

INVITATION for EXPRESSION OF INTEREST (EOI)

1. This is an invitation from Prasar Bharati, for submission of **Expression of Interest for procurement of services of GSP cum ASP service providers for various compliances regarding GST and revenue reconciliation.**
2. Prasar Bharati intends to engage a GSP cum ASP service provider firm complying to deliver complete set of services as per broad scope of work and indicative in the given **Annexure A.**
3. This document should not be construed as Tender/ Request for Proposal (RFP).
4. The EOI should not be used by Prospective Bidders to market their Product or Services.
5. Prasar Bharati reserves the right to modify and amend any of the stipulated condition/ criterion in the EOI document depending upon project priorities vis-à-vis urgent commitments.
6. Interested GSP cum ASP service providers having required capability, experience complying the eligibility norms undertake the assignment may submit their response by means of online bids only through e-Tendering portal. For further details on e-tendering, interested bidders may refer **Annexure-B 'INSTRUCTIONS TO BIDDER – ONLINE MODE'**.
7. Schedule for Invitation of EOI is given below: -

Sl. No.	Item of Information	Information
1.	Nodal Officer of Purchaser	DDG(F), DG:AIR
2.	Contact Details of Nodal Officer	AD(E), GST Cell, Room No. 518, Akashwani Bhawan, Sansad Marg, New Delhi-110 001
3.	Last date for submission of Pre-Bid queries	04.04.2022
4.	Date & Time of Pre- Bid Meeting	11.04.2022 at 11:00 Hrs
5.	Last date & time of submission of Bid	18.04.2022 at 12:00 Hrs
6.	Date of opening of Bids	18.04.2022 at 15:00 Hrs
7.	Minimum Bid Validity	120 days

All India Radio (Prasar Bharati)
(India's Public Service Broadcaster)
General Administration(GA) Section
Akashvani Bhawan,
Parliament Street, New Delhi-110001

Website: prasarbharati.gov.in

INVITATION OF EXPRESSION OF INTEREST(EOI) TOWARDS GST SUVIDHA PROVIDER (GSP)-cum-APPLICATION SERVICE PROVIDER (ASP), REVENUE RECONCILIATION WORK and CONSULTANCY ON GST MATTERS.

For

PRASAR BHARATI

1. BACKGROUND AND OBJECTIVE

- i. Prasar Bharati (India's Public Service Broadcaster) is the only public service broadcaster in the country, with Akashvani (All India Radio) and Doordarshan as its two constituents. It came into existence on 23rd November, 1997 with the mandate to organize and conduct public broadcasting services to inform, educate and entertain the public and to ensure a balanced development of broadcasting on radio and television.
- ii. In addition to broadcasting activities, Prasar Bharati is also having Civil Construction wing which executes civil construction projects of third parties also. Presently, there are about 449 Drawing and Disbursing Offices (DDOs) in Prasar Bharati Secretariat, All India Radio (AIR) [including common/ support units] and Doordarshan (DD) spread across all the States and Union Territories of the country. The support units / common offices include Civil Construction Wing (CCW), Training Centers and Engineering Zonal Offices etc.
- iii. Prasar Bharati has separate registrations for AIR and Doordarshan in each State/ UT. Under the GST regime, there are total 70 GST registrations (i.e. AIR-36 & Doordarshan - 34) of Prasar Bharati all over India. Similarly, Prasar Bharati has taken 70 registrations (i.e. AIR - 36 & Doordarshan - 34) all over India for GST TDS. The above GST registrations may subject to change in future.
- iv. Doordarshan and All India Radio uses Broadcast Air Time Scheduler (BATS) as traffic & billing application for its commercial operations almost across its network.
- v. Billing system in Prasar Bharati :-

Prasar Bharati has a total of 70 Registration across India (36 for AIR and 34 for DD) number of DDO 449 offices are existing who can raise invoices/ bills. Normally few DDO offices in AIR and Doordarshan are mainly issuing invoices for outward supply (air time). There are 15 sales centers (erstwhile CBS offices in different states, one CSU office in Mumbai and one AIR Resources office in DG: AIR who raise invoices for multiple states/ verticals.

Besides DCS in Doordarshan raises invoices (outward supply) for Multiple states in Doordarshan.

The invoices are issued in Prasar Bharati's in house software - BATS. In addition CCW offices in the country also raise few invoices for outward supply to multiple states.

- vi. Presently, Prasar Bharati prepares its accounts on accrual basis. Initially, the accounts at field units are prepared on cash basis, which are converted into accrual basis by collating the additional information from the field units.
- vii. For each registration of AIR and Doordarshan, Prasar Bharati has appointed a separate State Nodal Officer (SNO) for maintaining and updating the requisite records as per GST Acts by coordinating with the Drawing and Disbursement Officers (DDOs) of field units of the respective States/ UTs, concerned Directorates, Zonal Nodal Officers and other offices as required. Each SNO makes due GST payment by compiling details of all inward and outward supplies of all its DDOs of the respective State/ UT. Both the Directorates of AIR and Doordarshan centrally monitor the overall functioning of their respective SNOs with Prasar Bharati Secretariat providing support in all policy related matters.
- viii. The income earned from sales / services (including taxes) of Prasar Bharati during the financial year 2020-21 is Rs. 601.60 crores. Besides, Prasar Bharati has earned Rs. 984.00 (approx) crores on account of Fees/ subscriptions, Interest earnings and other income such as DTH, Tower etc.
- ix. In a financial year, Prasar Bharati processes about 3.5 Lakhs invoices for Outward & Inward supplies including Stock transfers.
- x. Prasar Bharati hereby invites EOI from empanelled GSP cum ASPs hereby referred to as bidder(s) who would provide: -
 - (a) Application Service Provider (ASP) & GST Suvidha Provider (GSP) services to ensure GST compliances relating to GST, GST TDS & E-Way Bills, assist in filing all related monthly as well as annual returns of GST within the stipulated timeline after availing of due/eligible Input Tax Credit (ITC) as per GST Acts and rules made there-under and render assistance in GST audits as mandated under GST Acts and rules thereto for all registrations of AIR and Doordarshan.
 - (b) Revenue Reconciliation work in respect of all GSTINs of DD and AIR.
 - (c) Consultancy regarding GST matters
- xi. The bidder in addition to the service as mentioned at point ix above will provide services regarding revenue reconciliation for filing of GSTR-9 & 9C etc under GST Act.
- xii. Bidders will be required to submit EOI in the desired format containing detailed proposals as delineated in subsequent sections.

2. Broad Scope of Work for GST Compliance Services :

2.1 GSP-cum-ASP service :-

The successful bidder should be an empanelled GST Suvidha Provider (GSP) cum Application Service provider (ASP) and would be required to provide GSP& ASP services to ensure GST compliances relating to GST, GST TDS & E-Way Bills, assist in filing all related monthly as well as annual returns of GST within the stipulated timeline after ensuring availing of due Input Tax Credit (ITC) as per GST Acts and rules made there-under and render assistance in GST audits as mandated under GST Acts and rules thereto for all registrations of AIR and Doordarshan.

