

F.No: 18-11/GST/2011-FIN
Andaman & Nicobar Administration

CORRIGENDUM

Port Blair dated 23st May 2011

Reference: Request for Proposals published by this Administration in Times of India , Economic Times (All India editions) , The Daily Telegrams (Port Blair) and website www.and.nic.in dated 30.04.2011 for **“Appointment of Consultant for Setting up of a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman and Nicobar Islands”** . The last date for submission of proposals which was fixed as **23rd May 2011** has been extended upto **03rd June , 2011**.The time and venue of submission remains unchanged i.e. 03:00 p.m at Directorate of Tourism, A&N Administration , Port Blair. **Clarifications can be seen on the website www.and.nic.in under “ Announcements”**.

Director(Tourism)/OSD(GST)

REPLIES TO QUERIES RAISED FOR APPOINTMENT OF CONSULTANT FOR SETTING UP OF A DEPARTMENT OF TAXES AND PREPARING THE REGULATORY FRAMEWORK FOR IMPLEMENTATION OF GST IN ANDAMAN AND NICOBAR ISLANDS.

S.N	RFP CLAUSE	QUERIES	PROPOSED REPLIES
1	1.Study the indirect taxation system and laws in Andaman & Nicobar islands and in India under UT/States/ Central Government to attain first hand idea for proposed implementation of GST in these islands and also update himself with the present orders/ reports/directions of Govt. of India and the empowered Committee on GST.	<p>1. Please clarify whether secondary research is required or field study to the States are required as part of the study.</p> <p>2. Also, please clarify how many states would be covered. Is visit to any foreign country is also envisaged as part of the study.</p>	<p>There is no specific need of carrying out the secondary research or field study. The Consultant is required to have in depth knowledge of implementation of GST and present orders/ reports/ directions of Govt. of India and the empowered committee on GST.</p> <p>Consultant can adopt his own methodology in attaining in depth knowledge about GST.</p>
2	4. Prepare a report for the physical and logistics requirement including office automation, computerization etc.	3. Please clarify what is envisaged as part of office automation and computerization from the client.	The Consultant is required to provide details of hardware and software required for setting up of Department of Taxes.
3	10. Organize training programs for officers/officials in India and abroad where GST is in force.	<p>4.This seems to be open ended as it is not clearly defined where, for how many personnel, duration, etc. the training abroad.</p> <p>5. Please clarify whether the training cost i.e. cost for arranging premises, logistics etc. would be borne by the client or by</p>	<p>The Consultant shall suggest the number of personnel to be trained, the duration of training as well as the place of training that is in India or abroad.</p> <p>The cost shall be borne by the client.</p>

		the consultant.	
4	4. List of deliverables and timeline	6. Since the date of implementation of GST is uncertain so far how will it affect the timeline /Deliverables.	Schedule of deliverables and timelines has been stipulated for timely completion of the Consultancy assignment. However, relaxation in Timelines would be available as per the actual implementation schedule of GST in India.

Last date for submission of proposals has been extended from 23.5.2011 to 3.06.2011.

ANDAMAN AND NICOBAR ADMINISTRATION

REQUEST FOR PROPOSAL

Appointment of Consultant

for

Advisory Services

for

Setting up a Department of Taxes and preparing the
regulatory framework for implementation of GST .

Submission of Bids by: at 03:00 p.m.

OSD,GST.

Andaman and Nicobar Administration,

Port Blair – 744 101

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Section 1. Letter of Invitation

To Port Blair, dated the

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Dear Mr.:

Sub: Appointment of Consultant for Advisory Services for Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands.

1. With reference to the above, we are pleased to invite your Organization to submit your proposals to provide the Advisory Services pertaining to the Subject . Broad Scope of services expected from the Consultant is provided in Section 2.
2. The Consultant will be selected on the Lowest Cost Basis , subject to the following:
 - a) The firm meeting the pre-qualification criterion as laid down in the tender advertisement
 - b) Its Technical Proposal is in substantial compliance with this RFP.
3. Last Date & Time of Submission of the Proposal: at **03:00 p.m.** at the address given below:

**OSD,GST,
Directorate of Tourism ,
Andaman and Nicobar Administration,
Port Blair – 744 101
Tel: 03192 – 244013, 230933
Tele Fax: 03192 - 230933**

4. This RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Terms of Reference
 - Section 3 - Instructions to Consultants
 - Section 4 – Pre-qualification and Technical Proposal - Standard Forms
 - Section 5 - Financial Proposal - Standard Forms

Please acknowledge receipt of this RFP, and confirm that you would be participating in the bid process.

