



**MAHARASHTRA
NATURAL GAS LIMITED**

**Tender for Appointment of GST Consultant for FY 2023-24
and FY 2024-25 for MNGL Pune for Maharashtra State**


BID NO. MNGL/CP/2023-24/109



MAHARASHTRA NATURAL GAS LTD., PUNE
(A joint venture of GAIL (India) Ltd & BPCL)

**Tender for Appointment of GST Consultant for FY 2023-24 and
FY 2024-25 for MNGL Pune for Maharashtra State**

BID DOCUMENT NO. MNGL/CP/2023-24/109 Dated 26.10.2022

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INVITATION FOR BIDS (IFB)


BID DOCUMENT NO.: MNGL/CP/2023-24/109

Date: 26.10.2023.

M/s Maharashtra Natural Gas Ltd., Pune invites online bids (Technical & Financial) **UNDER SINGLE BID SYSTEM** from eligible bidders for the item(s) in complete accordance with the Bid Documents.

Tender document number	MNGL/CP/2023-24/109 dated 26.10.2023.
ITEM(S)	Tender for Appointment of GST Consultant for FY 2023-24 and FY 2024-25 for MNGL Pune for Maharashtra State
TYPE OF BID	Limited Tender
EARNEST MONEY/ BIDSECURITY	Not Applicable
TENDER FEE ((Non-refundable)	Not applicable
Pre-bid meeting date and time	NA
Bid submission due date and time	01.11.2023 till 15:00 Hrs. IST
Bid Submission at	https://etenders.gov.in
bid opening date and time	02.11.2023 at 16:00 Hrs. IST
Address for submission of EMD/Bid Security and venue for pre-bid meeting and opening of bids	Sr. Manager (C&P) C&P Department, Maharashtra Natural Gas Limited, Pride Purple Coronet, 2 nd Floor, Baner Road, Baner, Pune – 411045
Contact details	Telephone: +91 (20) 25611000/1190/1155 Email: gasaid@mngl.in / neeraj@mngl.in

NOTE: Bidders are advised to complete the registration with e-tender portal (<https://etenders.gov.in>) at least two working days prior to bid submission date.

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NOTE: Bidders are advised to complete the registration with e-tender portal (<https://etenders.gov.in>) at least two working days prior to bid submission date.

Please note that in accordance with the general conditions of tender, MNGL may amend these dates of the tender process at its sole discretion. In case any of the specified dates are declared a public holiday, the deadline shall be the next working date.

2.0 BIDDING PROCEDURE

Bidding will be conducted through Open Domestic Tendering. Single Stage Two Bid system is adopted for this tender. The submission and opening of bids will be through e-tendering mode at <https://etenders.gov.in/eprocure/app>. Tender document can be downloaded from the website <https://etenders.gov.in/eprocure/app> or from e-tender link given on official MNGL website www.mnql.in.

Note: To participate in the e-tendering, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself on CPPP's website <https://etenders.gov.in/eprocure/app>. Please also note that the bidder has to obtain digital signature token for applying in the tender and in general, activation of registration may take 24 hours subject to the submission of all requisite documents required in the process.

Note: MNGL in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

(The bids have to be submitted online in electronic form on <https://etenders.gov.in/eprocure/app> only. No physical bids will be accepted.)

3.0 DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from CPPP's e-tendering website <https://etenders.gov.in/eprocure/app> or from e-tender link given on official MNGL website www.mnql.in for viewing / participation of the eligible bidders. Bidders meeting the bid evaluation criteria who intend to submit their bid may download the tender for submission by the bid due date and time. Bidder shall give an undertaking on his letter-head that the contents of the bidding document have not been altered or modified. Bid evaluation criteria shall be applicable for all the bidders.

Disclaimer clause: Bidders are advised to visit CPPP's e-tendering website and MNGL website regularly for any updates on the tender. The ignorance to visit the website will not be accepted as a reason for any gap / missing information like corrigenda, amendments, clarifications etc.

4.0 OTHERS:

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- 4.1 Bid Document is non-transferable.
- 4.2 Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. Bids through Fax/ E-mail shall not be considered.
- 4.3 The Bid Document calls for offers on single point "Sole Bidder" responsibility basis.

