



THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE
A-25/27, ASAF ALI ROAD, NEW DELHI-110002
(A Govt. of India Enterprise)
Phone: 011-43659238,43659239
CIN.U66010DLH1947GOI007158

**2nd Corrigendum Notice:
inviting Tenders for selection of GST Suvidha provider**

With reference to our RFP no.OIC/AC/GSP/20.12.2017 for Appointment for Goods & Services Tax Suvidha Provider (GSP ASP services) the interested parties are requested to take note of changes made in the Annexure A, Annexure B & Annexure F.

Further, we would like to clarify that the cost of RFP is Rs.2000/- which is payable by DD favouring "The Oriental Insurance co. ltd." Payable at New Delhi alongwith bid documents.

On page 14 of RFP ,point 15.3 -" 60%" may please be read as "70%".


The Date of submission of Tender Document has been extended from 05.01.2018 to 08.01.2018 (Monday) at 3.00pm.

OTHER TERMS & CONDITIONS WILL REMAIN THE SAME.

Interested firms who are having minimum eligibility may submit Sealed Tenders upto 08.01.2018 at 3pm. Further details are available on our website.

www.orientalinsurance.org.in.

DATED 03.01.2018
Encl: Revised Annexures


(Ajay Gupta)
Dy. General Manager



Annexure A

Eligibility Criteria

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by the required documents supporting eligibility criteria, the same would be rejected.

S1	Mandatory Eligibility Criteria	Documents Required
1	The bidder should be a LLP/Company registered or incorporated in India, carrying on business for the last 5 years as on 31.03.2017	Incorporation Certificate/ Registration Certificate issued by relevant authority.
2	The Firm/Company should have full-fledged office in National Capital Region (NCR) for at least last 2 years as on 31.03.2017.	Self-declaration in format D-1.
3	Firm/Company should have been selected as a GSP by the Goods and Service Tax Authorities.	Certificate of the relevant authority.
4	The Firm/Company should have an average turnover of at least Rs.5 crores for the last 3 Financial years, F.Y.2013-14, 2014-15 and 2015-16.	Copy of Audited Financial Accounts.
5	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 format D.

Note:

1. Preference will be given to firms already working for PSU General Insurance Companies.
2. Preference will be given to those firms having data storage facility on cloud .



Annexure B

Parameters for evaluation of Technical Proposal

Part (a)

The parameters used in ranking the GSP are as follows:

Sl	Parameters	Maximum Marks	Criteria
1	No of years of carrying on business in India as on 31.03.2017	30	Ten Marks for minimum 5 years and five mark for each completed additional year. (Maximum Thirty marks)
2	Number of companies where ASP & GSP services are presently provided at organisational level for a company.	20	5 marks per Company (Maximum Twenty marks)
3	Working with PSU General Insurance Companies	30	Ten marks for each co. max. 30 marks
4	Active offices in state Capitals	10	Minimum 5 Marks for offices in 10 states then one mark for additional states(max. 10 marks)

Part (b)

	Presentation	10	Shall be evaluated by the committee identified for the purpose.
	Grand Total of Part (a+b)	100	

Firms fulfilling all the eligibility criteria mentioned in Annexure A would only be considered for scoring given above.



Annexure C

Penalty Clause

Company will reserve the right to deduct from the amount to be paid to the GSP, in the event of the following:

Reason	1st instance	2nd instance	3rd instance
Failing to visit our office as and when required by the Company.	Caution Note	10%	As decided by the Company based on materiality
Inordinate delay in responding to the references made by the Company.	Caution Note	10%	As decided by the Company based on materiality

Penalty Table for Infrastructure as a Service:

In case the vendor fails to meet the SLA (Service Level Agreement as mentioned in Annexure E), penalty will be imposed as specified in the table below:

Sl	Services	Uptime (%)	Penalty (%)	Remark
1	DC/DR Infrastructure	>=99.9	0	Penalty will be deducted from monthly infrastructure charges
		< 99.9	15	

1. The problem shall be considered to be solved when the bidder has communicated to the user about the resolution of the incident and the resolution formally recorded.
2. The downtime calculated shall not include the following:
 - 2.1. Any planned shutdown
 - 2.2. Failure or malfunction of any equipment or services not provided by the bidder.
 - 2.3. Negligence or other conduct of OICL or its agents, including a failure or malfunction resulting from applications or services provided by OICL or its vendors

However, it is the responsibility/ onus of the Selected bidder to prove that the outage is attributable to OICL. The Selected bidder shall obtain the proof authenticated by the OICL's official that the outage is attributable to OICL.

