



## General Insurance Corporation of India

### Request for Proposal for Tax Consultant for Implementation of GST - Reply to Queries

SI No	Page No (RFP)	Section	Existing Clause	Query/ Clarification/Request	GIC Re Response
1	-	-		As per the GST law either a CA or a Cost Accountant both can do GST audit. Further, as per the above clause the bidder can submit a bid either individually or as a joint venture. Thus, whether a JV of CA and a Cost Accountant submit their proposal/bid ?	Refer Annexure A (Sr. No.1), but if a Bidder including a joint venture partner submits or participates in another proposal/bid, all such proposals/bids shall be disqualified.
2	20	Miscellaneous T&C	A Bidder shall submit only one proposal/bid, either individually or as a joint venture in another proposal/bid. If a Bidder including a joint venture partner submits or participates in another proposal/bid, all such proposals/bids shall be disqualified.	1. Will both the partners be required to meet the eligibility criteria individually or together the JV so formed can meet the eligibility criteria(s) i.e. One firm may meet certain criteria and the other firm can meet the balance criteria but together as a JV they meet all the Mandatory criteria ? 2. Will both the JV partners be required to submit the documents required?	Refer GIC Re's response to Query No.1
3	24/26	Annexure D2 / D4		Annexure D-2 and D-4 covers specific sectors, Information Technology audit of Public /Private sector corporations and Service Tax/GST consultancy for financial sector. Whereas the eligibility criteria and parameter for evaluation of proposal does not mention specific sectors. Kindly provide clarification as to whether such specific activity based/sector wise credentials are required.	Yes credentials are required
4	28	Annexure E: Scope of Work/ Term of Reference - Part 2		As par to the vendor management support, the RFP requires the Consultant to provide advice on terms of vendor agreement; kindly advise if this requires commenting on sample/ representative agreements and if yes, what could be the sample/ representative agreement size.	We will provide list of vendors to the successful bidder, accordingly we need your advise for the vendor agreement.



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5	25	Annexure A	NOTE: Eligibility Criteria shall include the bidder along with its affiliates/ Group companies/member firms working under the common brand name and engaged in similar activity of accounting advisory/ financial services, registered in India.	As per foot note to Part(b) of Annexure A (page 25), the eligibility criteria shall include bidder along with affiliates etc. whereas para 19.2 states that individual firm with a separate FRN is to be considered for eligibility and scoring. The intent appears to be that each FRN is to be considered separately. However, request you to clarify	Clarification is provided that Para 19.2 shall prevail with footnote acting as a subset
6	21	30- Payment Terms	Payment terms shall be as follows: Quarterly payments would be paid after each quarter subject to completion of activities and satisfactory acceptance of the deliverables as mentioned in "Annexure E – TOR". 20% of the Contract Price shall be retained by the Corporation paid to the Successful bidder on completion of/ fulfilling all obligations under the contract. The quarterly payment would be calculated by dividing the bid amount in twelve equal parts.	As per para 30, 20% of the contract price is to be retained. If all the filing for a quarter has been completed, then whether 100% of the contract price shall be paid or only 80% shall be paid. If 80% is to be paid, then whether the balance 20% would get paid at the end of 3 years on completion of all filing	Clarification is provided that 80% of the contract price would be paid as per terms and balance 20% would be paid after the successful completion of all the activities for all the three years for the contract period.
7	28/29	Terms of Reference	Various	As per scope of work as listed in Annexure E, the role of the consultant is to advise the Corporation on various matters listed therein, provide necessary guidance to the Corporation's team in generating various output data/reports from the Corporation's/GSTN's System, verify such data and vetting of the documents. It is understood that the preparation of various returns is not envisaged in the scope of the Consultant. Similarly, the GST audit in form 9C is not envisaged in the scope of the work. The scope also does not include (a) preparation of replies to SCNs, departmental queries, inquiries, appeals and (b) appearance before the department for adjudication and appeal	As consultants, we expect you to complete the activities w.r.t. GST & TDS on GST 1) Data Generation 2) Monthly Payments to the authorities 3) Return Filing- as specified in GST Act 4) Data Reconciliation 5) preparation & vetting of representation, for any departmental Queries/ Summons 6) Any other task as and when required, under the GST Act 7) Compliance of notification, rulings etc and all its related activities



