



UNITED INDIA INSURANCE CO. LTD

Regd Office: 24, Whites Road, Chennai 600 014

(A Government of India Undertaking)

CIN - U93090TN1938GOI000108

IRDAI Reg No. 545

20th September 2019

QUERIES AND REPLY TO QUERIES - I

REQUEST FOR PROPOSAL FOR ENGAGEMENT OF GST CONSULTANT-RFP Reference No

UIIC/CFAC/GST/02/2019 dated 10.09.2019

Sr no	Ref	Reference Clause	Queries	Reply
1	Pg 34	Details of credentials, with letter from respective organisations supporting the same. Give scope of work for each assignment	We understand that Client confirmations suggesting receipt of services over email should also suffice in this regard. Please confirm.	We confirm that Email confirmation suggesting receipt of services from client will be accepted.
2	Pg 41	FAQ 16. Number of people proposed to be stationed at UIIC	We understand that the requirement in terms of stationing people at UIIC premises is limited to timely meetings whenever required to discuss matters related to GST compliance, advisory, support required in relation to audit conducted by GST authorities or any other matter covered in the terms of reference. Routine matters would be communicated and closed vide emails. Please confirm. Additionally, please confirm whether UIIC requires deputation of secondment of persons at premises and if yes the number of such persons.	The list given under FAQ 16 is indicative of the information to be provided by the bidder during the pre commercial bid presentation. The presentation carries 30 marks as part of Evaluation criteria. The number of people stationed at UIIC is part of the above marking.
3	Pg 39	FAQ1	Basis the FAQs, we understand that UIIC has not engaged any ASP-GSP for rendering compliance services. Please confirm whether the scope of work includes provision of ASP-GSP services.	Please refer to the scope of work given in page 11 of the RFP document and also answer to FAQ 1
4	Pg 16	Other instructions(a)	We understand that the requirement in terms of stationing people at UIIC premises is limited to timely meetings whenever required to discuss matters related to GST compliance, advisory, support required in relation to audit conducted by GST authorities or any other matter covered in the terms of reference. Routine matters would be communicated and closed vide emails. Please confirm. Additionally, please confirm whether UIIC requires deputation of secondment of persons	Please refer to answer for query no 2

At United India, It's always U before I
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			at premises and if yes the number of such persons.	
5	Pg 16	Other instructions(a)	What part of scope of work is required to be carried at from UIIC premises?	Please refer to the scope of work given in page 11 of RFP document. The scope of work that would be carried out at UIIC premises and off UIIC premises has to be spelled out in the Presentation, based on which marking will be done as per the evaluation criteria.
6	Pg 16	Other instructions(d)	What constitutes situation of emergency or crisis. Please clarify	Any requirement wherein the replies /clarification are to be provided immediately for resolving of issues and with regard to queries from statutory authorities.
7	Pg 16	Other instructions(i)	Please explain the reason for not returning the original bid.	This is as per the practice of the Company.
8	Pg 17	others	Who would be responsible on account of technical default or unavailability of WebGST. We understand that consultants responsibility is limited to uploading of data, however non processing of data at GSTN owing to technical glitches would not be responsibility of the consultant.	We confirm that GST consultant will not be held responsible on account of technical default or unavailability of WebGST
9	Pg 40	FAQ	Basis the suggestive volume of transactions, we understand that manual reconciliation of GSTR-2A vs PR would be subject to technical limitations. Whether the Company is availing services of external consultant for performing such reconciliation.	Please refer to bullet point no 5 of Scope of Work in page 11 of the RFP document wherein it is stated that the scope of work of the GST consultant will include assisting UIIC in reconciliation of revenue / expense as per books and returns including reconciliation of GSTR 2A or any Cenvat credit report in the portal by whatever name called with the Input Credit ledger of UIIC



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10	others	Please confirm reasons for cancellation of RFP and re-issue of RFP (as against issuing a Corrigendum).	Incomplete Tender process.
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Deputy General Manager- Finance



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QUERIES AND REPLY TO QUERIES - II

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SI No	Section	Page no	Description in RFP	Clarification sought	Reply
1	Eligibility Criteria_1	36	The bidder must be a registered CA partnership firm or a Limited Liability Partnership (LLP)	We are a private limited company and have around 15+ full time Chartered Accountants employed with us. Please clarify, if we can apply.	Eligibility criteria provided in the RFP document cannot be revised or relaxed
2	FEES & EMD	4	TENDER APPLICATION FEE- COST OF RFP & EMD	We are a MSME Certified Company and as per the provisions of MSME Act, Public procurement policy (PPP) for Micro & Small Enterprises (MSE's) order 2012 issued vide gazette notif. Dated 23.03.2012, ministry of MSME, point No. 6, we are exempt from the payment of Tender Fees & EMD Amount of PSBs & PSU's. MSME Certificate & respective MSME Guidelines is enclosed for your reference. Please confirm if acceptable.	In case the Bidder is a MSME certified entity, the payment of Tender fees and EMD amount is exempt in accordance with the provisions of MSME Act.

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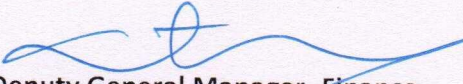
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3	Eligibility Criteria_2	36	The bidder should be in practice and should have experience of at least 15 years as on 31.03.2019 as an entity	As per the provisions of MSME Act, Public procurement policy (PPP) for Micro & Small Enterprises (MSE's) order 2012 issued vide gazette notif. Dated 23.03.2012, ministry of MSME, point No. 7 a "Pre qualification criteria with respect to prior turnover & prior experience may be relaxed for MSEs as per GOI guidelines subject to meeting of quality & technical specifications. ". Kindly clarify if criteria of minimum 15 years of Experience can be relaxed.	The provisions of MSME Act on the issue of prior turnover and prior experience are recommendatory. It has been decided not to relax the eligibility criteria with respect to prior experience.
4	Eligibility Criteria_4	36	The Bidder should have at least 10 partners / directors and 4 qualified professional staff as on date of submission of bid out of which at least 2 partners / directors should be resident partners / directors in Chennai.	Our company has 3 Full time directors who are qualified Chartered Accountants along with 15+ Full time C.A's employed with us.	Eligibility criteria provided in the RFP document cannot be revised or relaxed


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