 | Support service | Fifth Month | 1 | 10 |

Two separate LoI s will be awarded on the L1 agency based on the evaluation of the Bid.

This payment term shall be applicable to each of the contract i.e., work of UPRVUNL and UPPTCL. Payment will be released against the progress of the work of each individual contract

3.0 Tax Deduction at Source:

Income Tax and any other taxes etc. as may be applicable from time to time during the currency of contract shall be deducted at source from the running bill(s).

4.0 Sub-contracting

Agencies to which work is awarded are not allowed to Sub-contract the work to any other parties either in part or full.

5.0 Quantity Variation/Split of work

RECTPCL reserves the right to increase or decrease the quantity of work, split of the work to Agencies or other terms and conditions at the sole discretion of the RECTPCL. Suitable Amendment/communications shall be issued in the event of variations in the quantities.

6.0 It will be imperative on each bidder to fully acquaint itself of all factors/activities which would have effect on the performance of the work and its cost.

7.0 As the work is to be awarded by two separate clients to RECTPCL (i.e., UPRVUNL and UPPTCL) two separate contracts will be issued to the L1 agency and payment will be regulated accordingly. However evaluation of the quotes shall be made on a total basis.

SECTION-IV FINANCIAL PROPOSAL - STANDARD FORMS

FIN-1 LETTER FOR SUBMISSION OF FINANCIAL BIDS

FIN-2 BIDDER'S ORGANIZATION

FIN -3 FINANCIAL BID FORM

FORM FIN-1

LETTER FOR SUBMISSION OF FINANCIAL BID

To,

Chief Financial Officer
REC Transmission Projects Company Limited
ECE House, 3rd Floor, Annexe – II, 28A,
KG Marg, New Delhi- 110001

**Sub.: Engagement of Agency for consultancy on GST to both the clients of RECTPCL i.e.,
UPRVUNL and UPPTCL**

Sir,

1. This has reference to your Request for Proposal No: **RECTPCL/Fin/ Tax/2017-18/500** dated 15.09.2017 for consultancy on GST to both the clients of RECTPCL i.e., UPRVUNL and UPPTCL.

Further, I hereby certify that-

2. I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
3. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECTPCL.
4. Our bid shall remain valid for your acceptance for 90 days from date of Technical Bid opening.

Date:

Place:

Signature:

Full Name:

Designation:

Address:

FORM FIN -2

BIDDER'S ORGANIZATION

[Provide here a brief description of the background and organization of your firm/entity.]

GENERAL CRITERIA DETAILS

- 1. **THE FIRM** : _____
- 2. **Name** : _____
- 3. **Regd. Address** :
 - a) **Address of Office** : _____

 - b) **Contact Person's**
 - i. **Name & Design.:** _____
 - ii. **Address** : _____

 - iii. **Tel No. Land line/Mobile:** _____
 - iv. **Email ID** : _____
- 4. **Type of Firm** : _____
- 5. **Number of IT Professional on Payroll:** _____
- 6. **PAN No.** : _____
- 7. **Goods & Service Tax Reg. No.:** _____

Signature.....
Full Name.....
Designation.....
Address.....

Note: The bidder must provide documentary evidence to establish the Eligibility criteria as stipulated in the bidding document

FORM FIN -3

FINANCIAL BID FORM

Name of the Bidder: _____

| SI NO | Item | Unit | Price quoted INR (Exclusive of Tax) | Price in Words |
|-------|--|----------|---|----------------|
| 1 | Support Services to the Client UPRVUNL as per scope for a period of six months from the date of assignment | Lump Sum | | |
| 2 | Support Services to the Client UPPTCL as per scope for a period of six months from the date of assignment | Lump Sum | | |
| | TOTAL | | | |

Note:

1. The Financial Bid must be submitted online. No Hard copy/ Fax/ Other mode submission shall be accepted.
2. The prices shall remain FIRM till entire contract period /completion of the Assignment.
3. The prices to be quoted would be exclusive of all taxes & duties.
4. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
5. The work will be awarded to the lowest quote bidder in total
6. The quote shall be evaluated on a basis of the total price quoted for both the work. However LoI may be issued based on the contract awarded by the clients of RECTPCL (i.e., UPRVUNL & UPPTCL)