Should you require any clarifications/additional information, please contact on email : dirgst@and.nic.in and telephone Nos. 230933, 244013, 244091.

Thanking You,

Yours Sincerely,

.....

Section 1.

**No. 18-11/GST/2011-FIN/
ANDAMAN AND NICOBAR ADMINISTRATION
DIRECTORATE OF TOURISM**

Port Blair, dated the April 2011

NOTICE INVITING TENDER

The A&N Administration invites sealed tenders from experienced Consultants/Consortium of Consultant for "Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands.

1. Details of Work: Assisting A&N Administration in Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST till its full implementation.

- | | | | |
|-----|---|---|---|
| 1.1 | Time for completion | : | 6 Months |
| 1.2 | Earnest money deposit | : | Rs.25,000/- |
| 1.3 | Last date & time of receipt of tenders | : | 23.05.2011.at 3:00p.m |
| 1.4 | Date & time of opening of cover No.1
Technical Bid | : | 23.05.2011 at 4:00 p.m. |
| 1.5 | Date & time of opening of cover No.2
(Financial bid) | : | To be announced after
opening of technical bid |

2. Eligibility Criteria :

- 2.1 The Tenderer should have satisfactorily provided tax advisory services to a Government agency/department and successfully concluded the assignment for VAT implementation including assisting in framing the Act and Rules in at least one state / UT with minimum assignment cost of Rs. 50 lakhs . Proof of such assignment(s) and completion certificate shall be enclosed.
- 2.2 The tenderer should have well qualified and experienced team of Tax Consultants/Professionals/Chartered Accountants working with them. They shall submit proof of qualification/ experience of the persons associated with the assignments executed.
- 2.3 The Tenderer shall furnish declarations that the firm is not black listed/disqualified and suspended from empanelment/participation in any tender from any of the private sector or government agencies.
- 2.4 The Tenderer should have a minimum Turnover of Rs. 5 crore during each of the last three financial years.

The Consultant will be selected on Lowest Cost Based Selection procedure, subject to the following:

- a) The firm meeting the pre-qualification criterion as laid down in the tender documents.
 - b) Its Technical Proposal is in substantial compliance with this RFP.
3. Earnest Money Deposit:

The EMD in the form of deposits at call receipt of any Nationalized Bank in favour of Senior Accounts Officer ,Finance Department, payable at Port Blair should be submitted by the tenderers except those who are registered with the Central purchase Organization, National Small Industries Corporation (NISC) or the concerned Ministry of Department.

4. The Tenders shall be submitted in two covers namely **Cover No.: 1- (Technical proposal) and Cover No.2 (Financial proposal)** . The financial proposals of only those tenderers will be opened who fulfill the eligibility criteria as stipulated in this RFP. Financial proposals of tenderers who do not qualify shall not be opened and returned immediately to them.

4.1 _____

4.2 **Cover No.1** shall contain the technical proposal including the following:

EMD of Rs.25,000/-

Proof of assignments executed (as per para 2.1)

Details of Team /Professionals (as per Para 2.2)

Certificate for not being blacklisted//disqualified (as per para 2.3)

No loss statement (as per para 2.4).

Audited Balance sheets for last three years as per para 2.5

4.3 Cover No. 2 shall contain only financial proposal/ bid

Tenders not submitted in two covers marked 1and 2 as stated above will be summarily rejected.

5. Details of Tender are also posted on the website www.and.nic.in

For any clarifications or further details correspondence can be made on the following e mail I.D dirgst@and.nic.in and andaman_tourism@rediffmail.com, telephone numbers 03192 – 244013, 230933, 244091.

6. The tender documents can be downloaded from the website. In case the tender documents are downloaded from the website, the tenders may be submitted along with a DD/Cheque for Rs.1000/- in favour of SAO (IP&T) being the cost of the RFP/tender documents.

The evaluation committee constituted by the A&N Administration, Port Blair reserves the right to accept or reject any or all the tenders without any reason thereof.

OSD,GST.

Section 2. Terms of Reference

(Bidders to enclose this Terms of Reference as part of their Technical Proposal)

Terms of Reference for Appointment of Consultant for providing Advisory / consultancy Services for Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands.

1. Background

Goods and Services Tax (GST) is a part of the proposed tax reforms that center round evolving an efficient and harmonized consumption tax system in the country. Presently, there are parallel systems of indirect taxation at the central and state levels. Each of the systems needs to be reformed to eventually harmonize them.

In the Union Budget for the year 2006-2007, Finance Minister proposed that India should move towards national level Goods and Services Tax that should be shared between the Centre and the States. He proposed to set April 1, 2010 as the date for introducing GST. World over, goods and services attract the same rate of tax. That is the foundation of a GST. The first step towards introducing GST is to progressively converge the service tax rate and the CENVAT rate.

