



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 Chartered Accountant / Cost Accountant firm for handling matters of Indirect Taxes of the Corp. for FY 2020-2021)**

Deposit Insurance & Credit Guarantee Corporation (DICGC) invites sealed tenders in two parts (Technical Bid & Price Bid - in duplicate) for appointment of Chartered Accountant / Cost Accountant firm or company for handling matters of Indirect Taxes. The services will be regarding the issues related to Indirect taxes levied by Central/State Governments as well as local bodies. The Company /Firm should have competence to guide us on Service Tax / GST.

2. The Proposals be submitted in **Two (2)** sealed envelopes as under:

2.1 The **first envelope** should be super scribed “**Technical Bid for handling matters of Indirect Taxes - DICGC**” and contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm/company like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm/company and all other such relevant particulars in the format given in **Annexure I**.

2.2 The **second envelope** should be super scripted “**Financial Bid for handling matters of Indirect Taxes - DICGC**” as per the **Scope of Work given in Annexure II** and contain the details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in **Annexure III**.

2.3 The above mentioned envelopes should be sealed and then put in a large envelope superscripted “**Handling Indirect Tax of DICGC**” **sealed** and submitted to the Corporation on or before the time fixed and last date for submission. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the DICGC, 2nd Floor, Reserve Bank Building, Opp. Mumbai Central Railway Station, Mumbai- 400008.

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

The RfP is invited with a view to appoint a firm for handling matters of Indirect Taxes of the Corp. The selected firm would advise / assist DICGC on all the taxation and accounts related work / issues thereon. Scope of Work is attached in **Annexure II**.

**Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm or company for Handling Indirect Tax matters of DICGC for FY 2020-2021**



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

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**Important Bidding Information Summary:**

<b>Purpose</b>	<b>Particulars</b>
Cost of Bidding Document	No cost has been prescribed for the Bidding Document.
Last Date and time of Submission of	March 24, 2020 at 11:00 hrs
Last Date for seeking clarifications	Clarifications, if any, regarding RfP may be asked through e-mail not later than 16.00 hrs on March 12, 2020.
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	The Deputy General Manager Department of Accounts and Taxation, Deposit Insurance & Credit Guarantee Corporation 2 <sup>nd</sup> Floor, RBI Building, Mumbai Central, Mumbai - 400008
Remuneration of Existing Consultants	Indirect Taxes - ₹5,52,000/- (inclusive of taxes);
Number of envelopes to be submitted (Non-Window, sealed)	Proposals to be submitted in <b>two (2)</b> sealed envelopes as follows:  The <b>first envelope</b> should be super scribed “ <b>Technical Bid for handling matters of Indirect Taxes - DICGC</b> ” and contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm/company like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm/company and all other such relevant particulars in the format given in <b>Annexure I</b> .  The <b>second envelope</b> should be super scribed “ <b>Financial Bid for handling matters of Indirect Taxes - DICGC</b> ” as per the <b>Scope of Work given in Annexure II</b> and contain the details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in <b>Annexure III</b> .

	<p>The above mentioned envelopes should be sealed and then put in a large envelope superscripted “<b>Handling Indirect Tax matters of DICGC</b>” sealed and submitted to the Corporation on or before the time fixed and last date for submission. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the DICGC, 2nd Floor, Reserve Bank Building, Opp. Mumbai Central Railway Station, Mumbai- 400008.</p> <p><b>Note:</b></p> <p>Details sought for as per the RfP, along with the attachments must be submitted in sealed envelopes only.</p>		
Date of opening of envelope containing -			
Technical Bids		<b>March 24, 2020 at 12:00 a.m.</b>	
Financial Bids		<b>March 24, 2020 at 15:30 hrs</b>	
<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 <a href="http://www.DICGC.org.in">http://www.DICGC.org.in</a> 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.</p>			
<b>Contact Details of DICGC Officials</b>			
<b>Name (Smt / Shri)</b>	<b>Designation</b>	<b>Phone No.</b>	<b>Email ID</b>
Savitha Srikanth	AGM	022-23028211	<a href="mailto:bsavitha@rbi.org.in">bsavitha@rbi.org.in</a>
Deepak Narang	DGM	022-23028204	<a href="mailto:deepaknarang@rbi.org.in">deepaknarang@rbi.org.in</a>

