



Ref. No. DICGC. DAT. 455 /03.05.108/ 2020-21

September 21,2020

To Chartered Accountant Firms

Dear Sir,

**Appointment of Tax Consultant – Expression of Interest (Eol)( Fresh interest of bids-e tendering)**

1. DICGC, a wholly owned subsidiary of Reserve Bank of India, receives premium from insured banks on a half yearly basis and settles the deposit insurance claims of the liquidated banks in terms of provisions of the DICGC Act, 1961. Over 2,000 banks pay premium twice a year which will result in generation of Outward Supply invoices of approximately 5,000 invoices including Debit and Credit Notes. The inward supply invoice will be around 1000 for input credit and payment for Reverse Charge Mechanism (RCM) liability. A brief profile of the Corporation is attached in Annex IV.
2. The Corporation has been paying income tax since the financial year 1987-88. The Corporation is assessed for Income Tax as a 'company' as defined under the Income Tax Act, 1961. The Corporation was also subject to service tax on premium income from October 1, 2011 and is liable to Goods and Services Tax w.e.f. July 1, 2017.
3. Deposit Insurance & Credit Guarantee Corporation (DICGC) invites bids via email in two parts (Technical Bid & Price Bid - in two (2) separate password protected .PDF files). Please refer to the RfP placed below for further details and apply depending on your firm meeting the eligibility criteria.
4. The bids are invited through e-tendering only. Accordingly, interested eligible firms willing to apply, may forward their quotations via e-mail to [dmsaluja@rbi.org.in](mailto:dmsaluja@rbi.org.in) with a copy to [deepaknarang@rbi.org.in](mailto:deepaknarang@rbi.org.in) along with duly filled in enclosed **Form 1** [Annex I with Appendix 1 & 2 and Annex I(A) ] for Technical Bidding and **Form 2** (Annex II) for Financial Bidding in **2 separate password protected .PDF files** (scanned copy with

प्रधान कार्यालय : भारतीय रिज़र्व बैंक बिल्डिंग, दूसरी मंजिल, मुंबई सेंट्रल रेलवे स्टेशन के सामने, पोस्ट बॉक्स सं. 4571, मुंबई सेंट्रल, मुंबई-400 008; दूरभाष : 022-23084121; फ़ैक्स : 022-23018165, 23015662; ई-मेल : [dicgc@rbi.org.in](mailto:dicgc@rbi.org.in); [deepaknarang@rbi.org.in](mailto:deepaknarang@rbi.org.in)

HEAD OFFICE: Reserve Bank of India Building, Second Floor, Opp. Mumbai Central Railway Station, Post Box No.4571, Mumbai Central, Mumbai-400 008; Tel : 022-23084121; Fax : 022-23018165, 23015662 e-mail: [dicgc@rbi.org.in](mailto:dicgc@rbi.org.in); [deepaknarang@rbi.org.in](mailto:deepaknarang@rbi.org.in)

हिंदी आसान है, इसका प्रयोग बढ़ाइए।

seal of the firm and signature of the authorised official/person) respectively as per details mentioned above. **Technical Bids has to reach not later than 5.00 pm on October 12, 2020. The Corp will advise the eligible technical bids to be considered for bidding by 11 AM on Oct 13, 2020. The Financial Bids in Form 2 will be received by Oct 14, 2020 by 5 PM** by email as mentioned for technical bids (only by those approved/qualified in technical bid). Further, it may please be noted that the passwords of the above .PDF quotation file should be sent by that Authorised official/person only by separate emails for each bid to [mansigarg@rbi.org.in](mailto:mansigarg@rbi.org.in).

5. It may be noted that after finalisation of internal scrutiny process the firm shortlisted and appointed as Tax Consultant shall be published on our website. An appointment letter shall also be issued to all the selected firm. It is pertinent to note that the said appointment will be valid for a period of three years subject to yearly review and satisfactory performance of the CA Firm at DICGC's sole discretion.

6. The quotations should reach the aforesaid e-mail IDs within the stipulated timelines and DICGC will not entertain any request for extension of timelines. The bids received after stipulated timeframe and not fulfilling criteria shall be rejected.

7. The CA firm would have to abide by the guidelines furnished in the RFP document. DICGC reserves the right to reject any or all the applications without assigning any reason and will not entertain any further correspondence in the matter.

8. The invitation of tender expression dated August 19, 2020 has been cancelled and withdrawn.

Yours faithfully,

(Deepak Narang)  
Deputy General Manager



**Request for Proposal (RfP)**

**for**

**Appointment of Tax Consultant - DICGC**

Head Office: Reserve Bank of India Building, Second Floor, (Opp. Mumbai Central Railway Station) Byculla, Mumbai – 400008.

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**निक्षेप बीमा और प्रत्यय गारंटी निगम**  
**Deposit Insurance and Credit Guarantee Corporation**  
[www.dicgc.org.in](http://www.dicgc.org.in)

**Short Tender: (Brief about the tender for appointment of firm as Tax Consultant of the Corp.)**

Deposit Insurance & Credit Guarantee Corporation (DICGC) invites bids in two parts (Technical Bid & Price Bid - in two (2) separate password protected .PDF files) for appointment of firm as Tax Consultant for handling matters of both Indirect and Direct Taxes. The services will be regarding the issues related to Direct/Indirect taxes levied by Central/State Governments as well as local bodies.

**2. The Proposals be submitted by E-mail in two (2) separate password protected .PDF files for Appointment of Tax Consultant - DICGC.**

2.1 The **first .PDF file** should be captioned “**Technical Bid for appointment of Tax Consultant - DICGC**” - XXXX” (XXXX- pl indicate abbreviation of Firm’s Title) and shall contain details sought regarding various technical particulars of the proposal covering aspects of the firm like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm and all other such relevant particulars given in **Annex I with Appendix 1 & 2 and Annex I(A) [FORM-1]**.