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8	25	Eligibility Criteria	Firm should be regular consultant for advisory / compliance services with respect to service tax or for advisory services in respect of implementation towards GST at whole organization level (organization having balance sheet size of more than Rs. 10,000 crore as on 31.03.2018) of at least one Public Sector Undertaking during past Five years (i.e. 01.04.2013 onwards). Bidders should not have been the Statutory Auditor of the Corporation/ any of its offices during the last 3 years	As per serial no 4 of Annexure A , the applicant, “Firm should be regular consultant for advisory /compliance services with respect to service tax or for advisory services in respect of implementation towards GST at whole organization level (organization having balance sheet size of more than Rs. 10,000 crore as on 31.03.2018) of at least one Public Sector Undertaking during past Five years (i.e. 01.04.2013 onwards).”  With respect to the above clause we have the following queries:-  1. Is there a criteria that defines , “regular consultant”? 2. Does “advisory/compliance services” include litigation/representation work done for Excise, Customs , Direct Tax as well?	Criteria defining regular consultant would mean to be that the bidder has provided ST/GST services for a period of at least 3 years out of previous 5 years.  Advisory/compliance services will include litigation/representation work done for excise, customs, direct tax as well, however, preference will be given to the bidders with Service Tax/ GST experience.  Refer Point No. 4 & 5 of <b>Annexure B</b>
9	8	6.2	A self-signed and stamped scanned copy of EMD deposit through NEFT/RTGS/ACCOUNT PAYEE DEMAND DRAFT/FIXED DEPOSIT RECEIPT/BANKER’S CHEQUE/BANK GUARANTEE/Account Payee Demand draft/Fixed Deposit Receipt/Banker’s Cheque/Bank Guarantee should be uploaded on the E-procurement portal. The transaction should have been done at least 2 days before the final submission of the bid.	EMD Deposit: As per Para 6.2.6, the bidder is required to submit scanned copy of the EMD deposit and transaction should have been done at least 2 days before the final submission of the bid, which is 18th Dec. whereas at Para 10(iv), it is stated that the EMD should get credited to GIC’s Bank account before 3PM on 10th Dec. Please clarify whether we can deposit EMD by 18th Dec?	Clarification is provided that the EMD amount should reach 2 days prior to close of bid i.e. 18th December 2018.
10	28	Annexure E: Scope of Work/ Term of Reference - Part 2		For capturing requirements/ suggestions like invoicing content in the form of SOP, whether any earlier SOPs prepared by the Corporation would be provided?	Yes it will be provided with the successful bidder.
11	28	Annexure E: Scope of Work/ Term of Reference - Part 1		For diagnostic review of GST and IT applications, whether earlier report prepared for GST implementation would be provided for reference? And how many systems need to be reviewed?	Yes it will be provided with the successful bidder. Currently we are working on SAP system.



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12	28	Annexure E: Scope of Work/ Term of Reference - Part 2		For GSTR 2, where the ERP data is to be reconciled with GSTR 2A available on the portal, please confirm if the final sign off on invoice and their values to be reported in GSTR 2 be given by GIC Re	refer GIC RE's Response to Query No.7
13	29	Annexure E: Scope of Work/ Term of Reference - Part 5		Kindly clarify the scope of coverage under "Submitting replies to GST authorities".	Refer to GIC Re's response to Query No.7
14	-	-	-	Kindly provide clarification on the volume (i.e. line items) of outward and inward data i.e. invoices, credit/debit notes issued and received	Average monthly line items in outward supply b2b is 1000-1300, exports 5000-5500, inward purchases 3000-4000 with an average increase of 10% - 15% annually
15	-	-	-	No. of registration presently being held by the Corporation separately as Supplier, as ISD and as TDS deductor	2 registrations as Supplier for Head Office and GIFT City Gujarat   3 registrations as ISD in Delhi Kolkata & Chennai for liasion offices   2 registrations as TDS deductor for Head Office and GIFT City Gujarat
16	9	7.2	An Applicant or its Affiliates should have, during the last five years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against the Applicant or its Affiliates, nor been expelled from any project or agreement nor had any agreement terminated for breach by such Applicant or its Affiliates.	Para 7.2 talks about certain penal action against the applicant or its affiliates. Does it mean that network partners of an international network or Indian affiliates of international firms (working under the common brand name) are required to disclose actions, if any, taken against all the network partners or other member firms of such international firms and whether Indian firms would be eligible, if actions, as mentioned in the said para, has been taken against the international firms or member firms?	Any Applicant should have no legal action taken against them or pending for decision.
17	29	Annexure E: Scope of Work/ Term of Reference - Part 5		Please confirm if the scope covers support and certification for GST audit in GSTR-9C by the Consultant or certification would be done by another CA appointed by the Corporation.	Certification would be done by another CA appointed by the corporation, though your assistance will be required in case any queries is raised by the former.
18	-	-	-	Please confirm if the software system used for return upload is required to be on-premises or can it be hosted in cloud.	Upload is required to be done on premises only.