3. The maximum penalty will be upto 15% of monthly Infrastructure services charges.
4. In case maximum penalty is imposed for more than two times in a year, OICL may revise the SLA penalty cap.



Annexure D

PROFORMA OF APPLICATION FOR COMPANY'S GSP

(On Official Letter Head)

Deputy General Manager

Accounts Department-2nd Floor,
The oriental Insurance company Ltd.
Oriental House, A 25/27 Asaf Ali Road New Delhi-110002

Dear Sir,

APPLICATION FOR APPOINTMENT AS GSP.

Please find enclosed information in Annexure D-1 concerning us for consideration of our firm to be appointed as GSP of the Company.

We agree to undertake the project, if allotted by you, as per the Scope of Work (Terms of Reference). We, hereby, declare that our firm/Company does not have any pecuniary liability or any claim/disciplinary/legal proceeding pending against us or any other cause which could hamper our ability to render the services as envisaged. We also declare that we have not been banned /declared ineligible for corrupt and fraudulent practices by the Govt. of India/State Governments/Registering authority and does not have any disciplinary proceedings pending against us by any of the aforesaid authorities. If the aforesaid representation/declaration or information in the Annexures is found to be incorrect, we agree that the Company shall be entitled to terminate the agreement, if allotted, or initiate suitable action as deemed fit and appropriate by the Company, without reference to us. We have during the last three 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 us, nor been expelled from any project or agreement nor had any agreement terminated for breach by us.

Date:

Authorised Signatory

Place:

(Name:)

List of Document Enclosed:

1. EMD - DD particulars
2. Annexure D-1
3. Other documents, please specify



Annexure D-1

Particulars to be Furnished for the Purpose of Appointment of the GSP

Sl	Description	
1	Name of the LLP/Company	
2	License No./Incorporation No. allotted by Registering authority	
3	Office Address for last 2 years as on date	
4	Email ID	
5	Contact number/s (Tel/Mobile)	
6	Year of establishment	
7	No. of completed years for which carrying on business in India as on 31.03.2017	
8	PAN of the firm/Company *	
9	GST registration number of the firm/Company *	
10	Turnover during last Three Financial Years: 2013-14 2014-15 2015-16	
11	Details of appointment as GSP for providing ASP and GSP services for GSP Administration at whole organization level of a Company**	
12	Any other information considered relevant	

(Please attach separate sheets if space is not sufficient in any row, duly mentioning the row number and description)

Place:

Authorised Signatory

Date:

(Name)

Seal

* Self attested copies in support of the information should be submitted.

** Self attested copies of letters issued by the client should be submitted.

Annexure E

TERMS OF REFERENCE

GSP-ASP will do following activities

1. Invoice data upload (B2B and large value B2C).
2. Upload GSTR-1 (return containing supply data) which will be created based on invoice data and some other data provided by the taxpayer.
3. Download data on inward supplies (receipts or purchase) in the form of Draft GSTR-2 from GSP Portal created by the Portal based on GSTR-1 filed by corresponding suppliers.
4. Do matching of purchases made and that downloaded from GSP portal. Finalize the same based on his own purchase (inward supply data) and upload GSTR-2.
5. File GSTR-3 created by GSP Portal based on GSTR-1 and 2 and other info and tax paid.
6. Meet other applicable compliance under GSP.
7. The software should provide for collection of data available in all relevant systems of OICL for GSP compliance, dates and applicable GSP as per date of transactions, value of transaction and Place of supply rules. It should provide for the State wise segregation of data for all B2B and B2C transactions which fall under GSP ambit to enable filing of State-wise Returns.
8. The software should be able to configure all exception scenarios and rules applicable for implementation and compliance of GSP in the Company.
9. The software should be able to integrate and migrate the data from all relevant systems of OICL and change it in the format required by GSTN for various returns and process for filing the returns.
 - 9.1 Core Insurance System – INLIAS Developed by 3i Infotech
10. The software should support integration with OICL systems in Online-Real Time basis, Online-Scheduled basis and Offline - with file exchange. For Offline File exchange, commonly accepted file formats should be supported by the Software such as Comma Separated Values (CSV), XML, JSON, Text document with delimiters, etc.