2.2 The **second .PDF file** should be captioned “**Financial Bid for appointment of Tax Consultant - DICGC**” - (XXXX- pl indicate abbreviation of Firm’s Title) as per the Scope of Work given in **Annex III** and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in **Annex II [FORM-2]**. **This file should be submitted only on the firm having qualified in the Technical bid.**

2.3 The bids are invited through e-tendering only. Accordingly, interested eligible firms willing to apply, may forward their quotations via e-mail to [dmsaluja@rbi.org.in](mailto:dmsaluja@rbi.org.in) with a copy to [deepaknarang@rbi.org.in](mailto:deepaknarang@rbi.org.in) along with duly filled in enclosed **Form 1** [Annex I with Appendix 1 & 2 and Annex I(A) ] for Technical Bidding and **Form 2** (Annex II) for Financial Bidding in **2 separate password protected .PDF files** (scanned copy with seal of the firm and signature of the authorised official/person) respectively as per

details mentioned above so as to reach not later than **5.00 pm on October 12, 2020 for Technical bids and not later than 5.00pm on October 14,2020 for Financial bids.** Further, it may please be noted that the passwords of the above .PDF quotation file should be sent by that Authorised official/person only by separate emails for each bid to [mansigarg@rbi.org.in](mailto:mansigarg@rbi.org.in).

### **3. Objective & Scope**

The RfP is invited with a view to appoint a Tax Consultant for handling matters of both Indirect and Direct Taxes (Income Tax, GST etc). The selected Firm would advise / assist DICGC on all the taxation and accounts related work / issues. Scope of Work is attached in Annexure II.

**Date: September 21, 2020**

**Place: Mumbai**

### Important Bidding Information Summary:

Purpose	Particulars
Cost of Bidding Document	No cost has been prescribed for the Bidding Document.
Last Date and time of Submission of Bid	October 12, 2020 at 17.00 hrs for Technical bids And October 14,2020 at 17.00 hrs for Financial bids(only for firms which qualify in technical evaluation).
Bid Validity	The proposal must remain <b>valid and open for evaluation according to their terms for a period of at least thirty days (30 days)</b> from the time the RfP closes on the deadline.
Address for submission of Bids	Via e-mails only at <a href="mailto:dmsaluja@rbi.org.in">dmsaluja@rbi.org.in</a> with a copy to <a href="mailto:deepaknarang@rbi.org.in">deepaknarang@rbi.org.in</a> .
Number of .PDF password protected bids to be submitted.	<p>2. The Proposals be submitted by <b>E-mail in two (2) separate password protected .PDF files for Appointment of Tax Consultant - DICGC.</b></p> <p>2.1 The <b>first .PDF file</b> should be captioned <b>“Technical Bid for appointment of Tax Consultant - DICGC” - XXXX”</b> (XXXX- pl indicate abbreviation of Firm’s Title) and shall contain details sought regarding various technical particulars of the proposal covering aspects of the firm like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm and all other such relevant particulars given in <b>Annex I with Appendix 1 &amp; 2 and Annex I(A) [FORM-1]</b>.</p> <p>2.2 The <b>second .PDF file</b> should be captioned <b>“Financial Bid for appointment of Tax Consultant - DICGC” - (XXXX- pl indicate</b></p>

	<p>abbreviation of Firm's Title) as per the Scope of Work given in <b>Annex III</b> and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in <b>Annex II [FORM-2]</b>. <b>This file should be submitted only on the firm having qualified in the Technical bid.</b></p> <p>2.3 The bids are invited through e-tendering only. Accordingly, interested eligible firms willing to apply, may forward their quotations via e-mail to <a href="mailto:dmsaluja@rbi.org.in">dmsaluja@rbi.org.in</a> with a copy to <a href="mailto:deepaknarang@rbi.org.in">deepaknarang@rbi.org.in</a> along with duly filled in enclosed <b>Form 1</b> [Annex I with Appendix 1 &amp; 2 and Annex I(A) ] for Technical Bidding so as to reach not later than <b>5.00 pm on October 12, 2020</b> and <b>Form 2</b> (Annex II) for Financial Bidding so as to reach not later than <b>5.00 pm on October 14, 2020</b> in <b>2 separate password protected .PDF files</b> (scanned copy with seal of the firm and signature of the authorised official/person) respectively as per details mentioned above. Further, it may please be noted that the passwords of the above .PDF quotation file should be sent by that Authorised official/person only by separate emails for each bid to <a href="mailto:mansigarg@rbi.org.in">mansigarg@rbi.org.in</a>.</p> <p><b>Note:</b></p> <p>Details sought for as per the RFP, along with the attachments must be submitted in password protected .PDF files only.</p>
Date of opening of envelope containing -	
Technical Bids	October 13, 2020 at 11:00 Hrs.
Financial Bids	October 15,2020 at 11:00 Hrs
<p>Note: Please note that all the information as required under this RfP needs to be provided. Proposal submitted with incomplete information is liable to be rejected. DICGC's decision in this regard will be final and binding. The RfP is also hosted on DICGC website</p>	

<http://www.dicgc.org.in> under the link “Tender Notices”. DICGC reserves the right to change the dates as mentioned above. Changes, if any, related to RfP will be posted on web site. Bidders must check the website before submitting response to RfP.