Order will be placed on the "Sole Bidder" alone (in whose name the bid document has been issued) who will be responsible for all contractual purposes.

Further the bidders are advised to ensure that their offer is on single bidder responsibility basis and in total compliance of scope of supply as specified in Bid Document.

- 4.4 The bid should be prepared by the "Sole Bidder" and should be sent to MNGL directly. MNGL reserve the right to reject offers made by intermediaries' representatives.
- 4.5 This Invitation for Bids (IFB) is an integral and inseparable part of the enclosed Bid Document.
- 4.6 MNGL reserves the right to accept or reject any or all offers without assigning any reason, whatsoever.
- 4.7 ZERO DEVIATION TENDER

Bidder shall note that if any deviations are taken to the under mentioned provisions of Bid Documents by the Bidder the bid is liable to be rejected: -

- a) Firm Price
- b) Scope of Work / Special Conditions of Contract
- c) Specifications
- d) Price Schedule
- e) Delivery/Completion Schedule
- f) Period of Validity of Bid
- g) Applicable Laws
- h) Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.


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**However, MNGL reserve the right to request the bidder to withdraw deviations
against above-mentioned provisions of Bid Documents.**

THIS IS NOT AN ORDER

Yours faithfully,
for Maharashtra Natural Gas Limited, Pune

Neeraj Bohra
Sr. Manager (C&P)

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INSTRUCTIONS TO BIDDERS


INSTRUCTION FOR ONLINE BID SUBMISSION (Limited Tender)

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://etenders.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct / true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors / bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering, possession of valid Digital Signature Certificate (Class Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

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- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.

- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender

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requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BG/others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

Bidders shall download the Schedule of Quantities & Prices i.e. Schedule of Rates, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Schedule of Quantities & Prices file is found to be

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modified/corrupted in the eventuality by the bidder, the bid will be rejected.

The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.


- (ix)** Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x)** After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi)** Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii)** All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i)** Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- (ii)** Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4001002, 0120-6277787 and 0120-4001005. The helpdesk email id is support-eproc@nic.in

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Section- I : Special conditions of contract
Section – II : Scope of work
Section- III : Schedule of rates (SOR)


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**Section – I
SPECIAL CONDITIONS OF CONTRACTS**

1. Offer should be submitted only in the prescribed format duly signed by the firm, as per covering letter MNGL/C&P/2023-24/109 dated 26.10.2023 on or before the due date & time of closing of the bid document.
2. The firm should study the entire bid document carefully and understand the conditions before submission. If there are any doubts, he should obtain clarification from Manager (C&P).
3. **Evaluation & Award of work: Evaluation shall be done on overall least cost basis to the Purchaser.**

In case of tie for L1 bidder, the order shall be placed on the bidder having highest turnover during the preceding 3 Financial Years i.e. 2020-21, 2021-22 & 2022-23.


4. All entries in the bid documents should uploaded correctly. Corrections, if any, should be attested by full signature of the firm
5. Every page of the bid document shall be signed by the firm or his authorized representative.
6. The company shall not be responsible for any delay in receiving the offers and reserves the right to reject / accept any or all bids without assigning any reason whatsoever and / or to negotiate with the firm (s) in the manner the company considers suitable.
7. Following clauses should be considered:
 - i) Counter terms and conditions would not be accepted
 - ii) Overwriting should be avoided. Corrections, if any, should be initialed by the firm
- 8.0 MNGL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for MNGL'S ACTION
9. The offer shall be kept valid for a period of 2 months from the final bid due date.
10. All tax components as applicable shall be quoted in percentage only. If any of the bidder does not mention any taxes, duties etc., it shall be presumed that the prices are inclusive of all taxes and duties.