To meet the above requirement, the successful bidder is required to provide a fully integrated web-based online solution for collecting GST related data from all DDOs state-wise, automate the process of collating data, validating data and ensuring compliances for all state registrations of AIR and Doordarshan. The offered solution should also provide centralized monitoring system on a dashboard and be able to provide various reports for management. The offered application should be hosted on cloud to be provided by bidder and should be made accessible by all authorized users of Prasar Bharati through internet from any location of the country.

The bidder shall, unless specifically excluded in the contract, perform all such works and services not specifically mentioned in the contract but that can be reasonably related to the contract as being required for attaining completion and performance of the ASP-GSP facilities as elucidated in the tender document as if such work and /or service that were expressly mentioned in the contract, within the scope of the contract.

The broad scope of work for the purposes of compliance of GST laws relating to GST, GST TDS and E-Way Bills for all 70 registrations (AIR-36 and Doordarshan-34) covering about 449 DDOs in total and spanning across 36 States/ UTs are as follows:

2.1.1 One Time GSP-ASP Implementation Support

2.1.1.1 The successful bidder should analyse Prasar Bharati's activities and applications including all its input and output services under different lines of business for requisite GST compliances.

2.1.1.2 Bidder should provide requisite solution and interface for seamless transfer commercial billing data as well as inward supplies data into the offered solution for various GST compliances from billing solution & Accounting solution under implementation to GSP-cum-ASP solution, if feasible or by developing appropriate suitable templates. Prasar Bharati is currently using a centralized commercial billing system called Broadcast Air Time Scheduler (BATS).

2.1.1.3 The successful bidder should customize its GSP-cum-ASP solution, if required, as per the requirement of Prasar Bharati in order to collect data available in all relevant systems or available manually for compiling, preparing and uploading the requisite GST returns. The solution should support punching information one by one or by uploading information prepared in Ms-Excel and / or any other usually accepted format(s).

2.1.1.4 Offered solution should configure all exception scenarios and rules applicable for securing compliances under the GST regime.

2.1.1.5 After requisite study of business processes and integration with billing solution & under implementation accounting solution, if implemented, the bidder should undertake a test run of the business and IT systems post changes from ASP-GSP solution. The sample size for testing must include the data of AIR and Doordarshan of State registrations of Delhi and Maharashtra invariably.

2.1.1.6 During test run, successful bidder has to undertake the coordination with respective DDOs for gap assessment with respect to additional fields required for the purpose of reporting and undertaking compliance under GST.

2.1.1.7 In case of deviation, the same shall be communicated to the respective DDOs/SNOs of Prasar Bharati. These DDOs/SNOs would rectify reported errors and thereafter, bidder shall again perform the testing process on such revised data.

- 2.1.1.8 After successful test run, user Ids and passwords of the offered solution should be provided to various field units from where the GST related data is to be collected and Prasar Bharati Secretariat, Directorates, SNOs based on authorization and access rights as per directions of Prasar Bharati.
- 2.1.1.9 The user IDs need to be provided for various Units/field offices including DDOs, SNOs, Officers of Directorates and Prasar Bharati Secretariat with authorization and role/ rights as per directions of Prasar Bharati for timely flow of GST data to comply with GST law provisions. The user ids should also be created for those offices which are centrally issuing invoices or receiving goods or are processing payments on behalf of other State registrations.
- 2.1.1.10 The successful bidder is required to update its offered solution as and when required to ensure that the solution is compliant with all GST provisions applicable/ to be applicable from time to time during the entire period of the contract.
- 2.1.1.11 The provision of client masters and Vendor masters shall be there in the system. There should be a facility of auto email to the defaulter vendor.
- 2.1.1.12 The facility of downloading E invoice summary B2B AND B2C must be there in the solution.
- 2.1.1.13 A dashboard is required for SNO to watch each DDOs Inward invoices status. This dashboard is required to be updated after filing 3b of each month. The dashboard is also required to be flashed to each DDO with hyperlink to download defaulter vendor data.
- 2.1.1.14 Auto populated 2A/ 2B should be shown to SNO on Real Time basis. It means that the invoices which are matched should be reduced from 2A/ 2B and left out excel data should be visible to SNO and all DDOs also.
- 2.1.1.15 The system should provide the back up of all filed returns. GSTR1 and GSTR 3b. the data for GSTR1 includes B2B, ADVANCE RECEIVED AND ADVANCE ADJUSTMENT DATA (CLIENT WISE) and Credit Note/debit notes statement. All data must be in Excel format. The data of filed return GSTR 3b is also required in excel format. The RCM entries are also required in a separate excel sheet.
- 2.1.1.16 For ITC availment, invoice matching (with GSTR 2A/ 2B) a utility to be provided in the system and such invoices, that do not match with GSTR 2A/2B, to be kept segregated DDO wise. The segregated data should be placed in another utility/ basket for auto enabled matching with GSTR 2A/2B in the next round of ITC reconciliation.

2.1.2 Preparation of GST Returns of Outward and Inward Supplies

2.1.2.1 Collation of data from the DDO's

- i. At the start of the engagement, successful bidder should provide the list of information required from the respective DDOs along with templates in which information is required and the timelines by when bidder expects to receive the data. The requisite templates should be devised in consultation with Prasar Bharati.
- ii. The successful bidder will be provided the contact details such as names of DDOs, SNOs & Nodal Officers of both the Directorates, their mobiles numbers and e-mail ids etc. through which the successful bidder will communicate for GST & other related compliances.
- iii. On a monthly basis, the bidder should co-ordinate with DDOs and other nodal units which are either issuing invoices or receiving goods or services on behalf of other State registrations of GST to receive the input and output data. This would include the following:
 - a) Monitor on daily basis the status of data received from the DDOs and other nodal units;
 - b) Follow up with the DDOs and other nodal units by sending them mails to submit the data;
 - c) Escalate cases where data is not received. The escalation matrix would be agreed at the commencement of the engagement;

- d) Identify errors, if any (discussed in stage 2 below) and communicate it to the respective DDOs and other nodal units; and
- e) Prepare a summary of the data prepared and share it with the centralized team at both the Directorates under intimation to Prasar Bharati highlighting the following cases on daily basis:
 - i. DDOs and other nodal units who have shared the data;
 - ii. DDOs and other nodal units who have been requested to amend the data;
 - iii. DDOs and other nodal units who have not shared the data at all;
 - iv. Summary of the output and input shared by the DDO and other nodal units for management; and
 - v. Comparison of the input data with the monthly budget allocated to the DDO.
- f) SNO/DDO should get an alert at least a day before due date about the number & name of DDO (station/ kendra) not reporting any data.