## **1. Introduction and Disclaimers**

### **1.1 Purpose of RfP**

The purpose of RfP is to “**appoint a Chartered Accountant firm as Tax Consultant in DICGC**”. The firm must have experience in direct and indirect tax for consultation and assistance on tax and accounts related issues of the DICGC. The firm should have competence to guide the Corp. on ST / GST matters.

### **1.2 Information Provided**

The Request for Proposal (RfP) document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with DICGC. Neither DICGC nor any of its employees, agents, contractors, or advisors give any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither DICGC nor any of its employees, agents, contractors, or advisors has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

### **1.3 Disclaimer**

Subject to any law to the contrary, and to the maximum extent permitted by law, DICGC and its officers, employees, contractors, agents, and advisors disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RfP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of DICGC or any of its officers, employees, contractors, agents, or advisors.

### **1.4 Costs to be borne by Respondents**

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations etc. and providing any additional



information required by DICGC, will be borne entirely and exclusively by the Respondent.

### **1.5 No Legal Relationship**

No binding legal relationship will exist between any of the Respondents and DICGC until execution of a contractual agreement.

### **1.6 Respondent Obligation to Inform Itself**

The Respondent must conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

### **1.7 Evaluation of Offers**

Each respondent acknowledges and accepts that DICGC may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor (s). The RfP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a recipient.

### **1.8 Maintaining Secrecy and Confidentiality**

The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of DICGC.

### **1.9 Errors and Omissions**

Each respondent should notify DICGC of any error, omission, or discrepancy found in its RfP document.

### **1.10 Acceptance of Terms**

A respondent will, by responding to DICGC for RfP, be deemed to have accepted the terms of this Introduction and Disclaimer.

### **1.11 Lodgement of RfP**

**1.11.1 RfP Submission:** Please refer to Page 3 & 4 of this document.

**1.11.2** The person (s) signing the bid documents shall put his signature on all pages of the bid. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initiated by the person (s) signing the bid. The bidder shall duly fill the two bids separately. The two .PDF password protected files should be mailed on or before the last date and time of the receipt of

bids. If the submission does not include all the information required or is incomplete, the proposal is liable to be rejected.

All submissions, including any accompanying documents, will become the property of DICGC. Respondents shall be deemed to license, and grant all rights to DICGC to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other respondents and to disclose and / or use the contents of the submission as the basis for any resulting RfP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents.

**1.11.3 RfP Validity period** - Please refer to Page 3 & 4 of this document.

**1.11.4 Cost of Bidding Document**

No cost has been prescribed for the bidding document.

**1.11.5 One bid per bidder**

Each bidder shall submit only one bid for appointment as Tax Consultant - DICGC.

**1.11.6 Late Bids**

Any bid received after the deadline for submission of the bids will be treated as “Late Bid” and such bids shall not be considered at all for competitive bidding.

**1.12 Communication in respect of queries relating to RfP**

DICGC may, in its absolute discretion, seek additional information or material from any respondents after the RfP closes and all such information and material provided must be taken to form part of that respondent’s response.

Respondents should provide details of their contact persons, fax, telephone number, email and full address(s) to ensure that replies to RfP could be conveyed promptly.

If DICGC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then DICGC reserves the right to communicate such response to all respondents.

DICGC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the RfP closes to improve or clarify any response.

### **1.13 Notification**

DICGC will notify the successful bidder in writing as soon as practicable about the outcome of the RfP. DICGC is not obliged to provide any reasons for any such acceptance or rejection.

### **1.14 Disqualification**

Any form of canvassing / lobbying / influence / query regarding short listing, status, etc... will be a disqualification.

## **2. Tenure**

The appointment will be for a period of three years subject to yearly review and satisfactory performance at the DICGC's sole discretion.

b. Decision of DICGC in all matters as eligibility in such stages of eligibility is to be undertaken at which such scrutiny to the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the DICGC in this regard.

## **3. Selection Process**

This RfP will be assessed on the following selection process:-

**Phase 1 – Technical evaluation:** The Firm would be **considered to have technically qualified if it gets a score of at least 50% in the Technical Evaluation.**

**Phase 2 – Financial evaluation:** **This pdf file should be submitted only if the firm qualifies in the Technical bid with a 50% score.**

The Technical bids would be opened on October 13, 2020. The first envelope containing the technical particulars would be opened and the list of technically qualified bidders would be short listed based on the following criteria:

### **Phase – 1: Technical Evaluation:**

#### **a) Eligibility Criteria:**

1. The applicant firm should have been registered with ICAI of India and practicing continuously in India for the last fifteen years as on March 31, 2020.
2. The firm must have Head office or branch office in Mumbai headed by a full time partner.

3. The firm should have at least two full time partners / full time Employees having post qualification experience in Direct and Indirect Tax matters for the last five years as on March 31, 2020, 2020.

4. The firm should have an experience of fifteen years in Direct and Indirect Tax matters. 5. The firm should have served as Tax Consultants continuously for 3 years. The firm should have experience as consultants in Direct and Indirect tax matters pertaining to Banking / Insurance companies / Financial Services/ PSUs / Listed Firms having turnover of ₹500 cr or more for the year of consultancy.

6. Should have a Gross Receipts of more than ₹3 crore from Operations in India for each of the last 3 financial years (i.e. as on March 31, 2018, March 31, 2019 and March 31, 2020).

7. The firm should have experience in handling cases at ITAT and CESTAT in the last five years as on March 31, 2020;

**b) Mandatory Criteria:**

1. The firm should not have been blacklisted/debarred anytime during last 4 years ended 31st Dec 2019 from participation in a tender floated by any central/state PSU including DICGC / RBI or any State/Central Government Department/Institutes or any autonomous body funded and/or controlled by any state/central government.

