



TRAVANCORE TITANIUM PRODUCTS LIMITED

Kochuveli, Thiruvananthapuram 695 021

email: contract@ttpltd.in / purchasettp@gmail.com

CD/CN/KV-52/Empanelment_GST Consultant /21-22

25.11.2021

Sealed tenders are invited from eligible Chartered Accountants (or) Advocates in prescribed format for **Empanelment of GST Consultant**. The Tender Form can be had from the office of the undersigned between 10:00a.m. and 3.00 p.m. on all working days except Saturdays on remitting the Tender Form cost of Rs.300/- + GST @18% (Total Rs.354/-). Tender document can also be downloaded from our website www.travancoretitanium.com and shall submit the Tender along with DD against the Tender Form cost & EMD in favour of Travancore Titanium Products Limited payable at Thiruvananthapuram. The bids will be opened at the date and time given below in the presence of the tenderers present at that time.

The tender shall be enclosed in an envelope, sealed and superscripted with **“TenderNo.& date, due date and the name of work**. The same shall then be forwarded to the **“Manager (Commercial), Travancore Titanium Products Limited, Kochuveli P.O, Thiruvananthapuram, Kerala, Pin.695 021””**.

Note: For clarification, please contact our AGM(Fin), Mr. V.Ganapathy Subramanian, email id fm_ttpl@yahoo.in

EMD: Rs.900/- (refundable)

Sealed Tenders will be received at our office on all working days and the due date of submitting the same is on 10.12.2021 at 12.00 noon. Tenders received after the due date & time will not be accepted. Fax/email offers also will 10.12.2021 in the presence of the Tenderers present at the time.

For TRAVANCORE TITANIUM PRODUCTS LTD.

Manager (Commercial)

Signature of the bidder

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TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021
Phone: 0471 2502163 email: contract@ttpltd.in,
purchasettp@gmail.com

Tender Notice

CD/CN/KV-52/Empanelment_GST Consultant /21-22

25.11.2021

Name of Work:“Inviting application for Empanelment of GST Consultant”

1.Scope of work:

Period covering July 2017 to March 2021

Sl No	Description
1	Conduct an assessment of the existing accounting and reporting performed by the TTPL. Evaluate and advise about the changes to be made in existing system / software, development requirements of new software/utilities/applications as per the requirement of GST Rules & regulation.
2	To verify completeness of data generated through the system for GST returns and other compliances.
3	Validation of monthly output liability of GST and claim of input credit computed by the TTPL. Submission of monthly & yearly return as applicable under GST law. Reconciliation of Books of Accounts/Input Credit with GSTIN portal.
4	Guidance / advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime. Advising on all matters (regarding accounting, process, policy, system, software) during the above period to ensure GST compliance.
5	Assist TTPL in matters related to GST till completion of statutory filing of all the necessary records/documents/returns for the financial year 2020-21
6	Assisting in implementation of GST module in new ERP, drive generation of GST return and other compliance through ERP.
7	Provide Written Opinions on various aspects of GST, sought by the Company.
8	Provide professional assistance for all activities required by GST as per the Laws / Rules / Notifications / Guidelines as and when issued by the Government of India
9	Based on the assessment ,identify the areas of non compliances under GST Act/Rules etc and suggest remedial measures to be taken by TTPL .
10	To verify the books of accounts maintained by company, review the input credit availed, reconciliation with GST 2A/2B records, identify the ineligible credit if any, review the correctness of discharging obligation for all outward supplies of goods and services
11	Any matter other than (1 to 10) above , which the consultant views as necessary towards the compliance under GST, GST audit by Statutory Authorities.

2. Terms and Conditions :

1. Interested parties shall visit the office and understand the quantum of job before participating in the tender on working days between 10 am to 3 p.m.
2. Approval shall be accorded from TTPL before commencement of any extra work, not mentioned in the work order but necessary for the successful completion of the work.
3. The contractor shall complete the work in a neat workmanship manner and get aligned systematically.
4. Any additional works or deviation shall be executed on written statements. The same shall be carried out on mutually agreed rates. The contractor shall determine the rates for such additional work by mutual negotiations, however prior to commencement of extra work. Payments for such work shall be made in the final bills.

