

# South Asian University

(A University established by South Asian Association for Regional Cooperation)

Rajpur Road, Maidan Garhi, New Delhi-110068, India

## NOTICE INVITING TENDER

**Subject: Request for Proposal (RFP) for Engagement of ‘GST Consultants’ for ‘South Asian University, New Delhi-110068 (India).’**

**Sealed bids** (in two bid system) are invited on behalf of President, **South Asian University, New Delhi** from Reputed Consultancy Firms for appointment as GST Consultants of the **South Asian University, New Delhi** (hereinafter called ‘SAU’), for the year 2026 which can be extended for further period on satisfactory completion of the work. The GST Consultant so appointed shall carry out the **work of GST consultant and prepare & file GST returns of the University.**

Name of Work	“Appointment of GST consultant and preparation & filing GST returns of the University for the Year “2026”, extendable up to 2 more years (on year-to-year basis on satisfactory performance)
Tender No.	
Date of Publishing on the website	24.11.2025
Bid Submission Start Date	25.11.2025
Last Date and time of submission of Bids <b>(in physical form)</b>	15.12.2025 (15:00 hrs)
Date and time of opening of Technical Bids	15.12.2025 (16:00 hrs)
Earnest Money Deposit (EMD)	₹20,000/- in form of demand draft favoring “South Asian University, New Delhi” or Bank transfer to the South Asian University Account No. 30796569318, IFSC- SBIN0001624, State Bank of India, NIFHW Munirka, Delhi (UTR No./proof of transfer is to be submitted). SAU being an International Organization having its own set of Rules and <b>no</b> exemption from submission of EMD is allowed under NSIC/ MSME.
Criteria of evaluation and Selection	The Criteria of selection shall be on Quality and Cost Based Selection (QCBS). The Highest Scorer (H-1) shall be awarded the work. (70% weightage shall be given to the Technical Bid and 30% weightage shall be given to the Financial Bid)
Evaluation Scheme	The evaluation Scheme has been mentioned herewith in the document

The tender document is available on <https://eprocure.gov.in/epublish/app> and can be downloaded from CPP Portal <https://eprocure.gov.in/epublish/app> and from our website: [www.sau.int](http://www.sau.int) free of cost.

## **INSTRUCTION TO BIDDERS**

### **1. PREPARATION AND SUBMISSION OF BIDS:**

- a. The detailed tender documents may be downloaded till the last date of submission of tender.
  - b. The bidder should submit the bid in two parts viz. Technical Bid and Financial Bid. Technical Bid should be provided in **envelope-1**, titled as Technical Bid and Financial Bid should be provided in **envelope-2**, titled as Financial Bid. Both the envelopes must be sealed and kept in main envelope clearly **super scribing “Request for Proposal (RFP) for Engagement of GST Consultants.”** If the prospective bidder/ firm do not send the Technical Bid/ Financial Bid duly signed by the authorised person of the Firm, and sealed in separate envelopes, their bid is liable to be rejected.
2. **Sealed Bids** shall be submitted in physical form addressed to **The Deputy Registrar (Purchase), 4<sup>th</sup> Floor, New Administration Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068.** Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.
  3. **The firm must have an office located in Delhi/NCR (proof of the same must be enclosed with Tender).**
  4. The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/ or to modify the process or any part thereof at any time without assigning any reason thereto vests with President, SAU, New Delhi, without any obligation or liability whatsoever.
  5. **TECHNICAL BID:** Technical bid should contain information such as constitutional documents, business turnover, experience in the sector and other related documents of the company/ firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format at **Appendix ‘A’ (i & ii)** which should inter alia contain the documents as per succeeding paras. The EMD of **₹20,000/-** must also be enclosed in the Technical Bid. **SAU being an International Organization having its own set of Rules and no exemption from**

submission of EMD is allowed under NSIC/ MSME. The bids not accompanying EMD amount, will be summarily rejected.