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19	29	Annexure E: Scope of Work/ Term of Reference - Part 3		Please confirm the scope is restricted to preparing training material and does not include conducting training/ workshop for the employees/ vendors of the Corporation.	Yes the understanding is correct
20	28	Annexure E	....for which a person to be deputed fulltime at GIC Re Mumbai	Request you to clarify, if any, on the minimum qualification and experience required of the person to be deputed.	Chartered Accountant with working knowledge of GST
21	-	-	-	Software/Tax Engine, if any, being used for GST compliance along with the name of the ASP	SAP Accounting Software customised to reinsurance business
22	25	Annexure A: Eligibility Criteria		Sr No 1 of the Eligibility criteria states that the applicant firm should have been registered with ICAI or can be LLP and practicing continuously in India for last 10 years as on 31.03.2018 - Please confirm if a Private Limited Company engaged in providing advisory services for GST (and earlier indirect taxes) can also bid for the work.	Refer Annexure A (Sr. No.1)
23	28	Annexure E: Scope of Work/ Term of Reference - Part 2		The RFP requires the Consultant to advise on the eligibility of input tax credit; kindly confirm if this requires 100% verification of input tax credit line items and if yes, kindly provide approximate number of line items for verification.	4500- 5000 Transactions Monthly
24	29	Annexure E: Scope of Work/ Term of Reference - Part 2		The RFP requires the Consultant to evaluate or advise on the changes in existing system/ development requirements; kindly confirm if this scope does not cover actual development or enhancement of software.	Yes the services required is of suggestive nature with respect to IT. We have a sound IT base to give effect to your suggestions.
25	16	Indemnification		The RFP states that the indemnity would be 100% in favour if GIC Re; kindly confirm if the indemnity would be limited to the extent of fee payable for underlying services or for the entire engagement value.	Refer to point no. 25 of RFP



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26	25	Eligibility Criteria	<p>Firm should be regular consultant for advisory / compliance services with respect to service tax or for advisory services in respect of implementation towards GST at whole organization level (organization having balance sheet size of more than Rs. 10,000 crore as on 31.03.2018) of at least one Public Sector Undertaking during past Five years (i.e. 01.04.2013 onwards).</p> <p>Bidders should not have been the Statutory Auditor of the Corporation/ any of its offices during the last 3 years</p>	<p>We need a clarification with regard to the Mandatory Eligibility criteria in the RFP document on page no 25 point No 3 - its mentioned "Firm should have Head Office in Mumbai for at least last five years (as on 31.03.2018) with at least four partners stationed in Mumbai".</p> <p>We wanted to inform that, we have a full-fledged office in Mumbai, which is 21 years old and having 5 partners stationed in Mumbai and around 220 employees are working in Mumbai. However, our Company Head office is located in Delhi.</p> <p>Kindly advise us that we are eligible for applying the tender or not at the earliest possible, so that we can deposit the EMD amount within the timeline mentioned (10th December before 3 PM).</p>	There is no change in Mandatory Eligibility criteria in the RFP document
27	29	Annexure E	Para 3 & Para 4	We understand that GST Annual return and Audit report to be filed are for Financial Years 2018-19, 2019-20 and 2020-21. Is this understanding correct?	Yes the understanding is correct
28	29	Annexure E	Para 3 & Para 4	We understand that the period of engagement is January 2019 to December 2022 which covers GST Compliance for 36 months and Annual return and Audit report for 3 Financial years. Is this correct?	Yes the understanding is correct
29	28	Annexure E	....for which a person to be deputed fulltime at GIC Re Mumbai	We understand that the person to be deputed is required of compliance support for 36 months as well as assisting in Annual return and Audit report of 3 Financial Years. Is this understanding correct?	Yes the understanding is correct
30	-	-	-	Whether the Corporation is availing services of any GSP for communicating with GSTN?	We are not availing any services of GSP. GST returns are being filed with help of current tax consultant using offline tool-kit



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31	6, 14, 18, 28	Purpose, Commercial Proposals, Miscellaneous Terms and Conditions, Annexure E: Scope of Work/ Term of Reference		While the RFP states that the period of engagement would be 3 years, it also states that the engagement would require support for filing all GST returns for January 2019 to December 2022. Since, RFP also covers support for GST annual return which would be filed for FY 2022-23 (which covers period upto December 2022) by 31 December 2023, we request you to kindly confirm the period coverage for the engagement.	Yes the understanding is correct