



MADHYA PRADESH POWER TRANSMISSION CO. LTD

(A wholly owned Govt. of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880

No. CFO/Transco/GSP-ASP/25

Jabalpur, Dated 04/09/2017

To,

All Authorized GSP/ASP

Sub: Inviting tender for submission of rates from GSP (GST Service Provider) for implementation of GST in MPPTCL.

Dear Sir,

MP Power Transmission Company Ltd. Jabalpur (MPPTCL), the power transmission utility in the state of Madhya Pradesh, having its Ht-lines & Sub-stations located at various locations in the state of Madhya Pradesh with its Headquarters located at Jabalpur. Company is maintaining its account at Regional Accounts Office located at Jabalpur, Bhopal, Indore. It intends to initiate the process of selection of the GSP & ASP Firm registered by Government of India to provide the necessary services for the compliance of GST in MPPTCL for the period of 12 months as per scope of work and terms & conditions of tender specifications is enclosed herewith.

The tender document can be viewed from our web site (www.mptransco.in). The parties can also download the same and can submit the offers in the sealed envelope along with annexure in the prescribed format.

The last date of submission of offers is up to 16/09/2017 (up-to 15.30 hrs)

Please quote your most competitive rates for work as per scope of work and terms & conditions given in the tender documents as enclosed herewith.

Submission and Opening of Offer

The offer shall be submitted in a sealed envelope in three parts. All the Annexures will be duly filled and signed. The offer is to be submitted in the following manner:-

The offer is to be submitted in the following envelopes;

(i) **First Envelope** will contain PQR and with following details on envelope

Envelope-1:- PQR - In this envelope, the documents as mentioned in Annexure-B are required to be submitted.

(ii) **Second Envelope** – In this envelope following details of “**Techno-Commercial Bids**” are to be submitted;

- (a) Scope of Works
- (b) Terms & Conditions
- (c) (i) Annexure-A i.e. Firms Details
(ii) Annexure-C i.e. No Deviation Certificate
(iii) Annexure-D i.e. Declaration Certificate
(iv) Annexure-E i.e. Certificate from Firm/Company
(v) Annexure-F i.e. Check List
- (d) Techno-commercial Questionnaires Part 'A' & 'B'

All above pages/annexures should be duly signed by the authorized signatory.

(iii) **Third Envelope** – III: Price Bid - The envelope will contain Price Bid duly filled in the prescribed format & superscribed on the top of the envelope.

(iv) **Fourth Envelope** - containing envelope I, II & III.

Envelopes I, II & III should be duly superscribed with the name and mailing address of the Firm on the face of envelope along with the details on it. All the sealed envelopes should be put in a single sealed envelope duly superscribed with the name and mailing address of the Firm of on the face of this single envelope. This single sealed envelope should be mailed by a registered post/courier.

The outer main envelope containing the above envelopes (I, II & III) shall bear the following identification:-

“Tender for submission of offers from GSP (GST Service Provider) for implementation of GST in MPPTCL.”

The main envelopes shall be addressed as under:-

THE JOINT DIRECTOR (BILLS)
O/o CHIEF FINANCIAL OFFICER
M.P. POWER TRANSMISSION CO. LTD.,
BLOCK NO.02, BASEMENT, SHAKTI BHAWAN
RAMPUR, JABALPUR, 482008(MP)

MPPTCL reserves right to accept or reject any or all the offers or scrape this tender all together, without assigning any reason. Please submit your sealed offer so as to reach this office latest by 16/09/2017 up-to 15.30 Hrs. The offers shall be opened on the same day i.e. on 16/09/2017 at 16.00 Hrs. In the event that holiday is declared on the above date. The bid shall be accepted and opened on the next working day up to the time specified above. If you desired you may depute your authorized representative for participating the bid opening. The offer must be kept in a sealed envelope super-scribing on it **“Offers from GSP (GST Service Provider) for implementation of GST in MPPTCL.”**

Thanking you,

Yours faithfully,


(Mukul Mehrotra)

CHIEF FINANCIAL OFFICER,
MPPTCL, JABALPUR

Enclose:- Tender Specification along with Price Bid containing pages 01 to 14



MADHYA PRADESH POWER TRANSMISSION CO. LTD

(A wholly owned Govt. of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880

About M.P. Power Transmission Company Limited. Jabalpur

MP Power Transmission Company Ltd, Jabalpur (MPPTCL), is the State owned power transmission utility of Madhya Pradesh with its Headquarter located at Jabalpur having its HT Lines & Sub-stations located at various locations in the state of Madhya Pradesh and Regional Accounting units (RAOs) at Jabalpur, Bhopal & Indore.