2.1.3 Processing of Data for Preparation of GST Returns

2.1.3.1 Bidder should assist Prasar Bharati in preparation of the requisite monthly returns for all GST registrations (as listed in **Annexure- A**). On receipt of the requisite information from Prasar Bharati (in the format to be intimated by bidder), the bidder's scope would include:

- a) Process transaction level information received from the respective DDOs to enable preparation of requisite returns;
- b) As part of the above process, Successful bidder should validate the Outward supplies data and Inward supplies data by applying various validation checks. Validations should be a multi-step process with data hygiene checks and master-level validations (including GST rate checks) and invoice level validations by pre-defined rules. The checks have to be mutually agreed before commencement of the engagement. The illustrative list of check to be done are as follows:
 - i. The invoice number does not exceed 16 digits;
 - ii. Validate the GSTINs;
 - iii. The GSTIN should be of 15 digits;
 - iv. The first 2 digits of the GSTIN number is the State of the supplier of goods/ services;
 - v. In case of inward supply invoices, the Place of Supply or State Code is same as the State of the DDO/ SNO;
 - vi. The debit/ credit note is matched to a valid invoice;
 - vii. Sum of Taxable amount, CGST, SGST/ UTGST, IGST & Cess match with Invoice value.
 - viii. The invoices issued by one State registration of Prasar Bharati to other State registration of Prasar Bharati for stock transfer are considered by both State registrations.
 - ix. Any other check which may be agreed at the time of commencement of the engagement.
- c) Upload and download the draft returns pertaining to outward supply and inward supply on a periodic basis, to and from the GST System through the successful bidder's software;
- d) Match transaction level supplies information (such as inward supplies, TDS) as received from the respective DDOs with corresponding transaction level inward supplies information auto-generated at the GST System;
- e) Download summary return for the inward and outward supplies from the GST System and reconcile with transaction level information as received from the respective DDOs;
- f) Assistance through GSP-cum-ASP in uploading the data relating to inward and outward supply of goods and services through excel files for the period of 6 months to the month of commencement of services. In addition, to assist in its reconciliation and preparation of annual returns for the contract period. If any discrepancy occurs, service provider shall assist SNOs/DDOs through call/e-mail/ Anydesk or any other remote software; and
- g) Provision of consolidated management reports vertical cum SNO wise

- I. Status of filing of returns
- II. ITC avail during the return period
- III. GST paid through cash, credit ledger and RCM paid during the return period
- IV. ITC reversal
- V. Debit note/ Credit note
- VI. Value of unmatched/ unreflected invoices in GSTR 2A/ 2B

h) Assistance in preparation of tax computation

- i. Assistance in the calculation of output tax liability and generation of challan
- ii. Assistance in working out the input tax credit reversals; and
- iii. Assistance in availing the balances from GSTIN in respect of ITC credits and the Cash ledger towards the tax liability.
- iv. Assistance shall be provided through Call/e-mail/remote software as situation demands.
- v. GSTN - Validation checks to be enabled like invoice numbering, GSTIN, Place of supply/ state code in invoice, matching of debit/ credit note to a valid invoice. The sum of taxable amount, CGST/SGST/ IGST & cess matches as per line item number for each invoice value advance adjustment made shall match with the valid advance received data reported earlier by DDO.

2.1.4 Error / Mismatch Reports from GST Returns

- 2.1.4.1 Bidder should undertake DDO-wise comparison of the inward supplies register, to match the details uploaded on the GSTN portal by the suppliers under GSTR-2A, provided by Prasar Bharati (for a monthly and cumulative basis period).
- 2.1.4.2 The bidder would prepare the details of those invoices under a State registration which are available in GSTR 2A but not available in the GST data received from units to the concerned SNO for its reconciliation.
- 2.1.4.3 The successful bidder would assist in reconciliation of GSTR-2A with GST information/ data received from field units.
- 2.1.4.4 Bidder should communicate the errors along with suggestion on actionable steps, if any, which may need to be undertaken by Prasar Bharati, in accordance with the provisions of GST law.
- 2.1.4.5 Based on the above, the nodal units of both the Directorates will take appropriate action therewith – such as necessary changes to be done in the GST returns.
- 2.1.4.6 Provision for forwarding auto mismatch alerts (through SMS and e-mail via successful bidder's software) to concerned DDOs, SNOs and Vendors, for various mismatches.
- 2.1.4.7 Bidder should make a mechanism to follow up with vendors on behalf of the respective DDOs to upload their GST returns and resolve such errors/ mismatches via e-mails.
- 2.1.4.8 Further, the offered solution should have the facility of sending automated electronic alerts to the relevant vendor contacts, wherever required (as per the information to be provided by Prasar Bharati) with a copy to Prasar Bharati.
- 2.1.4.9 SNO should get an alert as to the total number of invoices reported by DDOs in the proposed software of GSP-cum-ASP and the number of invoices uploaded by SNO in the

GST portal -thereby detecting any mismatch in the input and output data which will help in reconciliation.

2.1.5 Tax Liability and Payment

2.1.5.1 On completion of the above-mentioned activities, the successful bidder will calculate and generate the registration-wise Challan(s) for discharging monthly GST liability by Prasar Bharati. It would be the responsibility of Prasar Bharati to discharge any such tax liability as per procedures and within the prescribed due dates, notified by government.

2.1.5.2 Bidder will be required to provide the details of liability to be discharged atleast five working days prior to the due date of discharge of GST liability.

2.1.6 Signing and Filing of the Returns

2.1.6.1 The bidder would provide all assistance in preparing all applicable returns based on the information shared by Prasar Bharati (and based on the information downloaded from the GST System using the successful bidder's software). Where full or timely information is not available, bidder will discuss the position with Prasar Bharati and render advice about any applicable penalties and disclosure obligations.

2.1.6.2 Prasar Bharati would review the returns for the purpose of correctness and completeness and thereafter, an authorized signatory (as required under the GST Law) of Prasar Bharati would affix his/ her digital signature in the respective GST returns. On timely receipt of the final returns after affixing the digital signature of the authorized signatory, bidder would transmit the returns using the successful bidder GSP link to the GST System, by the prescribed due dates under GST Law. Thereafter, Prasar Bharati would directly receive an acknowledgement from the GST System. Such an acknowledgement evidences actual filing of the return with the GSTN.

2.1.6.3 Bidder will provide the copy of returns filed along with supporting details and documents, if any, to the concerned State Nodal Officers under intimation to Commercial and Finance Wings of both the Directorates.

2.1.6.4 Bidder will be required to prepare and provide the GST MIS for each GST registration of Prasar Bharati to the Commercial wings and Finance wings of both the Directorates and Taxation section of Prasar Bharati Secretariat in the mutually agreed format.

2.1.7 Exception Management

2.1.7.1 Data not provided within timelines: In case the data is not provided by any of the DDOs as per the timelines mutually agreed between Prasar Bharati and the successful bidder, the successful bidder should send emails to the respective DDOs for providing the data. He is required to send atleast two reminder emails with a gap of atleast one working day. In case, the data is not received even after sending requisite e-mails, the bidder should escalate the matter to the concerned responsible person within the agreed timelines.

2.1.7.2 Performing corrections after the required validation performed by the bidder: In case the rectified data post such validations performed by the bidder on the data, is not provided within the agreed time lines, the successful bidder should send emails to the respective DDOs for providing the data .He is required to send atleast two reminder emails with a gap of at least one working day. In case still the same is not received, bidder should escalate the matter to the concerned responsible person within the agreed timelines.