The goods and service tax (GST) is proposed to be a comprehensive indirect tax levy on manufacture, sale and consumption of goods as well as services at a national level. Integration of goods and services taxation would give India a world class tax system and improve tax collections. It would end the long standing distortions of differential treatments of manufacturing and service sector. The introduction of goods and services tax will lead to the abolition of taxes such as octroi, Central sales tax, State level sales tax, entry tax, stamp duty, telecom license fees, turnover tax, tax on consumption or sale of electricity, taxes on transportation of goods and services, and eliminate the cascading effects of multiple layers of taxation. GST will facilitate seamless credit across the entire supply chain and across all states under a common tax base.

As we have parallel systems of indirect taxation at the central and state levels, each of the systems needs to be reformed to eventually harmonise them. The central excise duty should be converted into a full fledged manufacturing stage VAT on goods and services and the states sales tax systems should be transformed into a retail stage destination based VAT, before the two are integrated. At the central level, beginning has been made by converging widely varying tax rates and extending input tax credit to convert excise duties into a CENVAT

VAT was implemented in most of the states in India in 2005 under the leadership of Dr. Asim Dasgupta , Chairman, Empowered Committee of State finance Ministers and the same empowered committee has been entrusted with the job of implementing GST in India. Number of meetings have been held and the empowered committee has already created a road map besides the committee has also prepared a model for GST Act and Regulations.

In Andaman and Nicobar Islands although there is no VAT but other taxes like Octroi, Central Sales Tax, Stamp duty ,freight under UT and Service taxes under Central Govt. are applicable. Therefore once GST is implemented in the country , Andaman and Nicobar will also come under its purview .Therefore the Administration should remain prepared with all the logistics and regulatory framework and a separate department has to be created for implementation of GST .

So the Administration intends to appoint a Tax Consultant who should assist the Administration in creating a department for GST and also in preparing the regulatory framework besides computerizing the entire setup.

2. The Objective:

The objective of this assignment is to engage a Consultant who will be assisting/guiding the A&N Administration in **Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands.**

3. Scope of work:

The scope of work of the Consultant should inter alia include the following areas:

- a. Preliminary Study Report in Andaman & Nicobar Islands and in rest of India with reference to proposed GST.**
- b. Preparation of Detailed Report for setting up of the Department.**
- c. Assisting during setting up of the Department.**
- d. Framing of Act and Rules.**
- e. Organise training of Officer /officials in India and abroad where GST is in force.**

The detailed scope of work shall cover the following activities and the Consultant is expected to adequately detail these activities/components as part of their Technical Proposal. The Consultant is also free to suggest any alternatives/changes to meet the objectives better, provided that such deviations are properly justified and implemented in an optimal manner.

The Consultant shall:

1. Study the indirect taxation system and laws in Andaman & Nicobar islands and in India under UT/States/ Central Government to attain first hand idea for proposed implementation of GST in these islands and also update himself with the present orders/reports/directions of Govt. of India and the empowered Committee on GST .
2. Study the Administrative set up of A&N Administration for creation of a new Department of Taxes.

Deliverable: Preliminary Study Report

3. Prepare a blue print of the organization chart for the proposed department including hierarchy, job description, duties and responsibilities and recruitment rules and procedure for appointment.
4. Prepare a report for the physical and logistics requirement including office automation, computerization etc.
5. Deliberate the blue print with the senior officers and stakeholders and prepare the final departmental setup after incorporating the suggestions/objections .

Deliverable : Report of Departmental Setup

6. Prepare draft Regulation (equivalent to Act) and Rules for GST in these islands.
7. Deliberate the draft Regulations and Rules for GST with the senior officers and stakeholders and prepare the final Regulation and Rules for GST after incorporating the suggestions/objections .

Deliverable : GST Act and Rules

8. Assist the Administration in implementation of GST and also in presenting the case before Govt. of India or any such authority.
9. Prepare a training module for imparting training for effective implementation of GST Act and Rules in Andaman and Nicobar Islands .
10. Organize training programs for officers/officials in India and abroad where GST is in force.

Deliverable: Training Module.