Scope of Work

1. Providing User IDs

In MPPTCL, supply and receipt of goods and services are made/received through several divisions/stores spread over entire geographical area of MP. The issue and receipt of invoices and other related documents and also the inspection of material are done at the level of divisions/stores. As in GST regime time is the key factor, the file preparation will be done at every division and therefore, two User IDs will be allotted to each division. One for the person responsible for compiling the data and the other for the person authorized to validate the data.

Apart from divisions, two User IDs will be provided to this office which will be responsible for filing of all the GST returns. Therefore, access to overall data uploaded by all the divisions shall be provided at centralized division. ASP/GSP shall provide authorization facility at every source of data entry (i.e. at each division). One User Id shall be given to the maker and one to the checker. Similarly for return filing, maker and checker facility shall be provided. MPPTCL will require 750 User IDs approximately under MP GSTIN. This number may vary as per requirement.

2. Facility of generation of tax invoice

The facility of generation of tax invoice for goods / services supplied by the MPPTCL to outside entity and transaction covered under reverse charge under GST where MPPTCL is required to issue tax invoice

3. Data Compilation

The ASP/GSP should facilitate compiling and uploading of Inward and Outward invoices, debit notes and credit notes at every division. Templates for compilation of data shall be provided by the ASP/GSP. The approximate volume of supply invoices for MPPTCL will be around 50000 (Thirfty Thousand) for one year.

4. Data Validation

The data shall then be checked and validated for its correctness by the GSP/ASP.

5. Multiple tenant Cloud facility

Separate storage facility on multiple tenant cloud shall be provided. The data should be available for a minimum period of 8 years. The ASP/GSP shall be responsible for maintaining the solution on cloud.

6. Filing of GSTR 1

ASP/GSP shall be responsible for filing of GSTR1. Transmission of Electricity being outside the purview of GST, GSTR 1 will be filed accordingly. However, there are several other sources of revenue taxable under GST like sale of scrap, O&M charges, sale of tender form, etc. which shall also be incorporated in GSTR 1.

7. Downloading of GSTR 2 A

The ASP/GSP shall be responsible for downloading and reconciling of counterparty sales invoices from GST portal. The differences shall be reconciled automatically and ASP/GSP shall provide the required corrections to this office and divisions of MPPTCL. The corrections will be made in consultation with counter parties and MPPTCL by correction of invoice/ issue of debit/credit note. The same shall be done at head office level.

8. Filing of GSTR 2

The ASP/GSP shall be responsible for filing of GSTR 2 after verification and corrections required in data downloaded in GSTR 2A.

9. Filing of GSTR 3 and GSTR 9

The GSP shall be responsible for filing of GSTR 3 monthly, GSTR 9 annually and any other return filing as per requirement.

10. Reverse Charge calculation including generation of self-invoice.

11. Maintenance of Tax Liability, Cash Payments and Input Tax Credit ledger.

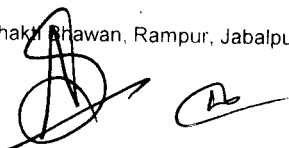
12. Period of Contract

The ASP/GSP is required to file all the applicable returns under GST (i.e. transactions beginning from 01.09.2017) for one year period. The annual return for FY 2017-18 required to be filed in December 2018, shall also be filed by the ASP/GSP. The contract shall be extendable for further period of one year on successful performance of the party on same rates, terms and conditions.

13. Manpower training and back office support.

Training to staff at various divisions shall be provided by the ASP/GSP for a period of twelve months. For the purpose, two people shall remain present in the head office at Shakti Bhawan, Jabalpur and shall be responsible for providing training to our staff and back office support during the period. In case they are required to travel to the field units, they will be provided with the facilities at par with Assistant Engineer of the Companies towards travel, lodging and boarding expenses.

14. Meet other applicable compliance under GST.



15. ASP/GSP shall ensure security, privacy and integrity of data travelling from end user application to its system and to GSTN.
16. GSP shall generate sub-license key for its ASP for authenticating to the GSTN server and for encryption and decryption of the data from and to the GSTN server.
17. GSP will provide continuous and flawless Services at all times.
18. GSP shall add and reflect, on its GSP Application, such disclaimers as GSTN may require from time to time.
19. GSP shall ensure that GSP Application is connected to GST System in a continuous asynchronous mode whenever the GSP has to provide any kind of Services to the MPPGCL.
20. All the APIs provided by GSTN to GSP shall be further released to its service providers in the same form and quantum as may be provided to it by GSTN. The GSP shall not discriminate or show bias or give preferential treatment, directly or indirectly, in sharing of the aforesaid APIs.
21. The Company is in process of implementing ERP. Therefore, it shall be the responsibility of the ASP/GSP that in future smooth integration of GSTN software and ERP takes place

Terms & Conditions

1. Price :-

Quoted price should be firm.