2.1.7.3 Payment not made within the due date: In case the payment is not made within the due date, the successful bidder should send emails to the respective SNO/Management for providing the data. He is required to send atleast two reminder emails with a gap of

atleast one working day. In case still the same is not done, bidder should escalate the matter to the concerned responsible person within the agreed timelines.

2.1.7.4 Filing of the Return: In case the return is not filed within the due date, the successful bidder should send emails to the respective SNO. He is required to send atleast two reminder emails with a gap of atleast one working day. In case still the same is not done, bidder should escalate the matter to the concerned responsible person within the agreed timelines.

2.1.8 Dashboards

Successful bidder should provide role-based access of the dashboard to the authorized users of Prasar Bharati to view and download GST related various information and MIS. Such dashboards should broadly contain status of GST compliance at Prasar Bharati and GST registrations levels including details of respective outward supply, procurements, tax liability and credit eligibility, other GST MIS in the templates mutually agreed.

2.1.9 Successful Bidder as GSP

Successful Bidder as a GSP should transmit the requisite returns (including final monthly and annual returns) to and from the GST System in an encrypted form on behalf of Prasar Bharati. It shall maintain logs of all the transactions including API calls made to GSTN on behalf of Prasar Bharati to establish audit trail of return transmission, as appropriate.

2.1.10 Preparation of GST TDS Return

2.1.10.1 Collation of data from DDO's: At the start of the engagement, successful bidder should provide the list of information required, the format in which that information should be provided and the timelines by when bidder is expected to receive the data. The data would be provided by all DDOs for preparation of TDS return wherein the total value of supply under a contract exceeds INR 2.5 lacs (excluding CGST, SGST/ UTGST, IGST & GST Cess) and payment to such suppliers.

2.1.10.2 Processing of data for preparation of TDS Returns: Bidder should assist SNOs/Nodal DDOs in preparation of the requisite filing of TDS returns. On receipt of the requisite information from Prasar Bharati (in the format mutually agreed by bidder and Prasar Bharati), bidder should undertake the following:

- a) Process transaction level information received from the all DDOs to enable preparation of requisite returns;
- b) Upload and download the draft returns pertaining to Tax Deducted at Source ("TDS") as may be applicable on a periodic basis, to and from the GST System through the successful bidder's offered solution;
- c) Validate the details sent by the DDOs and if information given by DDOs found to be incorrect the same shall be intimated to the DDOs via e-mails.
- d) Validation of TDS rates and corresponding Goods/Services on which TDS is applicable.
- e) As part of the above process, software should validate the GSTIN of the deductee received from Prasar Bharati.

2.1.11 Tax Liability and Payment

On completion of the above-mentioned activities, the successful bidder will calculate and generate the Challan(s) for discharging monthly GST TDS liability by DDOs. It would be the responsibility of Prasar Bharati to discharge any such tax liability as per procedures and within the prescribed due dates, notified by government.

2.1.12 Signing and Filing of the Returns

The bidder would provide all assistance in preparing all applicable returns based on the information shared by Prasar Bharati (and based on the information downloaded from the GST System using the successful bidder's software. Where full or timely information is not available, bidder will discuss the position with Prasar Bharati and render advice about any applicable penalties and disclosure obligations.

Prasar Bharati would review the returns and thereafter, an authorized signatory (as required under the GST Law) of Prasar Bharati would affix his/ her digital signature in the respective GST returns. On timely receipt of the final returns after affixing the digital signature of the authorised signatory, bidder would transmit the returns using the successful bidder's software to the GST System, by the prescribed due dates under GST Law. Thereafter, Prasar Bharati would directly receive an acknowledgement from the GST System. Such an acknowledgement evidences actual filing of the return with the GSTN.

Bidder will provide the copy of returns filed along with supporting details and documents, if any, to the concerned State Nodal Officers/ Nodal DDOs under intimation to Commercial and Finance Wings of both the Directorates.

Bidder will be required to prepare and provide the GST MIS for each GST registration of Prasar Bharati to the Commercial wings and Finance wings of both the Directorates and Taxation section of Prasar Bharati Secretariat.

2.1.13 Generation of TDS certificate

Bidder should assist in generation of the TDS certificate in the form GSTR-7A on the basis of the GSTR-7 filed by Prasar Bharati within five days of filing of GSTR-7. Further, bidder should assist in generating and sending all the TDS Certificate to the relevant DDOs.

2.1.14 Exception to Management

In case the data is not provided on timely basis, the successful bidder should send emails to all respective DDOs for the data under intimation to concerned Nodal DDO and Finance wings of the concerned Directorate. Further, in case the data is not provided within the agreed timelines, the successful bidder should send emails to the respective DDOs for providing the data. He is required to send atleast two reminder emails with a gap of atleast one working day. In case the data is not received even after sending reminder e-mails, bidder should escalate the matter to the higher authorities.

2.1.15 Preparation and generation of E-Way Bill (EWB)

2.1.15.1 Data Collection from Prasar Bharati: At the start of the engagement, successful bidder should provide the list of information required, the format in which that information should be provided and the timelines by when bidder expect to receive the data.

2.1.15.2 Assistance in generation of EWB: Successful bidder shall assist Prasar Bharati in generation of EWB for all GST Prasar Bharati as a supplier or recipient for the period as of registrations of mentioned herein the Data, bidder's application should undertake the above. On receipt following:

- a) Process Data (by undertaking certain validation for generation of EWB) received from all DDOs;
- b) Upload/ download the data pertaining to EWB generation to and from the System through the successful bidder's software;
- c) Enable Prasar Bharati to download the EWBs pursuant to the data uploaded to system.
- d) Enable Prasar Bharati for cancellation/ rejection of EWBs issued, as permitted.
- e) Incorporating the EWB in the concerned GST return.

2.1.16 Error Reports

2.1.16.1 On completion of the processing (including validations) of information as explained in above para, error reports for the respective SNOs as well as for DDOs should be auto-generated by the bidder's application for viewing and downloading by the authorized users of Prasar Bharati (as identified by the Prasar Bharati). Additionally, the authorized users would receive automated electronic alerts (for example, emails and/ or short messaging service) for error reports.

2.1.16.2 To resolve such errors at the earliest, bidder should send the emails to the respective DDOs under intimation of the concerned SNO. Thereafter, the bidder should update the information in EWB.

2.1.17 Dashboards

Successful bidder should provide role-based access of the dashboard to the authorised users of Prasar Bharati to view and download EWB data. Such dashboards would broadly contain status of EWBs.

2.1.18 Successful Bidder as GSP

Successful Bidder as a GSP would transmit the EWB data to and from the System in an encrypted form via application software. It shall maintain logs of all the transactions including API calls made to the system to maintain an audit trail, as appropriate.