2. The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.

3. Firms which are currently Statutory / Statutory Branch Auditors / Concurrent auditors of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) in the past but at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.

It is essential that, all the above criteria prescribed are fulfilled in order to be eligible for appointment as tax consultant. The eligibility / mandatory criteria shall have to be met at the time of evaluation and the firm shall continue to meet the criteria throughout the currency of the agreement. Firm/ Partners should disclose relationship, if any, to any director of the Corp. **The decision of DICGC will be final in this regard.**

## **Phase – 2: Financial Bid Evaluation:**

- a) The financial bid of technically qualified bidders alone will be opened on October 15,2020 at 11:00 Hrs and evaluated.
- b) The methodology of evaluation of the firms on technical and financial parameters is attached in **Annex I** and **Annex IV**. **The financial bid of only technically qualified bidders will be received in a pdf file.**
- c) DICGC reserves all rights to accept or reject any or all proposals without assigning any reasons thereof. **The decision of DICGC will be final in this regard.**

### **4. Guidelines & Instructions**

(i) DICGC has made an endeavour to make available all relevant information in the RfP. For any further information or clarification during the tender period, only the Contact Officers named above may be contacted. Except with express permission, the bidder should not communicate directly with any other DICGC personnel involved in work concerning this invitation. Failure to comply with this requirement may result in the disqualification of the firm from this competition.

**(ii) Government Tax** – Bidders are responsible for establishing the status of the services for the purpose of any government tax including Indirect tax, CESS, etc. to Gol. Any applicable taxes should be included and shown in financial proposal.

**(iii) Alterations to Tenders** - Any manuscript or other alteration to the bid must be countersigned and dated by the person submitting the tender.

**(iv) Letters and Declaration to Accompany Tenders** - The bid must be accompanied by scanned copy of a letter on firm's letter head showing the full registered name (s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract.

**(v) Packaging and Delivery of Tenders** - Bids must be mailed in a .PDF scanned password protected file clearly Indicating the following:

1. Project Title;
2. Bidder's Name;

DICGC accepts no responsibility for the premature opening of any incorrectly marked tenders.

**(vi) Conflict of Interest** - Bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might,

give rise to a conflict of interest. Where bidders identify any potential conflicts they should state how they intend to avoid such conflicts. DICGC reserves the right to reject any bid which, in DICGC's opinion, gives rise, or could potentially give rise to, a conflict of interest.

**(vii) Undertaking** - Bidders must give an undertaking that:

- There has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/DICGC or other regulatory / statutory authority since existence / inception.
- None of the partner/employees have been convicted of any offence involving moral turpitude or has been found guilty of economic offence.
- No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business / right to carry on practice.

**(viii) Indemnity** - The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep DICGC, its officers and other staff indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or its staff, agents or sub-contractors in relation to the performance or otherwise of the services to be provided under the Contract.

**(ix) Assigning to Others** - The successful bidder shall not, without the prior written consent of DICGC, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Experts, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by DICGC.

**(x) Termination** - DICGC may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the firm of DICGC's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.

**(xi) Final Selection-** of the Consultant would be based on a formula, summing up the marks received in both Technical (60) and Financial (40) evaluation.

Annexure I

**FORM-1 (Technical Bidding)**

*[Contains Annex I, Annex I (A) with Appendix 1 & 2 and Annex 1(B)]*

**Technical Bid for Appointment of Tax Consultant – DICGC Direct Tax Matters - Evaluation**

Sr.No	Technical Bid	Pl. specify Yes / No	Documents and Information Required	Basis of Marking						
<b>Mandatory Criteria</b>										
1.	The applicant firm should have been registered with ICAI of India and practicing continuously in India for the last fifteen years as on March 31,2020, 2020.		Constitution Certificate issued by ICAI and Certified copy of registration Certificate issued by Registrar in case of LLP.							
2.	The firm must have Head office in Mumbai headed by a full time partner.		1. Address of Head office (HO) of the firm at Mumbai: 2. Name of full time partner heading the HO: 3. Phone Number & e-mail:							
3.	The firm should have an experience of fifteen years in both Indirect and Direct Tax matters.		Appendix 2 (to Annexure 1 B)	<table border="1"> <thead> <tr> <th data-bbox="1089 1644 1425 1759">Experience (in Years) ST / GST matters</th> <th data-bbox="1425 1644 1547 1759">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="1089 1759 1425 1797">15</td> <td data-bbox="1425 1759 1547 1797">2</td> </tr> <tr> <th data-bbox="1089 1797 1425 1875">Experience (in Years) IT matters</th> <th data-bbox="1425 1797 1547 1875"></th> </tr> </tbody> </table>	Experience (in Years) ST / GST matters	Marks	15	2	Experience (in Years) IT matters	
Experience (in Years) ST / GST matters	Marks									
15	2									
Experience (in Years) IT matters										

				15	2								
				1 mark for each completed additional year beyond 15 years.									
				<b>Max marks: 15</b>									
<b>Eligibility Criteria</b>													
4.	The firm should have at least two full time partners / full time Employees having post qualification experience in Direct and Indirect Tax matters for the last five years as on March 31, 2020.		Appendix 1 (to Annexure I B)	<table border="1"> <thead> <tr> <th>No. of full time full partner (s)/ full time employee (s) having post qualification experience in Direct Tax matters</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>5</td> </tr> <tr> <th>No. of full time full partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters</th> <th>Marks</th> </tr> <tr> <td>2</td> <td>5</td> </tr> </tbody> </table>		No. of full time full partner (s)/ full time employee (s) having post qualification experience in Direct Tax matters	Marks	2	5	No. of full time full partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters	Marks	2	5
No. of full time full partner (s)/ full time employee (s) having post qualification experience in Direct Tax matters	Marks												
2	5												
No. of full time full partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters	Marks												
2	5												
				2 marks for each such additional full time partner/employee in Direct / Indirect Tax practice.									
				<b>Max Marks: 20;</b>									
5.	The firm's regular consultancy experience in Direct and Indirect tax matters pertaining to Banking for the year of consultancy.		Appendix 2 (to Annexure 1 B)	2 marks for each bank.									
				<b>Max Marks-5</b>									