2. Taxes duties & other statutory dues

- a. Successful bidder shall pay any and all taxes & other statutory liability which are payable in relation to the performance of the contract. The quoted price shall be inclusive of all such taxes and duties **except GST**. Successful bidder will not claim from MPPTCL any taxes paid by him, **except GST**. Only GST which is not part of quoted price shall be borne by MPPTCL and shall be reimbursed as applicable. MPPTCL shall deduct Income tax at source at applicable rates.
- b. It would be the responsibility of firm/Company to comply with all the statutory compliance during the period of contract and provide necessary records, documents wherever required.

3. Performance Bank Guarantee

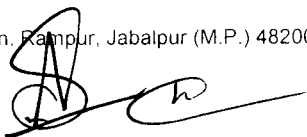
Successful bidder shall submit performance bank guarantee for 10% of the contract value within 1 week from the award of the contract. The same shall be returned to the bidder after filing of the Annual return for the Financial Year 2017-18. If the contract is extended for further one year as per the delivery clause, the PBG shall also be required to be extended & returned accordingly.

4. Payments:-

- a. After filing of monthly return the Firm shall be required to submit monthly invoice with applicable GST in triplicate addressed to Joint Director (Bills), O/o CFO, MPPTCL Jabalpur.
- b. The Payments will be released on the basis of monthly invoice raised by the firm/Company within 45 days from the submission of correct bills or in queue whichever is later.
- c. No interest will be paid on delayed payments.
- d. The Income Tax shall be deducted at source as per rule.

5. Validity of Offers:-

The offer shall be valid for a period of 90 days from the date of opening of offer in this office.



6. Penalty

Any delay in completion of the job as per scope of work, or part thereof will attract, imposition of penalty @ 0.5% per week of delayed portion or part thereof subject to a maximum of 10% of the Total Contract Price.

7. Risk Purchase

MPPTCL at its option will be entitled to terminate the contract and get the job executed through another vendor at the risk and cost of the bidder either the whole of services or part thereof which the vendor has failed to deliver or commission or provide within the stipulated time as aforesaid or if the same are not available with the best and the nearest available substitute thereof.

8. Subletting:-

The contractor shall not sublet, transfer or assign the contract or any part thereof to any other person/company/organization.

9. Confidentiality

Successful bidder shall treat all matters in connection with the contract as strictly confidential and undertakes not to disclose in any way, information, documents, technical data, experience and know how given to him by MPPTCL without the prior written consent of MPPTCL.

Successful bidder further undertakes to limit the access to confidential information to those of its employees, implementation partners who reasonable require the same for proper performance of the contract provided however that Successful bidder shall ensure that each of them has been informed of the nature of the confidentiality and non-disclosure provided for thereof.

10. Accidents:-

MPPTCL will be not be responsible for any accidents with the Partner/employee of the firm during the visit to any Sub-station/offices/premises. The sole responsibility for any compensation to its partner/employee in the event of any untoward accidents rest with the firm.

11. Mobilization

The Successful bidder should mobilize all his resources including deployment of qualified and experienced personnel within 7 days from the date of placement of letter of award.

12. Accommodation Facility

Successful bidder firm will be required to make their own arrangements for accommodation at their own cost.

13. Evaluation of bids

MPPTCL will examine the bids to determine whether they are complete, whether any computational error have been made, whether the documents have been properly signed and whether the bids are generally in order.

Once price has been quoted, bidder shall not make any subsequent changes.

All responses to request for clarification shall be in writing.



14. Contract Agreement:-

All the documents issued by MPPTCL as well as accepted by it up to the stage of letter of award of work will form part of the contract. Some of the examples are Tender document, Techno-Commercial details, price bid, certificates, declaration certificate etc.

Firm is required to enter into agreement with MPPTCL in prescribed format on a non-judicial Stamp paper worth Rs. 500/- (Five Hundred Only) and also affix revenue stamp of Rs. 1 within 15 days of issue of Letter of Award to the firm. All the expenses in this regard are to be borne by firm.

15. Officer in Charge:-

Joint Director (Bills), O/o CFO, MPPTCL Jabalpur shall be the officer in charge for the contract. For all day to day and routine matters covered under the scope of this contract clarifications, if any may be sought from him.