3. Pre-Qualification Criteria:

Sl No	
1	Firm must be practicing in India for the last 5 years as on 31.10.2021
2	Firm should have been engaged as a consultant for the purpose of providing Consultancy / advisory services in relation to GST for manufacturing companies having annual turnover of Rs 25 crore and above.
3	Firm should have minimum of two full time partner Year of establishment Number of Partners Firm Registration No
4	Firm should not have been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / PSUs / ICAI / and should not have any disciplinary proceedings pending against the applicant firm or any of the partners with ICAI
5	Firm should have office in Kerala

4. Payment Terms

Payment will be made after successful and satisfactory commissioning of the system with the recommendation of officer in charge

5. Work completion period

The work shall be completed within **60 days** from the date of issue of Work Order

6. GENERAL TERMS AND CONDITIONS:

1. TTPL is a Public Sector Company under Governemnt of Kerala. TTPL primarily deals in manufacturing Titanium Pigments and supply from its factory cum registered office
2. The annual average turnover of TTPL for past three years is Rs.170 crore and average value of inward supply is Rs.100 crore approximately. The books of accounts are maintained oracle based ERP
3. TTPL operates only from its Registered office situated at Kochuveli, Thiruvananthapuram.
4. The Annual Return GST returns were filed upto financial year 2019-20 based on provisional audited accounts.

Signature of the Bidder:

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5. The bidder shall submit Tender document duly filled and signed along with the enclosures mentioned in the tender document within the time stipulated in the tender notice. Bids should bear the signature of the bidder in all pages. Otherwise bid will be rejected.
6. The bidder shall remit the tender form cost and EMD as given in the tender document. The bids without remitting tender form cost and EMD will be rejected.
7. The rate quoted should be inclusive of all out of pocket expenses, TA/DA etc. and shall be exclusive of GST and the GST applicable should be mentioned at the space provided in the Price format. If the bidder is below the threshold limit of GST that should be mentioned in the price format and a self declaration shall be submitted with the tender. TTPL will not pay any other fee/expenses other than the approved value of contract.
8. The tender must be firm for a period of three months from the date of opening of the tender or till the tender is decided, whichever is earlier during which period the bidder will not be free to withdraw the tender. Any such withdrawal will entail forfeiture of the Earnest Money Deposit(EMD) and also result in the tenderer being made liable for the losses and damages sustained by the company in rearranging the work.
9. It is no binding on the company to accept the lowest offer. The company reserves the right to cancel/postpone the tender or to reject any or all offers without assigning any reason.
10. The tenderer should remit the Earnest Money Deposit (EMD) mentioned in this document in cash/DD and proof of thereof should be enclosed along with the tender. Other mode of remittance will not be accepted.
11. The Contractor will be responsible for meeting all the requirements of the various labour enactments applicable from time to time and should indemnify and keep indemnified the company against all losses and damages sustained by the company in this regard at all times.
12. The Contractor should comply with all relevant formalities under contract labour (Regulation and Abolition) Act 1971, such as display of rate of wages, date, place and time of payment of wages, date of payment of unpaid wages etc. they should also intimate the time, date and place of disbursement of wages to the supervisory Officer nominated under the above act for certification of payment to contract workers.
13. The Contractor should strictly adhere to the Safety and Security Rules prevailing in the company failing which penalty are decided will be imposed. The Company is in no way responsible for any injury, disability or death of contractor's workmen due to non-compliance of safety regulations.
14. The work should be completed within the time limit given by the Officer in charge of the work.
15. The contractor shall not indulge in any operation which could interfere the working of the company. If any damage or loss is caused by the employee's or the property of the company, company reserves the right to recover such losses or damages or claim from any amount due to the contractor including the advance made/to be made by the contractor as the EMD/SD.
16. The Company reserves the right to cancel the work order forfeiting security deposit if the work is not started within 10 days from the date of receipt of work order and also to terminate the contract at any time if the work is not done with proportionate progress to the satisfaction of the company officials and in all such cases the company will be at liberty to get the work done in any manner that the company thinks fits and all losses and damage sustain by the company in this regard will be recovered from contractor and his assets.

