



AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED  
Registered Office: Plate B & C, 5 Floor, Block 1, East Kidwai Nagar, New Delhi - 110023

एग्रीकल्चर इंश्योरेंस कंपनी ऑफ इंडिया लिमिटेड

पंजिकृत कार्यालय : प्लेट बी एवं सी, 5वी मंजिल, ब्लॉक 1, ईस्ट किदवई नगर , नई दिल्ली 110 023

11<sup>th</sup> July 2022

**BID FOR ENGAGEMENT OF CONSULTANT FOR GST ANNUAL RETURN FILING**

We, Agriculture Insurance Company of India Limited (AIC) are a Crop Insurance provider to the Indian farming community, formed under the aegis of the Government of India and promoted by 6 Public Sector Financial Institutions. The Company is under the administrative control of Ministry of Finance, Govt. of India and also under the operational supervision of Ministry of Agriculture and Farmer Welfare, Govt. of India.

AIC invites sealed quotations for engaging consultants on w.r.t. assistance in filling GST annual return.

**Scope of Work:**

- Filling GST Annual return of Head Office as well as 18 Regional offices well within the stipulated time period.

**Eligibility Criteria:**

S. No.	Eligibility Criteria	Documents to be submitted	Weightage
1	The Bidder should be a chartered Accountant firm registered with Institute of Chartered Accountants of India (ICAI)	Copy of the Certificate of Registration with ICAI	5
2	The Bidder Firm must have empaneled themselves with IRDAI/RBI/C&AG/IBA for providing assurance and consulting engagements.	Empanelment letter issued from the authority	5
3	The Bidder should have at least 25 years expertise on indirect tax related matters as on 30 <sup>th</sup> June 2022.	Self-declaration on bidder's letter having 25+ years of experience along with the brief profile of firm	25
4	The Bidder should have offices at least in 10 states where the Company has regional offices	Details of Branch offices of the Bidder where AIC is having its offices in the letterhead	20
5	The Bidder should have done GST Audits/consultancy projects of at least 2 General Insurance Companies.	Details of the projects executed on bidder's letter head	25



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S. No.	Eligibility Criteria	Documents to be submitted	Weightage
6	The Bidder should have capability to train the Company/Regional office on need basis on GST matters.	Details of the projects executed on bidder's letter head	10
7	The Bidder, its Partners and Employees should not have been banned/declared ineligible for corrupt and fraudulent practices by the Govt. of India/State govt's/any regulatory authorities and should not have any disciplinary proceedings pending against the applicant firm, its partners or its employees with ICAI or other regulatory authorities.	Self-declaration on bidder's letter head	5
8	The Bidder must have been subjected to Quality review by the Quality Review Board and should possess a valid peer review certificate as of 30-June-2022	Self-declaration on bidder's letter head	5

**Note:** Bidder must score more than 70 in order to technically qualify for this proposal.

### Other Terms:

1. Bidders are advised to ensure themselves about eligibility before submission of the bid. All the relevant document/proof has to be submitted enabling AIC to determine about the eligibility.
2. The engagement may be terminated by AIC by giving 15 days' notice to this effect, with or without assigning reasons thereof. However, the successful bidder will be paid proportionately for the tasks satisfactorily completed.
3. Payment terms- On a quarterly basis, the invoice can be raised centrally at Head office after the services for the period is completed.  
Bids received after the expiry of stipulated time will not be considered.
4. The successful bidder shall execute the documents as required by AIC.
5. Penalty for not meeting SLAs:  
Once the Bid is awarded, service level agreements (SLA's) would be defined at the time of agreement. In case of breach of SLAs, deduction of 5% on the invoice would be levied as penalty.
6. This engagement is offered for a period of 1 year initially. If services are satisfactory, on mutual consent, it could be extended for another 1 year.



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In case of any queries related to the scope of work or other terms and conditions, it can be emailed to [bandanakk@aicofindia.com](mailto:bandanakk@aicofindia.com). The suitable clarification would be provided by the Company.

The required supporting for evaluation of the technical qualifications shall be submitted in the sealed cover superscribed as "Technical Bid". Evaluation would be carried out based on the information submitted along with the required proof. In case the company is not getting the minimum number of eligible technical bids, technical evaluation committee has right to relax technical requirement so as to get the minimum number of eligible bids. The technical Bid should not contain any financials.

The financial quote as given in the bid shall be kept in separate sealed cover superscribed as "Financial Bid". The financial quote would be opened for such bids who are meeting the eligibility technical criteria as per the evaluation by the technical committee.

Both the technical and financial bid shall be in a separate bigger sealed envelope superscribed as "**Bid for engaging Consultant on retainership bass for GST**".and can be sent to Address given below and it shall be received on or before 26th July 2022 (5:00 PM).

In the envelop, suitable heading that "bid for consultant for GST annual filing" shall be written/printed clearly.

**Deputy Manager - Accounts,**

Agriculture Insurance Company of India Limited (AIC),  
Plate B&C, Fifth Floor, Office Block 1, East Kidwai Nagar,  
New Delhi - 110033

The eligible bidder who has quoted the lowest in the financial bid will be declared successful and the bid will be awarded.



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**FINANCIAL PROPOSAL FOR ENGAGEMENT FOR CONSULTANT ON RETAINERSHIP  
BASIS FOR GST**

Dear Sir,

With reference to proposal regarding engagement for consultant on retainership basis for AIC, we submit herewith the commercial proposal for the same.

S. No.	Particulars	Amount in Rs.
1	Consultancy Fees for Filling GST annual Returns for a period of 1 Year (excluding GST)	
	<b>Total Amount (in Figure)</b>	
	<b>Total Amount (in Words)</b>	

The quoted amount is fixed towards execution of the work. GST only shall be charged additionally as per prevailing rates.

Any outstation travel, as per requirement of AIC, shall be reimbursable (Actuals) as per Company norms.