16. Right of MPPTCL

MPPTCL reserves to itself the following rights in respect of this proposal/contract without entitling the bidder to any compensation. In case due to any of the reasons/causes mentioned below, MPPTCL decides to cancel the contract.

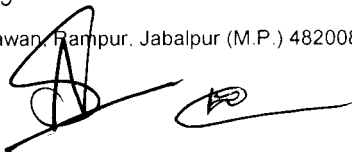
- a) If the bidder gives wrong information in his tender, MPPTCL reserves the right to reject such tender at any stage or to cancel the contract if awarded.
- b) To short close/Terminate the contract after due notice in the event of non-completion of work as per the time schedule given in the tender.
- c) To get the work done through another firm at the risk and cost of the bidder in the event of non-performance of the work to the satisfaction of MPPTCL.
- d) If the entire work is not carried out under the direction and to the satisfaction of MPPTCL.
- e) The acceptance or non-acceptance of tender will entirely rest at the sole discretion of MPPTCL and does not bind MPPTCL to accept the lowest tender or any other tender and to reject any of all the tenderers without assigning any reasons whatsoever. The decision of MPPTCL in this regard shall be final.

17. Conflict Of Opinion:-

In case of any major conflict of opinion, the matter may be discussed with Chief Financial Officer, MPPTCL.

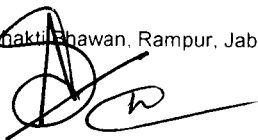
18. Arbitration:-

If, at any time, question, dispute of difference, whatsoever arises between the company and Contractor, upon, or in connection with the contract, either party may forthwith give notice in writing of the existence of such question, dispute or difference, and the same shall be referred to the adjudication of two arbitrators, one to be nominated by the company and the other to be nominated by the Contractor or in the case of said arbitrators not agreeing, then to the adjudication of the Umpire to be appointed by the arbitrators, whose decision shall be final and binding on the parties and the provisions of the Indian Arbitration and Reconciliation Act, 1996 and of the rules there under and any statutory modifications there of shall be deemed to apply. The arbitrators or the Umpire as the case may be are bound to give a detailed speaking award assigning reasons for the findings.



Works under the contract shall be continued by the contractor during the arbitration proceeding and unless otherwise directed in writing by MPPTCL or unless matter is such that the work cannot be possible to be continued until the decision of the arbitrators or the umpire, as the case may be, is issued.

In case of any / all disputes arising out of this contract, which could not be resolved mutually by the Firms and CFO, MPPTCL, JBP the matter may be decided by a Competent Court at Jabalpur only.

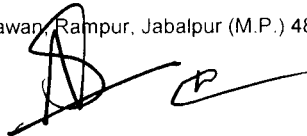


Annexure-A

Firm Details

S.No.	Particulars	Details
1	Name of the Firm	
2	Full Address	
3	Name of the Authorized Partner	
4	Phone No.	
5	Fax No. (If any)	
6	Email. Address	
7	Date of Establishment	
8	PAN	
9	GSTIN	

Signature & Seal of Authorized signatory



Annexure-B

Pre-Qualification Criterion

Mandatory Eligibility Criteria	Documents Required
Firm/Company should have been selected as a GST Suvidha Provider by the Goods and Service Tax Authorities and also should be an Application Service Provider (ASP).	Certificate of the relevant authority
The firm/Company should not have been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments or any other authority.	Undertaking by the applicant in Annexure-D.

Others	Documents Required
EPF Registration (if applicable)	Registration certificate
Registration in MSMEDA (if applicable)	Registration certificate
PAN No	Copy of PAN card
GSP License	Copy of License
GST Registration	Registration certificate

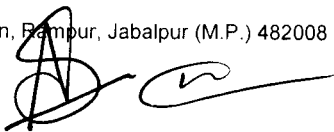
(This certificate is to be given on the letter head of the bidder)

Annexure C

No Deviation Certificate

This is to declare that we do not have any deviations in the stipulations of your Tender and accordingly accept all the stipulations without any reservations whatsoever.

Signature & Seal of Authorized signatory



Annexure D

Declaration Certificate

With reference to Tender No.of MPPTCL for engagement of GSP for implementation of GST in MPPTCL, I/We declare that (Name of the firm along with address) is not involved in any financial irregularity, disciplinary action, scam.

I/We further declare that I/We have not been banned or delisted by any PSU/Government department/Financial institution/Professional body and no case pending with the police/court against our firm/partner or the company in professional capacity.

I/We hereby agree that any misinterpretation or concealment of facts in this undertaking may lead to our disqualification for the referred tender.

I/We agree to undertake the project as per scope of work.