11. Assist the Administration in setting up the Department and implementing GST Act and Rules in these islands.

4. List of Deliverables & Timelines

Time is the essence of this consultancy assignment. The total time period of the assignment shall be **six months (180 days)** . The consultant shall adhere to the following time schedules (mile stones) :

S.No	Milestone/Deliverable	Schedule/ Time Line
I. PROFESSIONAL FEES		
1.	Submission of Bank Guarantee	X+7 Days
2.	Submission and acceptance of Preliminary Study Report .	X+45 Days
3.	Submission and acceptance of Report of Departmental Setup .	X+90 Days.
4.	Submission of Draft Regulation and Rules	X+120 Days
5.	Submission of Final Regulation and Rules	X+150 Days
6.	Submission of Training Module	X+175 Days

NOTE : 'X' IS THE DATE OF SIGNING OF THE AGREEMENT

Section 3. Instructions to Consultants

- 1. Introduction**
- 1.1 The Consultants are invited to submit evidence of eligibility as per format as per the formats given in Section 4 and a Financial Proposal as per the formats given in Section 5, in **2 separate sealed covers for the consultancy/Advisory services required for the assignment.**
- 1.2 The 2 envelopes shall be separately sealed with contents as follows:
Envelope 1 : Technical Proposal along with EMD of Rs.25,000/-
Envelope 2: Financial Proposal
- The individual sealed envelopes shall be clearly Super scribed with the title of the Project, followed by Technical offer or Financial offer as the case may be. Both envelopes then shall be separately put in an outer cover and sealed, super scribed with the title of the Assignment and due date.**
- The client does not take responsibility of misplacement of the bids or parts of it and/or opening of the wrong envelope if the above instruction is not followed.
- 1.3 Consultants should familiarize themselves with complete local conditions and take them into account in preparing their Proposals.
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. A&N Administration is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2. Client's Interest**
- 2.1 Consultants shall provide professional, objective, and impartial advice and at all times and hold interests of A&N Administration paramount
- 3. Proposal Validity**
- 3.1 The Technical and Financial Proposal to be submitted by the Consultants should be firm and valid for a period of 120 days from the last date of submission of the proposal.
- 4. Clarifications**
- 4.1 Consultants may request clarifications on the RFP document within 7 calendar days from the date of issue of this RFP. Any request for clarification must be sent in writing, or by E-Mail.
- 4.2 At any time before the submission of Proposals ,the Administration may amend the RFP by issuing an addendum in writing or by standard electronic means to all the Consultants invited for bidding and will be binding on the Consultants. Consultants shall acknowledge receipt of all amendments.

5. Submission, Receipt, and Opening of Proposals
- 5.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for Technical and Financial Proposals should respectively be in the format of TECH-1A of Section 4, and FIN-1 of Section 5.
- 5.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign.
- 5.3 The Technical Proposal (along with the EMD), shall be placed in separate sealed envelopes clearly marked “**TECHNICAL PROPOSAL**” and the Financial Proposal shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**”. **The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the Name of the Assignment, submission address, opening date for opening etc.**
- 5.4 The Proposals must reach the OSD/ (GST)/Director, Directorate of Tourism latest on or before **03:00 pm on 23rd May 2011**. Any proposal received after the deadline for submission shall be returned unopened.
- 5.5 The Technical proposals will be opened on 23rd May 2011 **at 04:00 p.m.**
- 5.6 The Technical proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. Administration shall evaluate the Technical Proposals for their compliance to the requirement of RFP and the Financial proposals of only those Consultants who are eligible as per the Eligibility criteria of this RFP shall be opened. Proposals without the requisite EMD would be out rightly rejected.
- 6 Availability of Professional staff/experts
- 6.1 Administration will require assurances that the Professional staff proposed for the assignment by the Consultant will be actually available. Substitutions during the contract will not be considered unless both parties agree in writing to any substitution. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.
7. Confidentiality
- 7.1 The Selected Consultant shall keep all the information pertaining to the assignment CONFIDENTIAL and shall not provide/disclose any information of the assignment to anybody except on specific instructions from A & N Administration.

8. Property Rights of Assignment Outputs

- 8.1 Consultant shall hand over soft copies of all the deliverables as developed for the assignment and all related workings & outputs of the assignment generated for executing the assignment as & when requested by A & N Administration during the course of the assignment and on successful completion of the assignment.
- 8.2 Such deliverables shall be the Sole Property of A & N Administration and the Consultant shall treat all these information Confidential and shall not share with anybody else except on specific written instructions by A & N Administration .

9. Contract Agreement

: The successful bidder shall sign an agreement before the commencement of the assignment incorporating the Time limit for the Scope of Work as specified in the "List of Deliverables & Timelines" and other Terms and Conditions stipulated in this RFP.

10. Performance Guarantee :

The successful Consultant shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5% of the value of the contract as performance guarantee /Security in the form of D.D/Bank Guarantee from any Nationalized Bank payable to the Sr. Accounts Officer, Finance Department payable at Port Blair. The Performance guarantee should be valid till a period of 60(sixty) days beyond the date of completion of all contractual obligations. If the successful Consultant fails to deposit the Performance guarantee /security and execute the agreement as stated above, the earnest money deposited by him will be forfeited in favour of Government and the contract will be arranged elsewhere at the defaulter's risk and any loss incurred by Government on account of the delay in execution of the contract will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby.

