

Delhi Development Authority
Office of Sr. Accounts Officer (Accounts) Main
2nd Floor, B-Block, Vikas Sadan, INA, New Delhi - 110023

Dated: 28.04.2022

NO. F6(21)/A/Cs(M)/GST Consultant/

PUBLIC NOTICE

Sub: Tender for Selection of Agency for Studying and Streamlining GST Structure in DDA.

Delhi Development Authority invites proposals from firms of repute and proven track record to study the current system of GST compliances by DDA and suggest mechanism for optimizing the procedures, strengthening the compliances under GST with an effort to facilitate unutilized benefits available as per prevailing statutory provisions under GST.

Eligibility Criteria

Sr. No.	Criteria	Documents Required
i	The Bidder should be a reputed Chartered Accountant/Cost Accountant(s) Proprietor / Firm / Limited Liability Partnership (LLP) registered with Institute of Chartered Accountants of India / Institute of Cost Accountants of India and having minimum experience of 5 years	Constitution Certificate of the firm
ii	Firm should have minimum 2 partners (Qualifying Partners), and at least 10 C.A. employees (Qualifying Employees) on its payroll (as on 31.03.2022). All Qualifying partner and Qualifying Employee must be associated with the firm for a period not less than one year as on 31.03.2022.	Self-declaration or ICAI registration certificate, in case applicant firm is registered with ICAI.
iii	Firm should have their head office/Registered office in Delhi/NCR.	GST Registration certificate of the firm
iv	The firm should not be banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority / Govt. Company/ Ministry/ Govt. Department.	Self- Declaration by the agency

V	The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICAI and they should not have suffered any disqualification.	Self- Declaration by the agency
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The interested agencies are requested to submit their offer with all necessary information in two parts as per the details given hereunder. Both parts of the offer must be submitted in separate sealed envelopes clearly super scribing Part-I (Technical Bid) and Part-II (Financial Bid) on the cover itself. Both parts of the offer addressed to the Chief Accounts Officer, Delhi Development Authority must be put in the box kept in the office Room of the Chief Accounts Officer at B-205 (2nd floor) Vikas Sadan, INA Market, New Delhi-110023, on or before 20.05.2022 up to 3.00 P.M. Part 1 of the offer will be opened at 3.30 P.M. on the same day in the presence of the intending bidders or their authorized representatives.

The weightage for assessment of technical portion of bid & financial bid will be in the ratio of 80:20 i.e. maximum of 80 marks will be assigned to technical Bids and 20 marks will be assigned for financial bid. The minimum qualifying technical evaluation marks will be as 70% of 80, i.e. 56.

The marks for financial bid shall be determined by the formula $F_s = 20 \times P_{min} / P$ where P_{min} is the lowest quoted fee and p is the fee quoted in the proposal under consideration.

The proposal shall be ranked based on combined marks. (QCCB) in the technical evaluation and financial evaluation in the ratio of 80:20.

After due evaluation of Technical bid as per part-I of the offer, the Financial Bid as per part-II will be opened only in respect of those firms who will secure minimum marks in the evaluation of technical Bid.

In case of Tie of marks, the agency with higher Technical Score will be selected. Further, in case of tie in Technical score, the agency with the lowest financial quote will be selected and further in case of tie in financial quote, selection will be made on the basis of draw of lots.

A PRE-BID meeting shall be held on 12.05.2022 at 3.00 P.M. in the Chamber of Chief Accounts Officer, Room No. 205, B-Block, Vikas Sadan, INA, New Delhi to address the various queries of the prospective bidders.

Scope of Work

- A. Comprehensive study of current system of GST compliance by DDA on its output activities like bills/invoices of services/sales raised.
- B. Comprehensive study of current system of GST compliance by DDA on its input activities.
- C. Comprehensive study on current system of TDS compliance under GST in DDA.

- D. Study gap analysis and suggest mechanism to optimize procedures with an effort to facilitate unutilized benefits available as per prevailing statutory provisions under GST.
- E. Study the mechanism for implementing GST e-invoicing and ITC (INPUT TAX CREDIT) procedures in DDA.
- F. Study all system of calculation of various liabilities and input tax credit and suggest on automation of the manual processes involved.
- G. Identifying cases, if any, on account of various show cause notices, appeals, summons etc. issued by Service Tax, VAT, AAR and GST Authorities (Including Anti Profit earning Authority) pending in DDA as on 31.03.2022, which have not been acted upon so far.
- H. Provide guidance notes in respect of various procurement manuals and GFR provisions having GST implication.
- I. Imparting training (Min.3 spells) to the officers/staff of Authority on GST laws and procedures (including amendments) effected upto 30.04.2022.
- J. Coordination with various zonal offices of DDA and suggest mechanism for data integration/migration.
- K. Submit a comprehensive study report on the outcome of above listed matters with comprehensive recommendations thereon.