(Signature & Seal of Authorized Signatory)

Annexure E

Certificate from Firm/Company

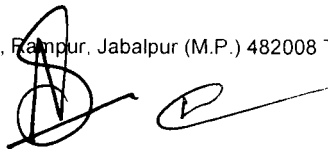
I.....hereby declare that
from..... has been issued a license from GST Network to work as a
GST Suvidha Provider. Self-certified copy of the same is enclosed herewith.

Signature of Employee

Name of Employee
(Designation)

Email:

Tele./ Mobile:



Annexure F

Check List

Check whether following documents has been filled/submitted correctly.	Yes/No
Self-attested copy Firm/Company's registration/incorporation certificate.	Yes/No
Copy of Registration certificate of EPF (If any)	Yes/No
Copy of Registration certificate in MS MEDA (If any)	Yes/No
Copy of PAN Card	Yes/No
Copy of GST registration certificate	Yes/No
Power of attorney in support of authorized signatory of the tender	Yes/No
Hard copy of filled techno commercial questionnaire duly signed by authorized signatory.	Yes/No
Firm details (Annexure -A)	Yes/No
Details of Firm/Company for PQR requirement (Annexure B)	Yes/No
No Deviation Certificate (Annexure-C)	Yes/No
Declaration Certificate (Annexure-D)	Yes/No
Certificate from Firm/Company (Annexure-E)	Yes/No
Signed check list (Annexure-F)	Yes/No
Price bid duly filled and signed	Yes/No

Signature & Seal
of Authorized signatory

Price Bid

The GSP should quote the price in the format given hereunder:

- A. ASP/GSP Services – This will include all the requirements specified in Scope of Work but other than cloud storage, training and back office support. The number of 50000 invoices is considered for estimation basis. The actual number of invoices may vary in the period under contract.

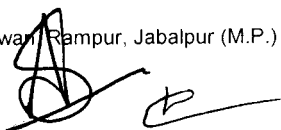
For the purpose of commercial evaluation		
No. of Invoices for 12 Months	Rate per Invoice to be provided by the bidder (In Rs.)	Cost for 12 Months (In Rs.)
A	B	$C = A \times B$
50000		

- B. Separate storage facility on multiple tenant cloud shall be provided. The data should be available for a minimum period of 8 years. The ASP/GSP shall be responsible for maintaining the solution on cloud.

Cloud Storage Facility Charges		
Period	Rate per Month (In Rs.)	Cost for 12 Months (In Rs.)
A	B	$C = A \times B$
12 Months	-	-

- C. The ASP/GSP is required to file all the applicable returns under GST (i.e. transactions beginning from 01.09.2017) for one year period. The annual return for FY 2017-18 required to be filed in December 2018, shall also be filed by the ASP/GSP.

Charges for Returns			
Period	No. of GSTIN	Rate per Month per GSTIN (In Rs.)	Cost for 12 Months (In Rs.)
A	B	C	$D = A \times B \times C$
12 Months	1	-	-



- D. Training and Back Office Service – As defined in the scope of work, two personnel from the GSP will be deployed in MPPTCL to provide training to the users for a period of 7 months. MPPTCL may make variations in the number of personnel or change the duration according to the requirement.

S. No.	Description	For the purpose of commercial evaluation				
		No. of Men	No. of Months	No. of Man month for the year	Rate per Man (to be provided by the bidder) In Rs.	Cost for 12 Months In Rs.
		A	B	C = A x B	D	E = C x D
1	Training and back office support	2	12	24	-----	-----
Total of Price Bid (A+B+C+D) (Rupees in Figures & Words)						-----

Note:

- Bid will be evaluated on overall lowest basis i.e. Grand Total of A, B, C and D of the Price Bid.
- They should quote only the base price. Applicable GST will be reimbursed by MPPTCL on actual.
- Payment shall be made on the basis of actual number of invoices.
- Price bid shall be accepted in the aforesaid format only, other deviations in the Price Bid are not acceptable and liable to be rejected.**
- Bidders are required to quote their prices in all four parts i.e. A, B, C & D of the Price Bid failing which their offer shall not be considered and liable to be rejected.**

We agree that MPPTCL reserves the sole right and discretion to extend the engagement beyond the stipulated 12 months period as per same terms and conditions. We hereby confirm that our Price Bid is unconditional, and we acknowledge that any condition attached by us to this Price Bid shall result in rejection of our Bid.

We agree that this offer shall remain valid for a period of 90 days from the last date of submission of Proposal or such further period as may be mutually agreed upon.

Yours sincerely

(Signature, Name and Designation of the authorized signatory)