## **1. Introduction and Disclaimers**

### **1.1 Purpose of RfP**

The purpose of RfP is to “**appoint a Chartered Accountant / Cost Accountant firm or company for handling matters of Indirect Tax at DICGC**”. The firm / company must have experience in indirect tax matters and would advise / assist DICGC on all the matters pertaining to indirect tax and accounts related work / issues thereon as elucidated in **Annexure II**.

### **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 advisers.

### **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 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 seal each envelope separately. The

two envelopes should be put together in one large envelope and should reach The Deputy General Manager, Deposit Insurance & Credit Guarantee Corporation at the address mentioned above 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 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 a single assignment.

**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**

Respondents are required to direct all communications related to this RfP, through the Nominated Point of contact person: Smt. Savitha Srikanth, Assistant General Manager, [bsavitha@rbi.org.in](mailto:bsavitha@rbi.org.in) , 022-23028211;

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**

### **Phase 2 – Financial evaluation**

A pre-bid meeting may be held, if necessary, to clarify on points, if any, as desired by the intending bidders.

The bids would be opened on March 24, 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/ICMAI of India and practicing continuously in India for the last fifteen years as on January 01, 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 one full time partner / full time employee having post qualification experience in Indirect Tax matters for the last five years as on January 01, 2020.
4. The firm should have an experience of five years in Indirect Tax matters. The firm should have served as Indirect Tax Consultants continuously for 3 years. The firm should have experience as consultants in 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.
5. 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, 2017, March 31, 2018 and March 31, 2019) with minimum 10% of gross receipts from Direct Tax consultancy.
6. The firm should have experience in handling cases at CESTAT in the last five years as on January 01, 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 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 viz., the bidders who obtain 60% or more in technical parameters will be opened on the same day i.e. on March 24, 2020.**
- 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 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 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 delivered in a double sealed envelope clearly labelled with the following:

1. Project Title;
2. Tender Due Date;
3. 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 during the last five years.
- 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 / Company 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.

**Annexure I**

**Technical Bid for handling matters of Indirect Taxes - DICGC**

<b>Sr.No</b>	<b>Technical Bid</b>	<b>Pl. specify Yes / No</b>	<b>Documents Required and Basis of Marking</b>
<b>Mandatory Criteria</b>			
1.	The applicant firm should have been registered with ICAI/ICMAI of India and practicing continuously in India for the last fifteen years as on January 01, 2020.		<b>Documents Required</b> - Constitution Certificate issued by ICAI / ICMAI and Certified copy of registration Certificate issued by Registrar in case of LLP.
2.	The firm must have Head office or branch office in Mumbai headed by a full time partner.		<b>Information Required</b> 1. Address of branch / Head office of the firm at Mumbai: 2. Name of full time partner heading the branch: 3. Phone Number & e-mail:
3.	The firm should have an experience of five years in Indirect Tax matters.		<b>Information Required</b> 1. Name of Entity: 2. Date since engaged with above entity: 3. Letter of Appointment confirming the same may be attached.
<b>Eligibility Criteria</b>			
4.	The firm should have at least one full time partner / full time employee having post qualification experience in Indirect Tax matters for the last five years as on January 01, 2020.		<b>Information Required</b> 1. Name of full time partner(s)/ full time employee(s): 2. Qualification: 3. Address: 4. Phone Number & e-mail: 5. Date since engaged with firm in Indirect Tax matters Post qualification:

			<b>Basis of Marking:</b> <table><tr><td>No. of full time full partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters</td><td>Marks</td></tr><tr><td>1</td><td>5</td></tr></table> 2.5 for each such additional full time partner/employee in Indirect Tax practice. <b>Max Marks-10;</b>	No. of full time full partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters	Marks	1	5				
No. of full time full partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters	Marks										
1	5										
5.	The firm has regular consultancy experience in 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.		<b>Information Required</b> 1. Name of Entity: 2. Date since engaged with above entity: 3. Letter of Appointment confirming the same may be attached. <b>Basis of Marking:</b> 2 marks for each completed year of consultancy of each institution. <b>Max Marks-10;</b>								
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, 2017, March 31, 2018 and March 31, 2019) with minimum 10% of gross receipts from Direct Tax consultancy.		<b>Information Required</b> Self – Declaration duly signed by Partner with Firm’s Seal. <b>Basis of Marking:</b> <table><tr><td>Gross Receipts from operations in India (₹ in cr)</td><td>Marks for each case</td></tr><tr><td>&gt;3 and &lt;=5</td><td>5</td></tr><tr><td>&gt;5 and &lt;=10</td><td>8</td></tr><tr><td>&gt;10</td><td>10</td></tr></table> <b>Max Marks-10;</b>	Gross Receipts from operations in India (₹ in cr)	Marks for each case	>3 and <=5	5	>5 and <=10	8	>10	10
Gross Receipts from operations in India (₹ in cr)	Marks for each case										
>3 and <=5	5										
>5 and <=10	8										
>10	10										
7.	Number of clients the firm has served as Indirect Tax Consultants Continuously for 3 years.		<b>Information Required</b> 1. Name of Entity: 2. Date since engaged with above entity: 3. Letter of Appointment confirming the same may be attached.								

			<b>Basis of Marking:</b> <table><tr><td>No. of clients served as Consultants Continuously for 3 years</td><td>Marks</td></tr><tr><td>10 and &lt;=20</td><td>5</td></tr><tr><td>&gt;20</td><td>10</td></tr></table> <b>Max Marks-10;</b>	No. of clients served as Consultants Continuously for 3 years	Marks	10 and <=20	5	>20	10						
No. of clients served as Consultants Continuously for 3 years	Marks														
10 and <=20	5														
>20	10														
8.	Experience of the full time partner (s) / employee (s) of the firm in arguing cases before CESTAT in the last five years as on Jan 01, 2020.		<b>Information Required</b> Number of cases argued by full time partner (s) / employee (s) of the firm before CESTAT. <b>Basis of Marking:</b> <table><tr><td>No of cases argued by partner / employee before CESTAT</td><td>Mark</td></tr><tr><td>&gt;20</td><td>20</td></tr><tr><td>&gt;15 and &lt;=20</td><td>15</td></tr><tr><td>&gt;10 and &lt;=15</td><td>10</td></tr><tr><td>&gt;5 and &lt;=10</td><td>5</td></tr><tr><td>&lt;5</td><td>0</td></tr></table> <b>Max Marks-20;</b>	No of cases argued by partner / employee before CESTAT	Mark	>20	20	>15 and <=20	15	>10 and <=15	10	>5 and <=10	5	<5	0
No of cases argued by partner / employee before CESTAT	Mark														
>20	20														
>15 and <=20	15														
>10 and <=15	10														
>5 and <=10	5														
<5	0														
9.	Disputed tax amount (excluding interest / penalty) - Favourable decision in CESTAT / and argued by the partner of the firm – in the last five years as on Jan 01, 2020.		<b>Information Required</b> Number of cases argued by full time partner (s) / employee (s) of the firm before CESTAT and favourable decision obtained from CESTAT- details of case wise Disputed tax amount (excluding interest / penalty) . <b>Basis of Marking:</b> <table><tr><td>Disputed tax amount (excluding interest / penalty) - Favourable decision in CESTAT and argued by the partner/employee of the firm - in the last five years as on Jan 01, 2020. (₹ in cr)</td><td>Marks for each case</td></tr><tr><td>&gt;100</td><td>10</td></tr><tr><td>&gt;50 and &lt;=100</td><td>8</td></tr><tr><td>&gt;25 and &lt;=50</td><td>7</td></tr></table>	Disputed tax amount (excluding interest / penalty) - Favourable decision in CESTAT and argued by the partner/employee of the firm - in the last five years as on Jan 01, 2020. (₹ in cr)	Marks for each case	>100	10	>50 and <=100	8	>25 and <=50	7				
Disputed tax amount (excluding interest / penalty) - Favourable decision in CESTAT and argued by the partner/employee of the firm - in the last five years as on Jan 01, 2020. (₹ in cr)	Marks for each case														
>100	10														
>50 and <=100	8														
>25 and <=50	7														