2.1.19 Preparation of Annual Return

The bidder would provide all assistance in preparing all applicable returns based on the information shared by Prasar Bharati for the following process:

- a) The bidder shall collate the outward supplies related information and details in respect to the GST paid as disclosed in the GST returns (GSTR-1 and GSTR-3B) and any reconciliations prepared in this regard, for the purpose of disclosures to be made in the annual return;
- b) Verify the reconciliation of ITC availed as per applicable GST return (GSTR-3B) as against GSTR-2A/2B to check the correctness of the ITC availed by Prasar Bharati and provide advice accordingly for the purpose of disclosures in the annual return;
- c) Verification of details of ITC reversed, transitioned ITC and ineligible ITC as declared in the returns and advice accordingly on the same as and when required by the concerned field station/SNOs
- d) The bidder is required to obtain the data in respect of the outward/inward supplies made during the year from all DDOs of Prasar Bharati and prepare reconciliations in respect of each such DDO.
- e) Verification of any corrective measures such as ITC availment/ reversal and amendment to outward GST liability pertaining to the said-period carried out subsequently till the return month of September following the end of financial year;
- f) Obtain information on any tax demand received and details with respect to refund claims made by Prasar Bharati during the period of audit for the purpose of disclosure in the annual return.
- g) Other details as may be notified or required from time to time.

2.1.20 Assistance during Audit to be Conducted Under GST Acts

2.1.20.1 Successful Bidder should assist and give proper advice to Prasar Bharati in preparing and submitting the detailed list of records/ documents that need to be filed with the Government as part of GST Audit of all registrations of Prasar Bharati separately as and when required.

- a) The successful bidder should review all collated information/documents, as per the requirements of GST law.
- b) Bidder should advise Prasar Bharati in preparing any other information as required by the third party auditors appointed by Prasar Bharati for GST audit.
- c) Further, the draft GST Audit report of all registrations should be reviewed by the bidder, and would provide comments thereon.
- d) To meet GST audit requirements and keep the system / software ever ready with data, the successful bidder has to provide for Registers/ books/ Ledgers in the System like
 - i. Register of Sales (Outward supply)
 - ii. Register of Purchase (Inward supply), the system should provide PURCHASEREGISTER financial year wise. Along with the entries of all financial year, it should provide the information as to ITC on how many entries availed by SNO.
 - iii. Register of Stocks/ Transfers.
 - iv. Register of Advances received.
 - v. Ledger of expenses.
 - vi. Details/ Register on ITC availed/ utilized/ ITC reversed.
 - vii. Output tax which is payable and if paid.
 - viii. If during Compliances under the Act and if there was e-way bill which was generated.
 - ix. E-invoice and if IRN is granted it is on record.

2.1.21 GST Support Services

- a) Regular updates on news/alerts, notices, circulars and notifications with potential impact on Prasar Bharati business with the successful bidder's software perspective and implementation thereof.
- b) Bidder shall provide the support services to address various queries raised or problems faced by Prasar Bharati users and resolve the issues immediately related to GST compliances. He shall assign one suitable person to address the day to day issues and extend routine support services.
- c) A dedicated support team shall be there to assist the DDOs/SNOs through call/e-mail/remote software and any other means as and when required.

2.1.22 Assistance in Reconciliation of Various Returns and ITC Availed

- 2.1.22.1 The successful bidder should assist Prasar Bharati in reconciliation among various GST returns as well as with subsidiary records, with information submitted on E-Way Bill portal & in GST TDS returns so that information submitted in various returns/ portal be in sync.
- 2.1.22.2 The successful bidder should assist in calculation of ITC to be reversed on account of non-payment of inward supply bill and interest thereon to be paid.
- 2.1.22.3 The successful bidder should assist in calculation of ITC to be availed which was reversed earlier by capturing the data of payment made against inward supply invoices.

2.1.23 Training

- 2.1.23.1 Bidder shall provide requisite training and hand-holding support at Delhi to create master trainers in Prasar Bharati for further training to users.
- 2.1.23.2 The bidder shall also organize online web-based training sessions for all field stations and provide training videos/guiding notes explaining all step-wise activities as per the proposed IT solution.

2.1.23.3 In addition, bidder shall organize two familiarization training sessions at Delhi for officials of Prasar Bharati and both of its verticals which inter alia should include the impact on business and applicable provisions of the GST law.

2.1.23.4 Successful bidder shall conduct monthly training for SNOs/DDOs

2.1.24 Period for Engagement

The successful bidder shall initially be engaged for 3 years period from the date of signing of the contract. The term, thereafter is extendable for another 2 years on yearly basis considering the performance of the bidder on the same terms & conditions and at same cost excluding the one-time implementation charges quoted by the successful bidder.

2.1.25 Storage and Retrieval of Data

The successful bidder should store the data provided for the purpose of preparing the GST returns/ Audit (and any other incremental information provided to successful bidder), in electronic form till the validity of the contract for the purpose of retrieval of data. During the said period requisite information shall be provided to Prasar Bharati whenever needed. On expiry of the contract, the entire data shall be handed over to Prasar Bharati in readable formats like Ms-Excel or in any other format mutually agreed to. No data should be leaked and given access to any unauthorised person and its security & integrity should be maintained at all times. The successful bidder will provide a list of reports that can be retrieved from the data stored. The bidder will be responsible for maintaining the back up of all GST related data of Prasar Bharati which could be utilized in case of any inadvertent damage to the original data. Successful bidder shall ensure security, privacy, integrity, archiving & retrieval of data travelling from end user application to its system and to GSTN and vice-versa.

Note: The above mentioned Scope of Work is inclusive and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for the Implementation of GST, Rules, Notifications as and when issued by GOI/CBIC.

2.1.26 Performance Standard

The System should ensure that functions and its integrations are according to the definition as per scope of work and the average availability of the application software shall be at least 99.5% in a quarter. The performance standard will be calculated by the following formula:

$$\frac{\text{Average Availability Time per Quarter}}{\text{Total Available Working Hours in a Quarter}} = \frac{\text{System Availability in Working Hours in a Quarter}}{\text{excluding Scheduled Down Time in Working Hours}}$$

Note: -

- I. For the purpose of this clause, the working hours means the time period between 0900 Hrs to 2100 Hrs on all working days observed in Prasar Bharati.
- II. In case there is working day in any State/UT of India on any week day than it will be treated as a working day observed in Prasar Bharati.
- III. The Scheduled Down Time in Working Hours will be decided in agreement with Prasar Bharati.
- IV. Any deviation from performance standard, penalty shall be imposed in terms of clause 2.5 above.