The software should support online integration using Application Programming Interface (API) and Webservices mechanism. OICL will initially be transferring data in offline mode - with file exchange.

11. The vendor should provide on-premise services at OICL's DC and DR. The Bidder shall provide the Hardware requirements for GSP ASP Solution and also the possible solution. OICL may procure the same from the Bidder (separate quote for Hardware requirements to be provided as part of the Bid, for arriving at L1 these quotes shall be considered) or may provision the same in existing DC/DR Setup.
12. The collection of data for all commission/earnings on a desired frequency. Frequency may vary between 2 hours to once a month.
13. The software should provide data format for furnishing the details/transactions of distinct person/related person/between Regional Offices (ROs)/ between HO and ROs.
14. The software should handle registration of all states and union territories and CGST/SGST/IGST/UGST.
15. The software should handle State-wise filing of various monthly/ quarterly/annual Returns/periodical as per GSTN requirements.
16. There should be an interface with the GSTN/Suvidha providers by the bidders so that the various returns are filed from the software package provided to the company directly to the GSTN.
17. There should be validations at each stage in conformity with the requirement of GSTN.
18. There should be format provided in the package for collecting the data of input tax credit from the offices and the same should be interfaced with the Input Tax Credit return.
19. Carry out all changes in functionality on account of changes due to new legislations / statutes, Rules and notifications (Government Orders) and changes requested by OICL from time to time as per the regulations of GSP and abide by the dates mandated by the GSP government body.
20. The software should provide and comply with all the GSP law implications applicable.
21. The software should provide functionalities and or exceptions reports for reconciliation of GSP against all relevant transaction processing systems, Financial Accounting systems and MIS systems of OICL.
22. The system should have additional feature of vendor management. Send message/mail to all the vendors when they have failed to upload the data or have uploaded wrong data after Reconciliation with OICL's eligible input credit with that of Auto populated GSTR 2A.

23. It should have facility for 24 hours call center with assisted filing and related facilities in case of users facing any difficulties in technical issues, especially during transitions phase.
24. OICL"s main requirement is that the selected bidder will have the ability to capture relevant data from different systems currently running in the organisation and prepare the GST Returns and upload them in GSTN system on the specified dates for OICL's 29 States and 4 Union Territories.
25. The GSP should have customized role based configurable authorization which can be changed (New users added/ Old users deactivated) in the system whenever deemed necessary.
26. Masters and Dashboard facilities should be enabled giving users value added MIS reports in user friendly formats.
27. Data security with regards to volume of transactions and spread of business should be maintained at all times.
28. Facilities for training in the form of in-person contact programs, video trainings, manuals and modules should be provided.

Annexure F FORMAT OF COMMERCIAL BID

(On Applicant's letter head)

Deputy General Manager (Accounts)
Accounts Department
The Oriental Insurance Company Ltd.
Head Office, Oriental House, A-25/27, Asaf Ali Road,
New Delhi - 110 001

Dear Sir,

Subject: Appointment for Goods & Services Tax Suvidha Provider (GSP)

With reference to your RFP Document dated 20.12.2017 we submit here below the Commercial Proposal for selection as for above.

1. GSP ASP Services

Sl	Description	Per Transaction Charges	No of transaction per month	Number of Months	Total
		a	b	c	d=(a*b*c)
1	GSP ASP Services Including Filing of Returns & Reconciliation work			12	

** The notional figure will be 5,00,000/- to arrive at the estimated cost, but the billing will be done on the basis of Actuals.

2. One time DC & DR Infrastructure Setup

Sl	Description	Total
1	One time DC & DR Infrastructure Setup charges (Hardware/Component wise details)	

NOTE:

- i. L1 will be identified on the rates of GSP ASP Services Including Filing of Returns & Reconciliation work .
- ii. They should quote only the base price. Applicable taxes will be paid by OICL on actual.
- iii. In respect of point No. 1 i.e., GSP ASP services, the no. of transactions to be taken is 5,00,000 and no. of months will be 12.
- iv. OICL reserves the sole right and discretion to take DC/DR Infrastructure setup or not.

We agree that OICL reserves the sole right and discretion to extend the engagement beyond the stipulated 2 year period as per same terms and conditions. We hereby confirm that our Commercial Bid is unconditional, and we acknowledge that any condition attached by us to this Commercial Bid shall result in rejection of our Bid.

I/ 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)