Technical Evaluation Criteria

Parameters for evaluation of Technical Proposal

Sr. No.	Parameters	Maximum Marks	Criteria
1	Firm Establishment No. of years of practicing in India as on 31.03.2022	10	Five Marks for minimum 5 years and one mark for each completed additional year.
2	Manpower and qualifications – No. of Partners and qualified CA Employees	20	Minimum 2 Partners who are fellow members possessing GST experience(as on 31.03.2022)–Five marks, one mark each for additional partner: - maximum Ten marks. For 10 C.A. employees - Five marks, One mark each for additional C.A. employee: -maximum Ten marks. *NOTE: No marks will be awarded to the partner orCA employees having less than one year of association with the firm as on 31.03.2022 either as a partner or as an employee as the case maybe.

3	Firm should have experience of advising on GST issues including filling of GST returns continuously for three years to at-least one Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU /autonomous body must be dealing with housing / infrastructure projects with minimum turnover of INR 1000 crores during Financial Years 2019-20 and 2020-21.	25	Minimum fifteen marks and additional 2 marks each for every additional Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU /autonomous body.
4.	Firm should have experience of dealing with Service Tax and VAT litigations/GST Advance Ruling of minimum one Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU /autonomous body must be dealing with housing / infrastructure projects].	10	Minimum six marks and additional 2 marks each for every additional Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU /autonomous body. Note:- Association of below six months Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU /autonomous body will not be considered.
5.	Firm should possess experience of facilitating or complete handholding in migration from old regime to GST and then facilitating GST compliances continuously for three years for at-least one Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU / autonomous body must be dealing with housing/ infrastructure projects with minimum turnover of INR 1000 crores during Financial Years 2019-20 and 2020-21.	15	Minimum seven marks and additional 2 marks each for every additional Public Sector Undertaking [PSU] under Delhi Govt./Central Govt./ other autonomous body of Delhi jurisdiction [PSU /autonomous body.
	Grand Total	80	

Financial Quote

Financial quote for scope of work should be submitted in the following format:-

Particulars	Amount (Rs.)
Lump-Sum Fee Quoted	
GST (as applicable)	
Grand Total	

Time of Completion

On or before four months from the date of award of work.

Payment Term

100% Payment after satisfactory completion of work. No Additional cost in any form will be reimbursed in any form.

Subcontracting

The Firm shall not sub-contract the Assignment.

CONFIDENTIALITY

Any information disclosed to the agency shall at all times remain confidential and the agency shall have no rights to use the information for any purpose other than that expressly authorized by DDA. The firm shall be required to hand over all the data/records/files, calculation, work sheet, etc. on completion of the assignment.

OTHER TERMS AND CONDITIONS


1. In case of non-fulfillment of obligation as above, the Competent Authority of DDA in its absolute discretion may impose such penalty being not more than the loss suffered or as it may deem fit.
2. In case the consultants do not complete the job or leave it in between, the DDA will have the right to get the assignment completed from other agency and such amount will be recovered from the Consultants as arrears of land revenue, if not paid on demand.
3. Scope of work may be increased or decreased in mutual agreement.
4. Delhi Development Authority reserves the right to modify/amend/alter/delete/cancel all or any of the conditions of this letter without assigning any reason thereof.
5. DDA reserves the right to reject any or all the bid (s) without assigning any reason.
6. The selected firm will have no right to claim any compensation if the assignment is cancelled/terminated/amended by DDA at any stage.

7. DDA will not be responsible for any delay in postal transit.
8. The legal jurisdiction on any dispute arising out of this assignment between DDA and the designated firm will be the Courts in Delhi only.

FACILITIES TO BE PROVIDED BY DDA: The Consultant will be provided with sitting arrangement at Vikas Sadan.

PARTICULARS TO BE INCLUDED IN PART-I OF THE OFFER (TECHNICAL BID)

1. Name and address of the firm with Telephone Nos. and Fax. Nos/e-mail.
2. (i) Name and Membership Nos. of all the Partners with year of enrolment as ACA/FCA.
ii) Name and Membership No. of other professionals who have been employed by firm.
iii) Name (s) of the proprietor/partners who will be exclusively available to handle this agreement.
iv) The number of other persons who will exclusively engaged by the firm to assist the proprietor/partners to handle this agreement. Clearly indicating the qualification and experience of such persons.
v) The name of the person who will act as Nodal Officer for this work.
3. PAN No. of the firm.
4. GST No. of the firm.
5. Copy of Registration certificate of the firm.
6. Copy of the Partnership Deed.
7. Detailed staff strength of the Firm with their experience and qualification:-
 - i) Partner/ Proprietor/ Director
 - ii) Paid Employees.
8. In addition, all the details as per qualifying criteria must be provided with documentary proof.
9. All the papers/ documents should be page numbered.
10. Document may be submitted in the same manner as discussed above.


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