**NOTE - No indication of the rates/amounts be made in any of the documents submitted with the Technical Bid envelope else the bid shall be outrightly rejected.**

6. **Financial Bid:** The financial bid must be submitted in the format enclosed with tender documents as **Appendix 'B' in a separate envelope marked as "Financial Bid"**. The bid should be clearly filled or typed and sign in ink legibly. Bidder should quote the price in figures as well as in words the amount quoted by him. The tender document should be duly signed by the authorized persons.
7. If any of the information/ documents furnished by the Firm/ Agency is found to be incorrect/ forged, the offer will automatically stand cancelled without entertaining any further correspondence.
8. **EVALUATION:** **Financial bids of only technically qualified firms shall be opened and evaluated.** The evaluation and selection of the Agency shall be done on Quality and Cost Based Selection (QCBS) basis, as detailed hereunder in the succeeding paras.
9. **Scope of work:** The contract is essentially for providing services as mentioned below:
  - (a) Providing consultancy and support on GST/VAT matters as and when required by the University or on suo-moto, through email or making personal visits by the Senior Staff or Partner.
  - (b) Preparation and filing of all GST/VAT returns. The bidder shall collect the information required for preparation of returns from the University for timely submission of GST/VAT returns, as prescribed under Law and as amended from time to time, for the year 2026 and for extended period of PO.
  - (c) Assist SAU in internal and statutory audit compliances or any matter related to GST/VAT of the University before any tax authority.
  - (d) The Services of the GST Consultant shall be provided in a proper manner and in accordance with the Contract and any statutory requirements and any requirements of the law, Government of India (GOI) and the Comptroller and Auditor General (CAG) of India and amended from time to time.
  - (e) Drafting representation to Ministry of External Affairs / Government if required by SAU.

- (f) Assisting SAU in handling these laws related issues with vendors, if any.
- (g) Collecting original bills after sorting of original bills from relevant files at SAU premises with the help of Assistant.
- (h) Reviewing original bills and providing detailed compilations of GST and VAT with observations with request to get these rectified.
- (i) Obtain ledger data from SAU, reconcile/ compile the same and get requisite rectification entries passed in SAU accounts.
- (j) Compile all VAT and GST claims & send for approval.
- (k) File VAT and GST claims with respective authorities on timely basis.
- (l) Provide proof of filing.
- (m) Follow up claims where ever required.
- (n) Draft replies to the notices, queries letter, acknowledgments, discrepancy memos issued by the GST and VAT DEPARTMENTS.
- (o) Return of original VAT bills files with original refund orders to SAU.
- (p) Return original GST bill files after filing of GST claim to SAU.
- (q) Obtain refunds and Provide GST and VAT refunds orders.
- (r) GST advice on the issues referred by SAU.
- (s) Appearance before the VAT and GST Authorities, whenever required.
- (t) Filing Appeal before the GST and VAT Authorities/Tribunals.
- (u) Any other matters incidental to the claims for VAT and GST.

**Delivery terms:**

The services mentioned above must be completed till the timeline mentioned below:

Service # (a) above – at the earliest whenever any opinion is sought.

Service # (b) above– within due dates as prescribed in Acts and as amended from time to time.

Service # (c) to (u) above - within the specified date as and when needed by the University.

**10. Payment terms:**

- (i) SAU shall make payment on quarterly basis later of:
  - a. Filing of returns and credit of GST refund amount in SAU account, on per quarter basis.
  - b. Receipt of original invoice.
- (ii) All invoices shall be in original and shall contain the SAU Purchase Order number, and a description, the quantities, unit and total price(s) of the Services delivered. The currency of invoice and payment shall be as specified in the Purchase Order. Unless otherwise authorized by SAU, a separate invoice shall be submitted

for each service under the Contract/ PO.

(iii)

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payments shall be made in the currency stated in the Contract / PO, on the basis of the equivalent value of INR on the day of payment and paid directly into the nominated bank account.

(iv) SAU shall not pay any charge for late payments.

(v) SAU's UIN: 0717UNO00175UNQ and SAC & GSTIN of the GST Consultant must be printed on the Invoice/bill.

#### 11. **Penalties**

SAU may impose penalties on the Firm, such penalties shall amount to zero-point five percent (0.5%) of the Purchase Order price applicable to the delayed service, for each Day following the initial Delivery Date specified in the Purchase Order but shall not amount to more than twenty five percent (25%) of the total Purchase Order value. The penalties for the delay may be deducted by SAU from any sum(s) due, or to become due, by SAU to the Firm.