6.	The firm's regular consultancy experience in Direct and Indirect tax matters pertaining to PSUs.		Appendix 2 (to Annexure 1 B)	2 marks for each PSU. <b>Max Marks-5;</b>									
7.	The firm's regular consultancy experience in Direct and Indirect tax matters pertaining to Insurance companies / Listed Firms having turnover of ₹500 cr or more for the year of consultancy.		Appendix 2 (to Annexure 1 B)	2 marks for each Insurance company / Listed Firms having turnover of ₹500 cr or more. <b>Max Marks-10</b>									
8.	Should have a Gross Receipts of more than ₹3 crore from Operations in India for each of the last 3 financial years (i.e. as on March 31, 2018, March 31, 2019 and March 31, 2020).		Self – Declaration duly signed by Partner with Firm's Seal.	<table border="1"> <thead> <tr> <th>Gross Receipts from operations in India (₹ in cr)</th> <th>Marks for each case</th> </tr> </thead> <tbody> <tr> <td>&gt;3 cr in all years</td> <td>10</td> </tr> <tr> <td>&lt;3 cr in any one year</td> <td>5</td> </tr> </tbody> </table>	Gross Receipts from operations in India (₹ in cr)	Marks for each case	>3 cr in all years	10	<3 cr in any one year	5			
Gross Receipts from operations in India (₹ in cr)	Marks for each case												
>3 cr in all years	10												
<3 cr in any one year	5												
				<b>Max Marks- 10;</b>									
9.	Number of clients the firm has served as Direct Tax and Indirect Tax Consultants		Appendix 2 (to Annexure 1 B)	<table border="1"> <thead> <tr> <th>No. of clients served as ST/GST Consultants Continuously for 3 years</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>5 to 10</td> <td>2.5</td> </tr> <tr> <td>10-20</td> <td>5</td> </tr> <tr> <td>&gt;20</td> <td>7.5</td> </tr> </tbody> </table>	No. of clients served as ST/GST Consultants Continuously for 3 years	Marks	5 to 10	2.5	10-20	5	>20	7.5	
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5 to 10	2.5												
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	Continuously for 3 years.			<table border="1"> <thead> <tr> <th>No. of clients served as Income Tax Consultants Continuously for 3 years</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	No. of clients served as Income Tax Consultants Continuously for 3 years	Marks			
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5 to 10	2.5																											
10-20	5																											
>20	7.5																											
10.	Experience of the full time partner (s) / employee (s) of the firm in arguing cases before CESTAT and ITAT in the last five years as on March 31,2020		Number of cases argued by full time partner (s) / employee (s) of the firm before CESTAT.	<table border="1"> <thead> <tr> <th>No of cases - CESTAT</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>&gt;20</td> <td>5</td> </tr> <tr> <td>&gt;15 and &lt;=20</td> <td>4</td> </tr> <tr> <td>&gt;10 and &lt;=15</td> <td>3</td> </tr> <tr> <td>&gt;5 and &lt;=10</td> <td>2</td> </tr> <tr> <td>&lt;5</td> <td>1</td> </tr> <tr> <th>No of cases - ITAT</th> <th>Marks</th> </tr> <tr> <td>&gt;20</td> <td>5</td> </tr> <tr> <td>&gt;15 and &lt;=20</td> <td>4</td> </tr> <tr> <td>&gt;10 and &lt;=15</td> <td>3</td> </tr> <tr> <td>&gt;5 and &lt;=10</td> <td>2</td> </tr> <tr> <td>&lt;5</td> <td>1</td> </tr> </tbody> </table> <p><b>Max Marks-10;</b></p>	No of cases - CESTAT	Marks	>20	5	>15 and <=20	4	>10 and <=15	3	>5 and <=10	2	<5	1	No of cases - ITAT	Marks	>20	5	>15 and <=20	4	>10 and <=15	3	>5 and <=10	2	<5	1
No of cases - CESTAT	Marks																											
>20	5																											
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>20	5																											
>15 and <=20	4																											
>10 and <=15	3																											
>5 and <=10	2																											
<5	1																											
11	Overall working of Firm viz. updated website of firm; accessibility, competence etc		Sole discretion of DICGC	<b>Max marks -10</b>																								

12.	The firm should not have been blacklisted/debarred anytime during last 4 years ending 31st March 2020 from participation in a tender floated by any central/state PSU including DICGC / RBI or any state/central government department/ institutes or any autonomous body funded and/or controlled by any state/ central government.		Details, if Yes. If not, self-declaration on letter head duly signed by partner of the firm.	
13.	The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.		Details, if Yes. If not, self-declaration on letter head duly signed by partner of the firm.	