2.1.27 Query Resolution System

- 2.1.27.1 There has to be a robust QRS (Quick Response System) in the software where PB offices can log in their complaints/ issues/ glitches in the system and such complaints are auto transmitted to appropriate desks for resolution in the shortest possible time, say 1-2 hours. The system has to have a real time complaint resolution tracking system. The QRS system shall also give a weekly statistical report on complaint redressal status.
- 2.1.27.2 The successful bidder shall ensure to provide a flaw less and responsive Query Resolution System via call/ e-mail/ whatsapp etc/ remote software (whenever required) in order to respond the operational queries of field units of Prasar Bharati.
- 2.1.27.3 The successful bidder has to provide a web based solution for accepting the queries from field units of Prasar Bharati. In addition to the web based solution, the successful bidder will also provide Email-ids and Phone numbers for raising queries by the field units of Prasar Bharati. Unique ticket number will be generated for each query. The successful bidder will ensure that the query raised shall be addressed within 24 hours.
- 2.1.27.4 The successful bidder will provide support over phone during office hours i.e. 0900 HRS to 2100 HRS.
- 2.1.27.5 The Query Resolution System will be provided during entire period of the contract.
- 2.1.27.6 Any unreasonable delay in query resolution as decided by Prasar Bharati, penalty shall be imposed in terms of clause 2.5 above.

2.1.28 Other Requirements:-

- 2.1.28.1 The successful bidder has to provide software that is integrable with Prasar Bharati's existing ERP like TBS (Talent Booking System)/ CAS / BATS/ e-invoicing etc. The successful bidder has to provide software integration with any future related software/ application developed/ used by Prasar Bharati.
- 2.1.28.2 The successful bidder has to provide sufficient Flexibility/ ability to incorporate, in the software, of any midterm developments/ formats/ data incorporation prescribed by GST Council/ GOI from time to time.
- 2.1.28.3 The successful bidder will prepare all data/ registers etc registration wise (State nodal officer wise) separately for Doordarshan and All India Radio.
- 2.1.28.4 At the end of the Contract/ extended Contract all data to be handed over to Prasar Bharati in the manner prescribed by Prasar Bharati.

2.2 Broad scope of work for Revenue reconciliation for filing of GSTR-9 & 9C under GST:-

Prasar Bharati finalizes its books of accounts on Receipt and Payment basis centrally. The total income to be reported in the Income & Expenditure Account is determined by adjusting the total receipts with its opening and closing balance only.

Further, the advances received at a location may be subsequently invoiced for from multiple locations. Hence, there is a variance between receipts and their subsequent invoicing at a state level. While revenue is accounted for on receipt basis in the books of accounts, GSTR 1 is filed on the basis of the monthly invoices being issued. Prasar Bharati desires to hire the service of an experienced firm to assist them in reconciling the revenue as per books of accounts vis-à-vis the revenue as per GSTR-1 on a state level. The revenue reconciliation is to be completed well before the scheduled filing date of annual GST return. If there is any GST liability is worked out after the revenue reconciliation, the same must be conveyed to avoid penal interest.

2.2.1 Ascertaining Turnover as per GSTR-1

For ascertaining the turnover as per GSTR 1, successful bidder is to undertake the following activities–

- I. Download all the monthly GSTR 1 and GSTR 3B filed for the concerned FY for every registration, using tool developed by successful bidder;
- II. Consolidate the monthly GSTR 1 filed for all 70 registrations and ascertain the total invoiced turnover of Prasara Bharati during concerned financial year;
- III. Prasara Bharati to communicate and share with successful bidder, information pertaining to any invoice raised in concerned financial year but reported in next financial year, if any.

2.2.2 Reconcile the revenue as per financials vis-à-vis the revenue as per GST returns

Under this scope of work the following activities are to be followed-

- i. Analyse the “current billing” as per audited financial statement of Prasara Bharati as a whole in accordance with the accounting policies followed by Prasara Bharati in this regard;
- ii. Compare the “current billing” amount with the total invoiced turnover reported in returns on a PAN India basis
- iii. Highlight and analyse the un-reconciled turnover on a consolidated basis;
- iv. Bidder to provide state-wise bifurcation of any identified receipts that has escaped tax payment in coordination with DDO/ SNOs
- v. Determine the final un-reconciled turnover post adjusting the receipts as identified in Point iv above

2.2.3 Finalising the state-wise turnover as per financials

Successful bidder to examine the un-reconciled turnover and finalize state-wise turnover as per financials. Successful bidder’s role in this regard is as detailed below-

- i. Analyse the un-reconciled turnover and adjust the tax liability known to Prasara Bharati, if any.
- ii. Distribute the balance un-reconciled turnover amongst the various states proportionately on the basis of the state-wise turnover determined as per GSTR 1;
- iii. Adjust the state-wise turnover as per GSTR 1 aligning with the proportionately distributed un-reconciled turnover;
- iv. Determine the additional tax liability to be paid in cases where there are receipts that have tax liability payment.
- v. Reconciliation to be done on monthly basis by the bidder between GSTR1 and GSTR 3B and any differences may be communicated to the concerned SNOs under intimation to management.
- vi. Bidder to enable refund filing/ arrival at the end of financial year and assist in refund application.

2.2.4 Professional advice and expert opinion on Indirect Tax matters

Successful bidder will provide expert opinions and business specific advisory on Indirect Tax matters to Prasara Bharati as described below:

- i. Providing GST law updates impacting day-to-day working of Prasara Bharati
- ii. Routine tax advisory on business processes
- iii. Assistance in interpretation of GST notifications, circulars
- iv. Review of agreement / Contract as and when required by Prasara Bharati with regard to Indirect Taxation , if any , at request of Prasara Bharati
- v. On-call (video / audio) advisory as and when required
- vi. Identifying tax saving opportunities for Prasara Bharati Bidder shall also advise on ways to minimise ITC losses, reconciliation & mismatch mitigation check.

3. (a) Eligibility Criteria:

The bidder is required to meet the following eligibility criteria and provide adequate documentary evidence of each criteria stipulated below:

Sl. No.	Description	Criteria	Supporting documents to be submitted by bidder for Pre-qualification
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1.	Type of Bidder/ consortium of bidders (herein after called as bidder/s)	The Bidder should be GSTN's empanelled GST Suvidha Provider- GSP and also an ASP (Application Service Provider)	1. Copies of Registration Certificates and relevant notification of the empanelment as GSP and self- declaration for ASP. 2. MOU/ Agreement of consortium in case of consortium of bidders.
2.	Composition of consortium (if any) (maximum two members)	One of the consortium member must be registered as GSP cum ASP Suvidha Provider and other member must be a CA Firm	
3.	Composition of Professionals to be deployed in the project/ for the work relating to Revenue Reconciliation and consultancy services	As on bid due date, Bidder should have minimum 15 (Fifteen) number of CA/CMA/CS/LLB qualified professionals on its rolls (including associates/ partner(s)) having minimum 5 (five) years post-qualification experience in the area of Taxation (Direct taxes and indirect taxes). Out of qualified professionals stated above, atleast 5 (five) numbers of qualified professionals should have minimum post qualification experience of 10 (ten) years in the area of Taxation (Direct taxes and indirect taxes)	List and resume of each team member who would be deployed on this project. The team members should have experience as indicated.
4.	Experience of the Bidder	The Bidder should have been appointed as a consultant/service provider as GSP-cum-ASP for compliance/implementation services with respect to implementation of GST(i) in at least 3 Organizations of repute (each dealing in taxable goods or services or both in eight or more States/UTs) and out of which two should be a Govt. Department/ Autonomous body/ Public Sector Undertaking/ Public Sector Bank involved in commercial activities. One of these clients/ organisations should have a minimum turnover of Rs. 200 crores in the financial year 2019-20 or 2020-21. AND The Bidder should have handled the revenue reconciliation work in at least 3 Organizations of repute (each dealing in taxable goods or services or both in eight or more States/UTs) and out of which two should be a Govt. Department/ Autonomous body/ Public Sector Undertaking/ Public Sector Bank involved in commercial activities. One of these clients/ organisations should have a minimum turnover of Rs. 200 crores in the financial year 2019-20 or 2020- 21.	User/ client certificate
5.	Office in Delhi/NCR	The bidder should have a support office in Delhi/ NCR region and should have	Self-Declaration mentioning the contact details of support office