#### 12. **General Terms & Conditions**

**The firm should fulfil the following requirements: -**

- (i) The Firm must be registered with the Institute of Chartered Accountants of India.
- (ii) The firm or its partner(s)/ President(s), etc. must not have been debarred from ICAI or RBI or any other statutory body for any misconduct.
- (iii) The Bidding Firm should be registered with **Goods & Service Tax** department.
- (iv) The Bidding Firm must have their office in Delhi-NCR.
- (v) The Bidding firm should have experience of providing GST services to UN/ International Organizations

#### 13. **Additional Terms & Conditions of Bid Document**

- (a) Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions contained herein. These terms and conditions shall be binding on the successful Tenderer/ bidder. Conditional Tenders are liable to be rejected. **South Asian University, New Delhi** will process the tender as per SAU standard procedure. SAU reserves the right to reject any or all or part of tender without assigning any reason. SAU will not be under any obligation to give any clarification to the agencies whose bids are rejected.
- (b) The Bidder should fill and sign **Self Declaration** and **Letter of Proposal** in the prescribed form **Appendix-C** and **Appendix-D**, respectively and must submit the same with the Technical Bid.

- (c) In QCBS evaluation of the bids for selection of Firm to provide GST consultancy services to the **South Asian University, New Delhi**, the '**Technical Bids**' shall be given the weightage of **70%**, whereas, the '**Financial Bids**' shall be given weightage of **30%**. The '**Highest Scorer**' (H-1) of combined score of technical evaluation and Financial Bid shall be appointed as 'GST Consultant' of the SAU.
- (d) **An illustration has been provided hereunder to explain the evaluation system in Annexure-I.**
- (e) The minimum score in Technical evaluation is **70 marks** to be eligible for opening of Financial Bid.
- (f) The SAU will reject a proposal for award if it is determined that the bidder recommended for award as directly or through an agent, or engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
- (g) The Technical Bid may be furnished as per the prescribed format as at **Appendix-A (i) & (ii)**
- (h) The rates must be quoted in the prescribed format as per **Appendix-B**
- (i) The Technical Bid & Financial Bid duly sealed must be submitted separately.
- (j) The tenderer should quote the rates in figures as well as in words. If there found to be difference in the amount mentioned in figures and words, the rates quoted in words will be taken into the consideration.
- (k) Tender must accompany Earnest Money (EMD) of **Rs.20,000/-** and should be paid through Demand Draft/ RTGS (as per details provided below) in favour of "**South Asian University**", payable at New Delhi. The payment details viz. UTR Number of the transaction/ Demand Draft must be enclosed in the Technical Bid, failing to do so the bid shall be treated as non-responsive and will be summarily rejected.

Account No.	IFSC Code	Bank Name	Branch
30796569318	SBIN0001624	State Bank of India	NIFHW Munirka, Delhi

- (l) The EMD of unsuccessful bidder shall be refunded upon completion of evaluation and after award of the work to the successful bidder. The EMD of the successful bidder shall be converted to the Security Deposit and shall be refunded on completion of the contract period, without any interest.
- (m) The rates quoted in tender shall remain valid for acceptance for a period of 90 days from the date of opening of tenders. The rates quoted shall be valid for the entire contract period and may be extended further for another period, if mutually agreed by both parties.

- (n) However, if any tenderer withdraws his tender before the said period or makes any modification in the terms & conditions of the tender which are not acceptable to the SAU, the SAU shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest deposit absolutely.
- (o) The acceptance of tender will rest with the competent authority of SAU, New Delhi and reserves the right to reject any or all of the tenders received without assigning any reason. The decision of Tender Evaluation Committee will be final in case of any dispute during Tender Opening process. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
- (p) On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority shall be intimated to the SAU.
- (q) In case the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day at the same time & venue.
- (r) Escalation charges shall not be accepted on any grounds during the pendency of contract.
- (s) If the job is refused by the firm or not executed after accepting the condition of the tender/ work order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the SAU and further action as deemed fit will be taken.
- (t) In case of any disputes, differences or objections connected with or arising out of the goods or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the University and his/her decision shall be final and binding.
- (u) The agency shall not sublet/ sub-contract the work or any part of the work, to any other party.
- (v) Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services. We have been allotted UIN: 0717UNO00175UNQ.
- (w) Please ensure that UIN of SAU is mentioned on all invoices raised to us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-  
-Name, address and GSTIN of the agency;  
--Invoice Number;

- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services SAC, Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof; Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any; Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
  - \* Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative:



**Illustration of QCBS Evaluation****Stage-1: Technical Bids Evaluation**

<b>Bidder Details</b>	<b>Technical Mark Obtained</b>
Bidder-1	92
Bidder-2	85
Bidder-3	55*
Bidder-4	75

\*Since minimum score for technical evaluation is 70 Marks, Bidder-3 is **disqualified hence rejected**.