*The firm which are currently Statutory Central / Statutory Branch Auditors / Concurrent auditors of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) and at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible. DICGC reserves the right to call for records supporting the information submitted by the firm before offering letter of acceptance.*

Signature of Partner of the firm with the Seal of the firm

Particulars to be furnished for the purpose of appointment as Indirect Tax Consultants		
1	Name of the firm	
2	Complete Postal Address	
3	Details of the branch in Mumbai: (i) Address: (ii) Name and Designation of the person heading the branch (iii) Email ID (iv) Phone Number: (v) Whether it is a Head Office or branch	
4	Email address and Telephone Number of the Head Office of the Firm	
5	Date of Establishment of the firm	
6	No. of completed years for which practicing in India as on March 31,2020	
7	GSTIN	
8	Firm Registration No.	
9	Permanent Account Number (PAN)	
10	Number of Full Time FCA / ACA partners	
11	Details of Partners / Employees (As per <b>Appendix-1</b> )	
12	Details of Experience of the Firm* in Income Tax / Service Tax / GST matters (As per <b>Appendix-2</b> )	
<p>I declare that:</p> <p>(a) The firm/partners associated with the firm have not been penalized for any disciplinary proceedings initiated by ICAI/ICMAI and no disciplinary proceedings are pending against the firm / partners associated with the firm as on the date of application;</p> <p>(b) The firm / partners of the firm not have been blacklisted/debarred anytime during last 4 years ending 31st March 2020 from participation in a tender floated by any Central/State PSU including DICGC / RBI or any State/Central Government Department/Institute or any autonomous body funded and/or controlled by any State/Central government.</p> <p><i>*Firms which are currently auditors of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) in the past but at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.</i></p>		
<p><b>Signature of Partner of the firm with the Seal of the firm</b></p>		





## **Scope of Work – Tax Consultant**

### **a) Compliance for returns and input tax credit:**

- (i) Prepare and file returns/forms pertaining to Income Tax and TDS and provide guidance / advice on matters relating to Income Tax and other related subject periodically.
- (ii) Estimate the amount of advance income tax and arrive at the quantum of each instalment on a quarterly basis.
- (iii) Draft replies to the queries, if any, raised by Income Tax Department or any other Authority in respect of Income Tax and any return or information to be filed / submitted by the Corporation, whenever necessary.
- (iv) To conduct scrutiny of Assessment Orders and advice on the same, compute Total Income and revised Total Income and file applications for rectification u/s 154 of the IT Act.
- (v) Verify the completeness of the data generated by the Corp.'s system for GST returns and other compliances.
- (vi) Prepare, review and file periodical GST returns (including TDS returns), in accordance with the law in force subject to the modifications / changes / revisions that may be carried out in the existing laws necessitating additional / modified returns etc.
- (vii) Estimate and validate the monthly Goods and Services Tax (GST) liability of the Corp. and claim input tax as applicable.
- (viii) Guide and assist in preparation of Annual Return (GST Annual Return) and reconciliation of the same with books of accounts.
- (ix) Assistance in preparing the Input Credit Statement (GSTR 2A) and reconciliation of Input Credit (GSTR 2A) and GSTR 1 and GSTR 3B with books of accounts on a monthly basis.
- (x) Draft replies to the letters / orders / notices / any other documents received from Corporate Income Tax Authorities and Service tax / GST authorities.
- (xi) Review and suggest overall improvement in regulatory compliance, if considered necessary.

### **b) Advisory services:**

- (i) Advise / give written opinion relating to Income Tax matters.

- (ii) Advising the cases where refund becomes due and taking necessary steps to complete the refund process.
- (iii) Advise reversal of ITC as per ITC rules including in the event of non-payment as may be applicable.
- (vi) Advise on availability or other wise of input credit on various services / Inputs/Capital goods.
- (v) Advise the Corp. and ensure compliance in various matters including but not limited to Reverse Charge, Input service distribution, self-invoicing, inter-office transactions, matching of input tax credits.
- (vi) Provide written opinion to the Corp. on various aspects of ST/GST, as and when sought by DICGC (viz., valuation and taxability of various income streams (premium, penal interest on late payment of premium, fees etc), services rendered by the Corp. as well as services rendered to the Corp., Input credit etc...)
- (vii) Provide inputs / opinion in respect of accounting of GST matters (including but not limited to output and input services).
- (viii) Provide opinions/comments/clarifications on various service tax/GST issues raised by the Corp.
- (ix) Apprise the Corporation of new developments including amendments to tax laws, and its provisions applicable to the Corporation from time to time and give professional opinion on tax matters referred to.
- (x) Review and suggest amendments / developments in the software being used by the Corp. in respect of input credit, service tax / GST compliance.
- (xi) Advise on Vendor management to ensure Corp. gets input tax credits due to it.
- (xii) Provide any other advice to the Bank on any other Service Tax / GST related issues to optimise the input credits and ensure tax compliance.

### **c) Audits/Appeals/Assessment Proceedings**

- (i) Appear before the officers of the Income Tax Department / ITAT for hearing in connection with the assessment proceedings on Income Tax and TDS Return.
- (ii) Prepare and file appeals before the Commissioner of Income Tax (Appeals) / ITAT/High Court/Supreme Court/Appellate Tribunal, whenever necessary, and appearing on behalf of the Corporation for the hearing of such appeals.



(iii) Represent the Corp. / attend hearing proceedings before Income Tax and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years.

(iv) Represent the Corp. before Service Tax Department / GST Dept. or any authority in respect of ST / GST in connection with the assessment proceedings, personal hearings, penalty proceedings and other indirect tax related matters including existing / ongoing appeals / writs etc. and related matters and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years, if any.

(v) Draft and file appeals to appellate authorities including GST Commissioner, CESTAT etc. Drafting replies to the letter/queries/Demand notices /Show Cause Notices/any other document if any, raised by Service Tax Department / GST Dept. or any authority in respect of ST / GST matters.