6.	Declaration about black-listing	Presently the company should not have been blacklisted/ barred/ disqualified by any Govt. Departments/ PSUs/ PSBs/ Autonomous Bodies/any other private/public company.	Self-declaration by the bidder on company's letterhead
7.	Related party disclosure	The Bidder's firm should not be owned or controlled by any employee (or their relatives) of Prasar Bharati.	A self-declaration by the bidder on the letter head of the organization.
8.	Solution Document/ presentation	The Bidder is required to present his solution document/ presentation as called to do so.	
		help desk facility to address the queries instantly.	

Note:(i) Notwithstanding anything stated above, Prasar Bharati/AIR reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily, to ask for any other information/document, if deemed necessary before opening of the Price Bid.

(ii) The bidder shall upload necessary documentary proof showing that he meets the eligibility criteria along with their bid.

3 (b) Disqualification:

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this EOI:

- Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non- conforming proposal.
- Proposal is received in incomplete form.
- Proposal is received after due date and time.
- Proposal is not accompanied by the requisite documents.
- Information submitted is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- In case bidder submits multiple proposals or if common interests are found in two or more bidders are likely to be disqualified.
- The bidder is irresponsible and non- cooperative such as not responding to the queries within prescribed time.

4 Submission of EOI:

4.1 The EOI must contain:

- Letter of Submission as per format at Annexure-I
- Declaration regarding acceptance of terms and conditions of the EOI and declaration of not been blacklisted by any Organisation as per Annexure-II
- Essential information as detailed below:
 - Name & address of the agency/bidder along with supporting documents like the registration certificate, incorporation certificate etc. as applicable.
 - E-mail ID/Fax No/Telephone No (s).
 - Company's/Bidder's profile relevant to EOI.
 - Details of past experience relevant to the "Consultancy / as mentioned at Clause No.2 above. Documentary proof shall be submitted.
 - Details of Qualification, Work Experience and Number of Key Experts in the Company.

- Documentary proof for financial standing and annual turnover as required.

- d. The agency/bidder shall ensure that it fulfils the eligibility criteria as desired at Clause No. 3 and other essential conditions. Compliance statement of Eligibility criteria mentioning a brief note against each of the criteria along with the documents submitted as a proof is to be prepared and submitted.
Against each of the Eligibility criteria in compliance statement, the page number of the concerned supporting documents attached along with the bid must be mentioned. The claim supporting document should also have cross reference to the Para number of the Eligibility Criteria. The support documents may be certificates of awards, copies of contract documents, completion certificates from clients, documents explicitly supporting the past experience, list of existing and past clients with details of services offered, details of similar projects executed with copies of agreements & work orders, audit reports and other financial reports.
 - e) The EOI shall be duly signed on each page by an authorized person. Each page should be properly numbered. Documents authorizing such person must accompany the EOI. PB reserves the right to reject out rightly any EOI unsupported by proof of the signatory's authority.
- 4.2 The bidder is required to submit their Solution Document as per details at Clause No. 3 (a) at Sr.No 8. Presentation of the offered solution shall be delivered before the evaluation committee.
 - 4.3 The EOI shall be submitted online before the closing date as notified on the portal <https://prasarbharati.eproc.in>.
 - 4.4 EOI received after the closing date and time mentioned shall not be considered. EOI (s) sent through Post/ FAX/ Email will not be entertained.
 - 4.5 Any amendment in the EOI document, if required, will be uploaded/published on website <https://prasarbharati.eproc.in> , <https://prasarbharati.gov.in> and <https://eprocure.gov.in> All the applicants are therefore advised to regularly visit the website before submitting the EOI.
 - 4.6 The EOI complete in all respects must be submitted together with requisite information and annexure(s). The EOI should be free from ambiguity, change or interlineations. Incomplete EOI will not be considered and is liable to be rejected without making any further reference to the agency/ bidder.
 - 4.7 The EOI and any annotations or accompanying documentation must be in English language.
- 5 EOI Opening:**
- 5.1 The EOI shall be opened online on the date as mentioned on e-Procurement Portal of Prasar Bharati (<https://prasarbharati.eproc.in>).
 - 5.2 In case of an unscheduled holiday on the closing/opening day of EOI, the next working day will be treated as the scheduled prescribed day of closing/opening of the EOI; the time notified remaining the same.
- 6 Clarifications of Proposals:**
- 6.1 The EOI proposals shall be evaluated on the basis of the proposal and the supporting documents submitted by the agency/bidder. PB shall not be under any obligation to seek any further information or clarifications.
 - 6.2 Without prejudice to the above, in order to assist in the evaluation of proposal, PB may, at its sole discretion, ask any agency for any clarification on its proposal. Such clarifications shall be submitted within the stipulated time.
 - 6.3 The agency/bidder must also be prepared for a presentation of the offered proposal before the evaluation committee.

- 6.4** If the agency does not provide clarifications requested for by the date and time set forth in such request for clarification, its proposal shall be evaluated based on the information submitted in the EOI in the first instance and documents provided therewith.
- 6.5** It is clarified that the agency shall not have the right to submit any additional information or material subsequent to the date of submission of EOI on its own. It is therefore essential to ensure that all the details are provided fully in the first instance.

7 Evaluation/ Scrutiny of EOIs:

7.1 EOI proposals received by the prescribed date and time shall be considered and evaluated by a duly constituted committee.

7.2 Evaluation/ Scrutiny of EOIs shall be based on:

- Information and details submitted, the documents annexed thereto and clarifications provided, if any.
- Assessment of the capability of the bidder based on past record and financial standing.
- Offered solution Document in order to meet the objectives/scope.
- The presentation delivered by the bidder before the committee.
- PB shall communicate qualified bidder by Post/Fax/ E-mail. However, it would not constitute a contract between the parties.

7.3 EVALUATION CRITERIA

- The Evaluation would be done in a transparent manner through a Jury process by constituting a committee. The composition of the committee shall be decided by Prasar Bharati.
- The entity should submit their point-wise comments on the Broad Scope of Services for this EOI described under clause No. 2.
- Each proposal will be assessed on the basis of the following criteria:-

Sl no.	Evaluation Criteria	Sub Criteria	Scoring Criteria	Marks	Max Marks
1	Professional Experience	Client references of the	Upto 5	30	40
		Similar projects under taken by the bidder	projects 5-10 projects	@2 marks per project(Max 10)	
		No. of years of experience	Max 3 years	10 marks per year	30
2	Solution Proposed/ Presentation	1. Solution document/ POC 2. Presentation	Solution Document Presentation	10 10	20
3	General Profile of qualification, experience and number of Key staff	Qualification Experience No of key staff		2.5 5 2.5	10
					100

4. Bidder shall be declared qualified if they obtained equal to or more than 65 out of 100 with minimum of 50% marks in each parameter above.