17. Company reserve the right to accept/reject any of the tender after evaluation with or without assigning reason no matter whether a Tenderer has quoted the lowest rate. All questions/disputes arising out or in connection with this shall be decided by the Managing Director of the company and his decision thereof shall be final and binding to all tenderers.
18. **Jurisdiction:** Any dispute or questions relating to or arising out of the finalization of this tender, if remains, shall be subject to the executive jurisdiction of the courts at Thiruvananthapuram.
19. **Agreement:** The liability of contractor/bidder under this contract will commence on the date specified in the letter of Intent/ Work order. The successful bidder shall be required to execute an agreement with TTPL if the contract value is above Rupees One lakh immediately from the date of issue of work order for carrying out the work according to the terms and conditions of the contract given along with work order. The agreement shall be executed on Rs. 200/-Stamp paper and shall be in the proforma as specified by TTP. The provision contained in tender papers and other documents exchanged between the Bidder and TTP shall form part of the contract. The Earnest Money Deposit is liable to be forfeited in case the contractor fails to execute the Agreement within the stipulated period as mentioned above.
20. **Security deposit:** Security Deposit equal to 3% of the contract value shall be remitted immediately from the date of issue of work order for the due performance of the contract by means of Demand Draft payable at Thiruvananthapuram. The Security deposit shall not bear any interest and shall be released only after the successful completion of all contractual obligations.
21. **Liquidated damages:**In case of any delay in the execution of the Order beyond the stipulated date of work schedule including any extension permitted in writing, the TTPL reserves right to recover from the contractor a sum equivalent to 0.5% of the total value of the delay for each week of delay and part thereof subject to a maximum of 10% of the total value of the Order. Alternatively, the Company reserves the right to execute the work from elsewhere at the sole risk and cost of the contractor and recover all such extra cost incurred by the company in execution of work by the above procedure.
22. **Validity of rates:** The quoted rate must be valid for a period for 90 days from the date of opening of the tender and till the completion of the work if the contract is awarded.
23. Bids should bear the signature of the bidder in all pages.
24. If the Contractor fails to remit SD and execute agreement within the stipulated period, Company have the right to cancel the work order awarded to the successful bidder and the work will either be executed by L2 bidder or any other source at the risk and cost of the successful bidder.
25. Bids without remitting EMD /Tender cost or both will be rejected.
26. **Tender Form Cost: Rs. 300/- + GST @ 18% (Total Rs.354/-)**
27. **Earnest Money Deposit (EMD): Rs. 900/- (refundable)**
28. **Exemption in Tender Form Cost and EMD is as per Govt. rules.**
29. **Due date of Submission of tender : 10.12.2021 upto 12.00 noon and will be opened at 2.00 p.m.** on the same day in the presence of those tenderers who are present at that time.
30. Conditional tenders will not be acceptable

31. Documents to be submitted along with the tender

- a. Self Certification for PQ 3.1**
- b. Copy of Self Certified engagement letter for PQ 3.2**
- c. Tender Document duly filled and signed in all pages**
- d. Proof of experience**
- e. Proof of Tender cost and EMD remittance**
- f. Copy of GST**
- g. Self Declaration**
- h. Certificate issued by ICAI/Bar Council-Self Certification for PQ 3.2**
- i. Self-declaration signed by authorized signatory as per Annexure I for PQ 3.4**

32. Evaluation of bids: The evaluation of the bids will be based only on the documents Submitted.

37. Deductions: All statutory deductions will be made from the contractor's bill as per rules. The contractor shall remit ESI and PF amount and the proof of remittance shall be furnished when ever company insists.

for TRAVANCORE TITANIUM PRODUCTS LIMITED

A handwritten signature in black ink, appearing to read 'D. Prasad', written over a horizontal line.

Manager(Commercial)

PARTICULARS OF TENDERER

1. Name of the Bidder:
2. (a) Registered office address of the Bidder:

(b) Address for correspondence:
3. Mobile Nos.:
4. E-mail address:
5. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company,
6. Registration No.:
7. Year of establishment:
8. Permanent Account No. (PAN issued by Income Tax Dept.):
9. GST Registration No.
10. ESI Registration No.(if applicable)
12. PF Registration No.(if applicable)
13. MSME No. (if applicable)
13. Name and address of Proprietor/ Partners/ Directors:

Declaration

We confirm that we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

Signature of the Bidder:

PRICE PERFORMA

Name of work:“ **Inviting application for Empanelment of GST Consultant**”

Tender No: **CD/CN/KV-52/Empanelment_GST Consultant /21-22 dated 25.11.2021**

I have read and understood all the tender conditions of the tender in its entirety and
My lowest rate (Professional Fee) for the above work: **Rs.....**(In figures)

Rupees..... (in words)

I. Please tick (a or b) whichever is applicable

a. The above rates are inclusive of GST

b. The above rates are exclusive of GST

II. If exclusive of GST, % of GST.....

III. If not mentioned the % of GST, the rate will be considered as inclusive of GST.

Please mention GST amount in the space provided. If not mentioned, the rate will be considered as inclusive of GST. Also if the bidder is within the threshold limit of GST the same shall be mentioned in the price performa.

Tender cost remittance details:

EMDremittance details:

Signature of the Bidder:

Name & Address:

Registration Number:

Mobile No:

E Mail:

Signature of the Bidder:

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