(vi) Represent the Corp. in Supreme Court / High Court in respect of matters pertaining to tax. (Assist the appointed advocate / representative in appeal matters - Briefing / facilitating counsel for appearing before High Court / Supreme Court as and when required).

#### **d) Miscellaneous**

(i) Preparing schedules / statements for helping the Tax Auditors / Statutory Auditors.

(ii) Assist by providing inputs regarding accounting entries related to tax matters in the books of accounts.

(iii) Assist the Corp. in reconciling books of accounts on a monthly/quarterly/half yearly/ yearly basis.

(iv) Carrying out any other job related to the service / GST tax matters and Corporate Income Tax / Tax matters entrusted by the Management of the Corporation, if any.

(v) The CA firm so appointed are expected to discharge all duties relating to IT / ST / GST / accounts matters, create and maintain office records.

The selected firm will depute two qualified persons / team as per firm's assessment of the volume of work one each to attend to the Income Tax and ST/GST/ accounts matters respectively for two days a week or as and when the Corporation requires. The persons/team so deputed will work in the office during normal office hours, process and put up the notes/information to the Manager or any other officer of the Corporation as

decided from time to time. The responsibility of IT and ST/GST /accounts compliance would rest on the selected firm / Tax Consultant. The persons / team leaders so deputed must have the following qualifications and experience: Qualification: Inter CA; ; Experience: Min 5 years in IT and ST/GST matters.

**(The above list is inclusive and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for due diligence with applicable Service tax / GST Rules and provisions)**

## **2. Penalties**

- (i) The tax consultant so appointed shall be liable for their acts of omissions & commissions as per law.
- (ii) The appointment shall be cancelled in case of unsatisfactory performance.

## Financial Bid for handling matters of Indirect Taxes – DICGC

FINANCIAL BID FORM - Appointment of Tax Consultant – DICGC		
1.	Name of the Firm	
2.	Complete Postal Address (with contact details, phone no./ Mobile no./Email-id)	
3.	<p><b>a) Retainership Fees per annum (excluding Professional charges per annum):</b></p> <p><b>b) Professional charges per case</b></p> <p>(i) Drafting Reply to Show Cause Notices;</p> <p>(ii) Appearing before Departmental Authorities up to the level of Commissioner (Appeals);</p> <p>(iii) Drafting appeals to Commissioner (Appeals), Drafting appeals to CESTAT / ITAT;</p> <p>(iv) Appearing before CESTAT/ ITAT, Discussion / opinion on Tax matters;</p> <p>(v) Representation before Central Board of Excise and Customs or Central Board of Direct Taxes for any matter regarding service tax and Income tax respectively and</p> <p>(vi) Discussion with advocates for filing writ petitions in the Court</p> <p><i>Retainership fees includes all the items stated in Annexure II except items covered under Professional charges..</i></p>	<p>₹_____ per annum</p> <p>-----per case</p> <p>___ per case</p> <p>_____ per case</p> <p>_____ per case</p> <p>_____ per case</p> <p>_____ per case</p>
4.	<b>Total remuneration =</b>	-----
4.	Applicable Taxes (excluding GST) likely to be included may be indicated	
5.	GST*	
<b>Signature of the Authorised Signatory</b> <b>With seal of the Firm</b>		

*\*Rate applicable at the time of payment shall be applicable*

## Annex IV

<b>Brief about the Corporation:</b>		
<b>S.No.</b>	<b>Nature of clarification required</b>	<b>Response / Clarification of DICGC</b>
1.	Number of GST registrations obtained by DICGC.	The Corporation is located at Mumbai and has only one GSTIN. The Corporation is located at Mumbai and visits to offices and/or government authorities (indirect tax department/ offices) may be undertaken at Mumbai.
2.	No. Of appeals of the Corp. pending before:	<p><b>Indirect Tax Matters:</b></p> <p>a) CESTAT – 3;  b) Commissioner (Appeals), BKC – 1;  c) High Court – 1;  d) Supreme Court - 1;  f) GST Dept. – 6; (i) SCNs – 3; (ii) Refund Claims – 2;</p> <p><b>Direct Tax Matters:</b></p> <p>A. Assessing Officer – 1;  B. CIT (A) – 4 appeals (covered matters);  C. ITAT/Supreme Court – Nil;  D. High Court – 1 (filed by the Income Tax Dept.);</p> <p><i>This may undergo change as Corp. is following up on issues on a regular basis.</i></p> <p>Along with the existing tax matters, any other tax matters arising after appointment of Consultant will have to be looked into.</p>
3.	Whether any software (ASP/GSP) solution used/ subscribed for GST compliance or the	The Corp. has not subscribed to any software (ASP/GSP) solution. It is up to consultant to

	same is undertaken through offline utility. If yes, whether the compliances would be required to be undertaken using the same ASP/GSP support.	decide and use any software at no cost to DICGC.
4.	With respect to audits/appeals/assessment, we understand that assistance is required for inquiries undertaken, SCN received, appeal preparation, or any other assessment conducted and any other indirect tax matter conducted 'during' the engagement period and not 'for' the engagement period.	Yes. With respect to audits/appeals/assessment, assistance is required for inquiries undertaken, SCN received, appeal preparation, or any other assessment conducted and any other indirect tax matter conducted 'during' and 'for' the engagement period.
5.	Whether the mode of communication i.e., provision of the data /details /workings /documents for executing the work would be on e-mail; similarly whether the final deliverables/ reports to be provided on e-mail or physical (manual) signed reports would be required every month	Necessary data will be provided in soft copy through email. The selected firm will depute two qualified persons / team as per firm's assessment of the volume of work one each to attend to the Income Tax and ST/GST/ accounts matters respectively for two days a week or as and when the Corporation requires. The persons/team so deputed will work in the office during normal office hours, process and put up the notes/information to the Manager or any other officer of the Corporation as decided from time to time. The responsibility of IT and ST/GST /accounts compliance would rest on the selected firm / Tax Consultant. The persons / team leaders so deputed must have the following qualifications and experience: Qualification: Inter CA; Experience: Min 5 years in IT and ST/GST matters.