**Stage-2: Conversion of Technical Marks to Technical Score (70% weightage)**

<b>Bidder Details</b>	<b>Technical Mark Obtained</b>	<b>Score</b> (Marks Obtained in Technical Evaluation/Marks of Highest Scorer x 100)	<b>70% Weightage</b>
Bidder-1	92	100	70
Bidder-2	85	92.39	64.67
Bidder-3	55	Rejected*	-
Bidder-4	75	81.52	57.06

**Stage-3: Financial Bid Evaluation**

<b>Bidder Details</b>	<b>Financial Quote</b>
Bidder-1	1,30,000
Bidder-2	1,20,000
Bidder-4	1,00,000

**Stage-4: Conversion of Financial Bid Amount to Score (30% weightage)**

<b>Bidder Details</b>	<b>Financial Quote</b>	<b>Score</b> (Financial Quote by L-1/Financial bid of the Bidder x 100)	<b>Weightage (30%)</b>
Bidder-1	1,30,000	76.92	23.08
Bidder-2	1,20,000	83.33	25.00
Bidder-4	1,00,000	100.00	30.00

**Stage-5: Final Score**

<b>Bidder Details</b>	<b>Technical Score</b>	<b>70% weightage</b>	<b>Financial Score</b>	<b>30% Weightage</b>	<b>Total Score</b>	<b>Rank</b>
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Bidder-1	100	70	76.92	23.08	93.08	<b>H-1</b>
Bidder-2	92.39	64.67	83.33	25.00	89.67	H-2
Bidder-4	81.52	57.06	100.00	30.00	87.06	H-3

**Bidder-1 will be awarded the work being (H-1) Highest Scorer**

## **Appendix ‘A(i)’**

### **Details about the bidder**

<b>Details</b>	<b>Details (Whether attached)</b>	<b>Specify the Page No.</b>
Name of Firm		
Complete Address & Telephone No.		
Name of Proprietor/ Partner/ Designated Partner(s)		
Phone No:-  Mobile No:-  Email Id:-		
Name and contact details of the Person(s) who is to be contacted as co-ordinator		
The Firm must be registered with the Institute of Chartered Accountants of India (attached copy of certificate).		
PAN No. (enclose the attested copy of PAN Card).		
GST No. (enclose the attested copy of GST Certificate).		

Whether the firm has enclosed the UTR No. of Earnest Money Deposit.		
Whether the Firm has signed each and every page of Tender and submitted the same with their Technical Bid as an acceptance of all the Terms & Conditions contained in the tender document.		
Any other information, if necessary.		

**Note:** All the documents being furnished must be self-attested as “True Copy”, with official seal and signatures of the Authorised person.

**Date:**

**Signature with Seal of Authorized Signatory**

**Place:**

## Technical Evaluation Criteria and Scoring Scheme

Criteria	Scoring	Max. Points	Documentation	Specify the Page No.
1. Long standing of the firm	<b>01</b> point for each year of existence over 05 years ( <i>i.e. for having more than 5 years of existence shall only be given the marks</i> )	<b>15</b>	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI	
2. Turnover of the firm for the last three financial years (FY 2022-23, 2023-24 and 2024-25)	<ul style="list-style-type: none"> <li>➤ <b>5</b> points for Specified Turnover of Rs.1 Crore or above for <u>each</u> FYs. (i.e. 2022-23, 2023-24 and 2024-25); And/or</li> <li>➤ <b>4</b> points for Specified Turnover between Rs.1 Crore to Rs.0.80 Crore for <u>each</u> FY; And/or</li> <li>➤ <b>3</b> points for Specified Turnover between Rs.0.80 Crore to Rs.0.60 Crore for <u>each</u> FY; And/or</li> <li>➤ <b>2</b> points for Specified Turnover between Rs.0.60 Crore to Rs.0.40 Crore for <u>each</u> FY; And/or</li> <li>➤ <b>1</b> point for Specified Turnover of Less than Rs.0.40 Crore for <u>each</u> FY.</li> </ul>	<b>15</b>	<p>"Turnover" would mean the professional fee earned excluding GST and traveling, if billed separately.</p> <p>Self-attested Audited Balance Sheets for the FY 2022-23, 2023-24 and 2024-25, be supported.</p>	
3. Experience and Association of Partners.	<p>a) <b>05</b> points for each FCA Partner.</p> <p>b) <b>03</b> points for each ACA Partner.</p>	<b>15</b>	List of partners with FCA/ ACA status, supported by the latest firm constitution certificate issued by ICAI	
4. Specific Experience in providing GST consultancy services to UN Organisations.	<p>Providing GST Consultancy to UN Organizations during last 3 years</p> <ol style="list-style-type: none"> <li>1. More than 20 - 40 marks</li> <li>2. 18 to 20 - 36 marks</li> <li>3. 15-17 - 30 marks</li> <li>4. 10-15 - 20 marks</li> <li>5. Less than 10 - 10 marks</li> </ol> <p>It may further be noted that</p>	<b>40</b>	Please attach relevant documents in support of the same.	

