



WWW.
CIPOTATO.ORG
Street Address:
Av. La Molina 1895, La Molina, Lima, Perú

REQUEST FOR PROPOSAL

CONSULTATION FOR GST REGULATIONS IN INDIA

I. Introduction

The International Potato Center (CIP) was founded in 1971 as a research institution for the development of roots and tubers, providing sustainable solutions to the pressing global issues of hunger, poverty, and natural resource degradation. CIP is a global center, with headquarters in Lima, Peru, and offices in 20 developing countries across Asia, Africa, and Latin America. Working closely with our partners, CIP aims to achieve food security, greater well-being, and gender equity for the poor in the developing world. CIP promotes its mission through rigorous research, innovation in science and technology, and capacity strengthening in root and tuber cultivation and food systems.

CIP is part of the CGIAR Consortium, a global partnership uniting organization dedicated to research for a food-secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. Donors include countries, foundations, and international entities.

The center is an autonomous entity, with an international board of trustees, established as an international organization in 1971 in Lima. CIP has the status and privileges and immunities of an international organization under its host country agreement with the Government of Peru as well as with various other countries in which it conducts research.

In India CIP is established as a Branch Office under regulation with the Reserve Bank of India to carry out research programs to increase the production and productivity of potato and sweet-potato at the national level in cooperation with the Indian Council for Agricultural Research (ICAR), and its associated research institutes working on potato (CPRI) and sweet-potato (CTCRI). Collaborate with universities and international research organizations to advance agricultural innovations in India and the region.

II. Object of the contest

The primary objective of this exercise is to identify and classify transactions that fall under the purview of GST regulations in India. This includes transactions involving CIP headquarter services, and any other relevant activities subject to GST.

1. To identify and verify the GST transactions for the year 2019-2020, 2020-2021, 2021-2022, 2022-2023.
 - a. Review of Transaction Records: Examination of all CIP HQ transaction records, including purchase invoices, contracts, payroll, chargeback policies, and other relevant documentation.
 - b. Classification of Transactions: Determine whether transactions are taxable under GST based on applicable laws and regulations.
 - c. Identification of Exemptions and Exclusions: Identify any transactions that may be exempt from GST or fall outside the scope of GST regulations.
 - d. Documentation and Reporting: Prepare detailed documentation outlining the findings, classifications, and recommendations regarding GST liability for each transaction category.
2. To get the GST registration.
3. Engage with tax authority to commence payment.
Process.

Deliverables and dates for delivery (place): First quarter (April to June 2023).

1. Compilation of HQ transactions subject to GST for the fiscal years 2019/2020, 2020/2021, 2021/2022, and 2022/2023. Delivery date: (May 31st, 2024)
2. Letters of recommendations from at least 3 clients
3. Calculation of the total payment amount, inclusive of interest charges. (June 7th, 2024)
4. Development of a manual guide outlining the criteria for identifying HQ transactions subject to GST. This guide should include the necessary steps for reporting information to the government, along with relevant formats and supporting documentation requirements, if applicable. (June 28th, 2024)

III. Timetable

1. Invitation to applicant companies	April 10, 2024
2. Confirm your desire to participate	April 15, 2024
3. Inspection visits (if required)	N/A
4. Submission of Applicant Inquiries	April 17, 2024
5. Response to inquiries	April 18, 2024
6. Proposal submission	April 22, 2024
7. Opening and evaluation of proposals	April 25, 2024
8. Winner identification and communication to bidders	April 30, 2024
9. Contract signing	May 15, 2024
10. Contract commencement	May 17, 2024

(* Please direct your inquiries via email to Mr Barun Raj (barun.raj@cgiar.org) copying Mr Arun Gugnani (a.gugnani@cgiar.org).

IV. Proposals

The proposal should be prepared as follows:

1. One technical including all issues raised in the Tor's.
2. One Economic proposal including all costs involved.

Proposals must address each of the elements listed in the Terms of Reference. Proposals may be rejected if they do not meet the requirements detailed in the call for proposals. All companies interested in participating and seeking clarification of this document must send their questions via email to CIP no later than April 17, 2024, attention to barun.raj@cgiar.org copying a.gugnani@cgiar.org.

They must submit their complete quotation, including technical specifications, by email to barun.raj@cgiar.org copying a.gugnani@cgiar.org no later than April 22, 2024.

The costs of preparing proposals are the sole responsibility of the applicant and will not be reimbursed by CIP.

V. Installation/delivery Location

International Potato Center (CIP), NASC complex, DPS Marg, Pusa campus, New Delhi - 110012.

VI. Process Evaluation

Evaluation Matrix

	<i>Relevance</i> %	<i>Points</i> (1-5)	<i>Total</i>
Years of experience and client portfolio	20		
Similar works and implementations	25		
Cost	35		
Delivery time	20		
Total	100		

(*). Only the offers that meet all the requirements included in this tender will be considered.

VII. CIP Rights

CIP reserves the right to accept or reject proposals in whole or in part and to cancel the process at any time if CIP has not signed the corresponding contract

VIII. Letter of presentation

Sirs

International Potato Center (CIP)
NASC complex, DPS Marg
Pusa campus, New Delhi - 110012

Ref. TITLE

Dear Sir/Madam,

With this letter, our company [company name], represented by Mr. [name of the legal representative], requests to participate in the Selection Process for the provision of xxxxxxxxxxxx at the main headquarters in La Molina, Lima", as communicated to us.

We certify that we have become aware of the conditions required for participants and we commit to abide by them in their entirety.

We are enclosing the documentation demonstrating that our company meets the requirements for participation in this process.

Yours faithfully,

IX. Identification

BIDDER IDENTIFICATION	
Name of the company	
Years in the market	
Principal clients (attach letter recommendation)	
RUC/TAX ID	
Address	
Contac person	
Position	
E-mail	
Phone number/ cell phone number	
Total Sales	
2,021	
2,022	
2,023	
Name and sign of the legal representative	