6.	In relation to deposit and payment of taxes, we understand that the scope would be limited to providing the amount of tax payable to DICGC for payment. We shall not be responsible for handling the payment of tax. Please confirm.	GST liability of the Corp. will be paid by the Corp. In addition to generating Challan, Off-setting liability and filing of returns on GST portal after offsetting payment, reconciliation of GST liability as per books and as per Portal will be handled by firm. The firm will accordingly suggest course of action by DICGC such as correcting vouchers etc. DICGC will make the payment through bank via challan generated and provided by the firm.
7.	We understand that the data entry and invoicing, maintenance of records would be undertaken by DICGC. Please confirm.	Yes but guidance has to be provided by firm.
8.	Whether the data extraction and collation from the system would be undertaken by DICGC.	Yes. The firm may be given viewing rights on the lines of the auditor so that verification of data will be easier.
9.	We understand that the scope excludes preparation of any Standard Operating Procedures (SOPs) in relation to any finance or other functions. Please confirm.	Please refer to Annexure III of RfP wherein it is mentioned that the firm has to provide inputs / opinion in respect of accounting of GST matters (including but not limited to output and input supplies).
10.	While we understand that the GST annual returns would be covered in the scope, the GST audit certification/ attestation would be undertaken by independent GST auditor to be appointed by DICGC. Please confirm.	Yes. Please refer to Annexure III of the RfP wherein it has been stated that the firm has to prepare schedules / statements for helping the Tax Auditors / Statutory Auditors / GST Auditor.
11.	Whether the scope includes follow-up with the vendors in case of mismatch/ excess in GSTR-2A/ excess in purchase register between GSTR-3B and GSTR-2A.	The firm will identify the mismatch / excess and communicate the same to the Corp. which will follow-up with the vendors. The firm will continuously reconcile GSTR1 and GSTR3B on monthly basis. GSTR2A will also be monitored

	Further, whether the activities of accept, reject or pending as required in ANX-2 (GST new returns) is proposed to be included in the scope.	continuously with our books of accounts and necessary correction be suggested.  Yes.
12.	Whether raising of e-invoice or generating IRN from the IRP (to be effective from 1 October 2020) and customisation of existing ERP/ backward integration of the IRN generated invoices is part of the scope.	Yes, if required.
13.	While the scope includes review and suggestion on the amendments / developments in the software being used by the DICGC, we understand that implementation of the same would be responsibility of DICGC. Please confirm.	Yes.
14.	Whether the scope includes verification of invoices of input or output side. If yes, whether any monetary capping proposed above which the invoices are to be verified.	The firm has to verify the invoices for input credit / RCM with respect to compliance to GST Act. All output Invoices have to be verified.  There is no such cap.
15.	We understand that assistance/filing of any advance ruling is outside the scope. Please confirm.	Yes.
16.	While there is a requirement to depute a qualified person for a period of 5 days during a month, it may please be clarified whether DICGC is looking for a specific qualification to meet this criterion.	The selected firm will depute two qualified persons / team as per firm's assessment of the volume of work one each to attend to the Income Tax and ST/GST/ accounts matters respectively for two days a week or as and when the Corporation requires. The persons/team so deputed will work in the office during normal office hours, process and put up the notes/information to the Manager or any other officer of the Corporation as decided from

		time to time. The responsibility of IT and ST/GST /accounts compliance would rest on the selected firm / Tax Consultant. The persons / team leaders so deputed must have the following qualifications and experience: Qualification: Inter CA; Experience: Min 5 years in IT and ST/GST matters.
17.	While the tender appears to be for FY 2020-21, Point 2 (“Tenure”) of the RFP specifically mentions that the appointment will be valid for three years. Accordingly, whether the financial bid would cover a period of 1 year or 3 years. If the tenure is for 3 years, whether the fees (remuneration) is to be provided separately for each year or a consolidated amount for 3 years.	The fees has to be specified for one year. It will be the same for all years in the contract period.
18.	Whether any out of pocket expenses incurred for providing the services in other parts of the country such as outstation travelling, accommodation or any other expenses (if applicable) would be reimbursed by DICGC separately.	There is no requirement for outstation travel as Corporation is based in Mumbai only.
19	Timelines for raising of invoices towards professional services (monthly/ quarterly) and processing of these invoices by DICGC.	Quarterly invoices.
20	We understand that the fees payable to GST auditor (to be appointed independently by DICGC) is not includible in the bid price. Please confirm.	GST Audit is not included in the scope of this RfP.



21.	We understand that the fees payable to legal Counsel for representing DICGC in the High Court/Supreme Court (wherever applicable and required) is excluded from the bid price. Please confirm.	Yes.
22.	We understand that if DICGC uses a specific software (ASP-GSP support) for compliances and e-invoicing (to be implemented from 1 April 2020), the same would be incurred separately by DICGC and does not form part of our fees.	The Corp. has not subscribed to any software (ASP/GSP) solution. It is up to consultant to decide and use any software at no cost to DICGC.
23	While we understand that the DICGC may terminate the contract by giving a month's notice, whether the same would also be applicable to the bidder.	No. Please refer to Para 4 (x) of the RfP wherein it has been stated that DICGC may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the firm of DICGC's decision by written instruction to that effect.