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Section-II

SCOPE OF WORK & SPECIAL CONDITIONS OF CONTRACT

- 1.0 Scope of the Work:** Scope of the work shall be as mentioned below but not limited to
1. Visit to MNGL offices / plants on regular basis as per requirement and review the records
 2. Verification of periodical GST returns like GSTR1, GSTR3B which involve
 - verification of data and records received, obtaining explanation for the queries raised, resolution of queries raised, if any.
 - Filing and updation of monthly data on the GST Portal and intimation for filing the return.
 - Intimation of final tax liability to be paid at the time of GSTR3B
 - Assistance in filing and upload of the return on the portal.
 - Addition of new place of business.
 3. Guidance and support in relation to other forms with respect to GST like filing GST refund, E Invoice and any other forms as may be applicable.
 4. Guidance and support in relation to any communication received from GST authorities.
 5. Annual GST Audit as per Sec. 35(5) of GST Act, 2017 which involve:
 - Sending requirements in relation to GST Audit.
 - Verification of data and documents received in relation to audit, obtaining explanation for the queries raised, resolution of queries raised, if any.
 - Reconciliation of turnover, tax liability, GST Credit, expenses in books of accounts with GSTR1/GSTR3B
 - Filing and updation of data on the GST Portal for Form GSTR9 and GSTR9C.
 - Intimation of tax liability arising out of audit, if any.
 - Assistance in filing and upload of the return on the portal.
 6. Advice/Guidance on the following: **(verification shall be done through the systems)**
 - ✓ Verification of tax liabilities under GST as a supplier and receiver.
 - ✓ Verification of admissibility of Input Tax Credit
 - ✓ Ensuring Statutory compliances under GST within due dates
 - ✓ Guidance and Support for reconciliation of Input Tax Credit
 - ✓ Review of the records that need to be maintained
 - ✓ Verification of GST returns
 - ✓ GST Audit as per Sec. 35(5) of GST Act, 2017
 7. **Updation of GST law:**

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- ✓ Advice on issues involving interpretation of applicable law.
- ✓ Updation of GST law on continuous basis and intimation to MNGL on periodical basis.

8. GST Assessment & GST ASMT-10.

- ✓ Draft Reply to Para/ Questionnaires received from Dept. time to time.
- ✓ Attending the personal hearing.
- ✓ Supporting preparation of submission against notices.

2.0 Completion Schedule:

An appointed agency shall complete all the activities in all respect & as per requirement of Office in Charge (OIC) and within statutory timeframe.

3.0 Contract period

Contract period shall be 2 year i.e for Financial Year 2023-24 and Financial Year 2024-25.


4.0 Payment Terms

The terms of payment shall be as follows:

- 100% payment after completion of individual assignments in all respect & submission of the invoice certified by Officer In Charge (OIC) on pro rata basis.

Paying Authority:

Chief General Manager (F&A)
Maharashtra Natural Gas Ltd.,
Pride Purple Coronet, 3rd Floor,
Baner Road, Baner,
Pune - 411045

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Section- III: Schedule of rates (SOR)

Sr. No.	Item Description	Qty.	UOM
1	2	3	4
Charges For FY 2023-24			
1	Monthly Filling of Return GSTR1 GSTR 3B	12	Month
2	Annual Audit & Return: FormGSTR9 FormGSTR9C	1	Nos
3	Retainer ship for assistance in GST related matter and new provision in GST Law	1	Nos
4	GST Assessment / GST ASMT-10	1	Nos
Charges For FY 2024-25			
5	Monthly Filling of Return GSTR1 GSTR 3B	12	Month
6	Annual Audit & Return: FormGSTR9 FormGSTR9C	1	Nos
7	Retainer ship for assistance in GST related matter and new provision in GST Law	1	Nos
8	GST Assessment / GST ASMT-10	1	Nos


Note : 1) All SOR item shall be quoted by the bidder in the price part of the bid , other-wise bid will be rejected.

2. Prices quoted shall be inclusive of all taxes/duties and nothing extra shall be payable by the owner except for statutory variation in Goods & service tax rate during the contractual period. **Bidder shall note that any error in estimating these taxes & Duties (GST) will be to Bidder's Account**

Date :

Place :

Signature & Seal of Bidder

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FORMAT FOR TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head) Date:

**To, M/s Maharashtra Natural Gas Limited
Pride Purple Coronet, 2nd Floor,
Baner Raod, Baner,
Pune – 411045**

Sub: Acceptance of Terms & Conditions of

Tender. Tender Reference No: _____

Name of Tender / Work: -

Dear Sir / Madam,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been not put on Black / holiday list by MNG/MP&NG/Oil Public Sector Enterprise(s)
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)