11. Liquidated Damages:

If the Consultant fails to complete the assignment within the stipulated time/period specified in the contract, the A&N Administration shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 2% of the quoted consultation fee for delay period of every 15 days or part thereof up to a maximum deduction of 10% of the contract prices of the delayed services. Once the maximum is reached, the Administration may consider termination of the contract at the risk and cost of the Consultant.

Section 3: Instructions to Consultants

DATA SHEET

1.1 1.	Name of the assignment: Appointment of Consultant for Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands.
1.2	2. Technical Proposal and Financial Proposal to be submitted in 2 separate sealed Covers put together in an Outer Envelope. EMD of Rs. 25,000/- in form of Demand draft to be furnished.
1.3	Proposals must remain valid till 120 calendar days after the last date of submission
1.4	3. Expected date for commencement of consulting services:
5.2	4. All proposals to be signed by Authorised signatory, together with requisite Power of Attorney, authorizing him to sign
5.7/ 5.8	5. Qualification and Evaluation criterion for the proposal

Section 4. Technical Proposal - Standard Forms

TECH-2A Consultant's Organization and Experience

A Consultant's Organization

B Consultant's Experience

C Consultant's Financials

TECH-3 Comments or Suggestions on the Terms of Reference

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-7 Work Schedule

Form: TECH-1A Technical Proposal Submission Form

To:

[Location, Date]

**OSD,GST,
Directorate of Tourism,
Andaman and Nicobar Administration,
Port Blair – 744 101**

Dear Sir:

We, the undersigned, offer to provide the Consultancy/ Advisory services for Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands.

in accordance with your Request for Proposal dated, 2011 and our Proposal. We are hereby submitting our Technical Proposal, sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert the list of Consortium Member with full name and address of each associated Consultant]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 120 calendar days from the last date of proposal submission, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 calendar days from the date of appointment. We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form: TECH-2A Consultant's Organization and Experience

A - Consultant's Organization

- a) *[Provide here a brief (two pages) description of the organization, business activities and experience of your firm/entity and each consortium member proposed for this assignment.]*

B - Consultant's Experience and evidence

[Provide here necessary details and evidence including, submissions, project sheets etc. covering the recent assignments executed relevant to this assignment and as required in the RFP]

C - Consultant's Financials

[Consultants can attach their financial statements /balance sheets for past 3 financial years]

Form: TECH-3 Comments and Suggestions on the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment. Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form: TECH-4 Description of Approach, Methodology for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal in brief divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, especially related to the tourism and proposed technical and support staff.]

Form: TECH-6 Curriculum Vitae (CV) for Proposed Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: _____ To [*Year*]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

Section 5. Financial Proposal - Standard Forms

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs & Payment Schedule

Form: FIN-1 Financial Proposal Submission Form

[Location, Date]

To:

**OSD,GST,
Directorate of Tourism,
Andaman and Nicobar Administration,
Port Blair – 744 101**

Dear Sir:

We, the undersigned, offer to provide the Consultancy/Advisory services for Setting up a Department of Taxes and preparing the regulatory framework for implementation of GST in Andaman & Nicobar Islands in accordance with your Request for Proposal dated, 2011 and our Technical Proposal. Our attached Financial Proposal is for the total all-inclusive sum of [*Insert amount(s) in words and figures*], exclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. 120 calendar days from the last date of submission of this Proposal.

We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form: FIN-2 Summary of Costs & Payment Schedule

Summary of Costs

Item	Amount in Indian Rupees/ percentage (as applicable)	
	In Figures	In Words
I. Professional Fees Total Fees (Lump-Sum) [A]		

PAYMENT SCHEDULE:

S.N	Milestone/Deliverable	Schedule/ Time Line	Percentage of Total Contract Amount
I. PROFESSIONAL FEES			
1.	Submission of Bank Guarantee	X+7 Days	10% (Advance)
2.	Submission and acceptance of Preliminary Study Report .	X+45 Days	10%
3.	Submission and acceptance of Report of Departmental Setup .	X+90 Days.	20%
4.	Submission of Draft Act and Rules	X+120 Days	10%
5.	Submission of Final Act and Rules	X+150 Days	30%
6.	Submission of Training Module	X+180 Days	10%
7.	Successful Completion of the assignment		10%

NOTE : 'X' IS THE DATE OF SIGNING OF THE AGREEMENT