8 Stage Subsequent to EOI:

- 8.1 After evaluation of EOI, qualified bidders will be intimated.
- 8.2 The Tender will be prepared based on input already received through this EOI and subsequently consultation with the qualified bidders. The Tender will be issued to qualified bidders of this EOI only.

9. Address for Correspondence:

**The Deputy Director General(F)
Room No. 518, 5th Floor, GST Cell
Akashvani Bhawan, Parliament Street,
New Delhi 110 001**

All correspondence shall bear reference to the Invitation for EOI document number.

10. General Terms:

- 10.1 **The validity period of the EOI shall be for 120 days from the date of its opening.**
- 10.2 A pre-bid meeting will be held before the last date of submission of EOI to clarify concerns of prospective applicants in respect of scope of work and any other details of the EOI document. The venue and date of the pre-bid meeting will be notified on website <https://prasarbharati.eproc.in> Applicants willing to participate in the pre-bid meeting must send their names and queries in writing or through email (aspcumgsp@gmail.com) at least four days before the date of pre-bid meeting.
- 10.3 It is expressly made clear that mere submission of EOI by an agency, whether eligible or ineligible, shall not confer any right whatsoever on any such agency/bidder.
- 10.4 Any EOI submitted by an agency, which fails to satisfy the eligibility requirements set out in Sr. No. 3 (a) above, shall not be considered and summarily rejected.
- 10.5 Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on the part of PB to proceed with EOI or any agency/bidder.
- 10.6 Prasar Bharati reserves the right to annul or terminate the process or reject any or all EOI at any time or stage without assigning any reason.
- 10.7 Prasar Bharati reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this invitation for EOI without assigning any reason whatsoever.
- 10.8 Prasar Bharati shall in no circumstance whatsoever, be responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by the agency, in connection with or in consequence of the preparation or delivery of any EOI, or compliance with any of the requirements of the invitation for EOI or presentation made to PB or in any other manner.
- 10.9 Any suppression or misrepresentation of a material fact shall result in disqualification of the agency/bidder.
- 10.10 In case any clarification is sought by PB after opening of EOIs, the reply of the agency should be restricted to the clarification sought.

- 10.11** Canvassing in any form shall render the EOI liable to be rejected.
- 10.12** The agency shall be deemed to have read and duly considered all terms and conditions of this EOI document and must acknowledge that it intends to submit an EOI in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by PB through any addendum (s).
- 10.13** Each agency irrevocably and unconditionally accepts and agrees that by submitting an EOI:
- (i) It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as PB may, in its sole discretion.
 - (ii) It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI.
 - (iii) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI or any extension thereof.
- 10.14** The decision of PB shall be final while finalizing the EOI.
- 10.15** The agency would be fully responsible to follow all relevant laws/legislations as applicable in India and PB will not be responsible for any default/ violation of any law by it.
- 10.16** The EOI shall be governed in all respects by the laws of India and shall be subject to the jurisdiction of Delhi courts.

LETTER OF SUBMISSION

[On the Letterhead of the agency including full Postal address, and telephone, facsimile and e-mail address]

Reference No. _____

Date:

To:

**The Deputy Director General (F)
Room No. 518, 5th Floor, GST Cell
Akashvani Bhawan, Parliament Street,
New Delhi 110 001
Email address: aspcumgsp@gmail.com**

Subject: An Invitation for **Expression of Interest for procurement of services of GSP cum ASP service providers for various compliances regarding GST and revenue reconciliation.**

Sir,

Having examined the details given in EOI document for the above project, we _____
_____ hereby submit the relevant information for considering
our Expression of Interest (EOI) towards **procurement of services of GSP cum ASP service providers for various compliances regarding GST and revenue reconciliation.**

- a. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- b. We have furnished all information and details necessary for EOI and have no further pertinent information to supply.

Signature/Name of the Authorized Signatory

Seal of Company

Date of submission:

Details of Submitted Enclosures:

(Complete index of documents along with page number to be linked up)

Declaration Regarding Acceptance of Terms & Conditions contained in the Expression of Interest for procurement of services of GSP cum ASP service providers for various compliances regarding GST and revenue reconciliation.*[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]*

Reference No. _____

Date:

To:

**The Deputy Director General(F)
Room No. 518, 5th Floor, GST Cell
Akashvani Bhawan, Parliament Street,
New Delhi 110 001
Email address:aspcumgsp@gmail.com**

Sir,

We have carefully gone through the Terms & Conditions contained in the EOI Document regarding applications for Expression of Interest (EOI) towards **procurement of services of GSP cum ASP service providers for various compliances regarding GST and revenue reconciliation.**

We declare that all the provisions of this EOI Document are acceptable to us. We also declare that we have not been debarred / black listed by any Government / Organization in any Country.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours truly,

Signature/Name of the Authorized Signatory

Seal of the Company

INSTRUCTIONS TO BIDDER – ONLINE MODE**DEFINITIONS:**

- **C1 India Pvt. Ltd.:** Service provider to provide the e-Tendering Software.
- **Prasar Bharati e-Procurement Portal:** An e-tendering portal of Prasar Bharati introduced for the process of e-tendering which can be accessed on <https://prasarbharati.eproc.in>.

I. ACCESSING / PURCHASING OF BID DOCUMENTS :

- It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Prasar Bharati. Bidders can see the list of licensed CA's from the link www.cca.gov.in. C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at vikas.kumar@c1india.com
- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs. 450/- plus 18% GST through **online** mode (net banking/debit card/credit card). Validity of Registration is 1 year.
- The amendments/clarifications to the tender, if any, will be posted on the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
- To participate in bidding, bidders have to pay Tender Processing Fee according to the Tender Value (per Tender per Bid through online mode viz.

Estimated Value	Processing Fees per Tender per Bidder
Less than or Equal to Rs. 10 Lakhs	Rs. 475.00 + 18 % GST
More than 10 Lakhs but Less than or equals to 50 Lakhs	Rs. 925.00 + 18 % GST
More than 50 Lakhs	Rs. 1150.00 + 18% GST

- If in case, for any particular Tender, Estimated Cost is unknown to Prasar Bharati, the Processing Fee would Rs. 1150.00 + 18% GST
- The Bidder may modify or withdraw their bid after submission, prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender document published at Prasar Bharati e-Tendering Portal(<https://prasarbharati.eproc.in>).
- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Ph: **0124-4302033/36/37, prasarbharatisupport@c1india.com**.
- It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither Prasar Bharati nor C1 India Pvt. Ltd will be responsible for such eventualities.