	the bidder must have dealt GST refund aggregating to <b>Rs.20 Crore</b> or more in respect of such UN Organizations, per annum. <b>If experience is with an Embassy (non-UN) instead of UN, marks will be awarded at 50% of above Criteria.</b>			
5. Year of experience in UN related (GST/VAT) work/Consultancy	More than 8 years - 10 marks 5 years to 7 years - 7 marks 3 years to 5 years - 4 marks Less than 3 years - 2 marks	<b>10</b>	Please attach relevant documents showing number of years of providing GST/VAT Consultancy to UN organizations.	
6. Presence of the Firm in Delhi/ NCR	➤ <b>05</b> points if the <u>Head Office</u> of the applicant firm is located in Delhi/ NCR. ➤ <b>03</b> points if a <u>Branch Office</u> of the applicant firm is located in Delhi/ NCR.	<b>05</b>	Latest firm constitution certificate issued by ICAI. Date of establishment of the branch and name of Partner/ CA qualified employee in charge of the firm.	
	<b>Total =</b>	<b>100</b>		

**Note:** All the documents being furnished must be self-attested as “True Copy”, with official seal and signatures of the Authorised person.

**Date:** Signature .....

**Place:** Full Name .....

Firm Name: .....

Seal of the Organisation .....



## Financial Bid

*(To be kept in a separate Envelope sealed properly while sending the proposal)*

Particular	Annual (yearly) Fee (In INR `)	GST (In INR `)	All Inclusive Annual (yearly) Fee (In INR `)
All Inclusive Lump Sum Annual Fees for the entire scope of work covered under the terms of the tender document.	Not to be quoted		
Amount in Words			

### Please Note:

- I. As provided in the Financial bid format above, the bidders have to quote the Rates as per above format only.
- II. Since the evaluation is on **QCBS** method **30% weightage** will be given to the 'Financial Bid' and highest scorer of 'Technical + Financial Bid' will be awarded the work.
- III. The above quoted Lump Sum Annual Fee must be inclusive of all out of pocket expenses/ travelling expenses, etc., excluding Good Service Tax (GST), as applicable.
- IV. In case of any discrepancy in Annual Fee quoted in figures and words, the Fee mentioned in Words Shall be taken into cognizance.

We further undertake that the rates quoted above by us will be valid for the entire currency period of the contract and no increase/ escalation shall be payable.

**Date:**

Signature .....

Full Name .....

Firm Name: .....

Seal of the Organisation .....



**SELF DECLARATION**  
**(On Letter head of the Firm)**

**(To be enclosed with the Technical Bid)**

(Date)

The President  
South Asian University,  
Rajpur Road, Maidan Garhi,  
New Delhi-110068

**Subject: Declaration** - Engagement of GST Consultants for 'South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 for the year 2026.

Dear Sir,

1. In response to the Tender Document for appointment as "GST Consultants" of South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068, I/We hereby declare that presently our company/ firm ..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body/ Central or International University/ Research Institute/UN Organization.
2. We further declare that presently our company/ firm (name of the Firm.....) is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/ PSU/ Autonomous body/ Central or International University/ Research Institute/UN Organization on the date of Bid Submission including violation of relevant labour laws.
3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date:

Signature .....

Place:

Name .....

Seal of the Organisation .....

## Appendix 'D'

**Letter of Proposal**  
**(On Applicant's letter head)**  
**(To be enclosed with the Technical Bid)**

To

(date)

The President  
South Asian University,  
Rajpur Road, Maidan Garhi,  
New Delhi-110068

Ref: Your Letter no. -----dated-----

**Subject: Selection of Firms for engagement as GST Consultants of South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 for the Year 2026.**

Dear Sir,

We, the undersigned, offer to provide the services for the above in accordance with your RFP dated (insert date), and our Proposal. We are hereby submitting our Proposal, which includes this Eligibility Document, for the above-mentioned work.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations, if any.

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

Yours sincerely,

**Signatures (Authorised Signatory) with Stamp**

**Name of Firm**

**Address**