			<table><tr><td>&gt;10 and &lt;=25</td><td>6</td></tr><tr><td>&gt;5 and &lt;=10</td><td>5</td></tr><tr><td>&gt;2 and &lt;=5</td><td>4</td></tr><tr><td>&gt;1 and &lt;=2</td><td>3</td></tr><tr><td>&gt;0.5 and &lt;=1</td><td>2</td></tr><tr><td>&lt; / = 0.5</td><td>1</td></tr></table> <b>Max Marks - 40;</b> <i>Note: Cases referred back to lower authority for reconsideration will be treated as favourable decision.</i>	>10 and <=25	6	>5 and <=10	5	>2 and <=5	4	>1 and <=2	3	>0.5 and <=1	2	< / = 0.5	1
>10 and <=25	6														
>5 and <=10	5														
>2 and <=5	4														
>1 and <=2	3														
>0.5 and <=1	2														
< / = 0.5	1														
10.	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.												
11.	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**

Annexure I a

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 January 01, 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 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>		

## Appendix 1 (to Annexure I a)

### Details of Partners / Employees of the Firm

[illegible]

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

## Appendix 2 (to Annexure 1 a)

### Details of experience of the firm in handling matters Pertaining to Indirect Tax

[illegible]

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

### Scope of Work - Indirect Tax matters

#### 1. Duties and Responsibilities:

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

- (i) Verify completeness of the data generated by the Corp.'s system for GST returns and other compliances.
- (ii) Prepare, review and file Monthly/Quarterly/Hal-yearly/Yearly 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.
- (iii) Estimate and validate the monthly Goods and Services Tax (GST) liability of the Corp. and claim input tax as applicable.
- (iv) Guide, prepare and finalise Annual Return and reconciliation of the same with books of accounts.
- (v) Assist 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.
- (vi) Review and suggest overall improvement in regulatory compliance, if considered necessary.
- (vii) Advise reversal of ITC as per ITC rules including in the event of non-payment as may be applicable.
- (viii) Advise on availability or other wise of input credit on various services / Inputs/Capital goods.
- (ix) 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.

##### b) Advisory services: both under Service tax as well as GST Regime

- (i) 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...)
- (iv) Provide inputs / opinion in respect of accounting of GST matters (including but not limited to output and input services).

(v) Provide opinions/comments/clarifications on various Service Tax/GST issues raised by the Corp.

(vi) 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.

(vii) Review and suggest amendments / developments in the software being used by the Corp. in respect of input credit, service tax / GST compliance.

(viii) Advise on Vendor management to ensure that the Corp. gets due input tax credits.

(ix) 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) 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.

(ii) Draft and file appeals to the appellate authorities including GST Commissioner, CESTAT etc. Draft 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.

(iii) File any return or information to be filed / submitted by the Corporation, for the earlier years / current year, as deemed necessary.

(iv) Assist the Corp. in Supreme Court / High Court in respect of matters pertaining to ST / GST. (Briefing / facilitating counsel for appearing before High Court / Supreme Court as and when required).

(v) Advise the cases where refund becomes due and taking necessary steps to complete the refund process.

### **d) Miscellaneous**

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

(ii) Carry out any other job related to the service / GST tax matters entrusted by the Management of the Corporation, if any.

(iii) The CA firm so appointed are expected to discharge all duties relating to ST / GST / accounts matters, create and maintain office records. The selected firm will depute a

qualified person / team as per firm's assessment of the volume of work, to attend to the Corporation's ST/GST/ accounts matters five days a month preferably by 15<sup>th</sup> of the following month to finalise the returns / data. The person/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 ST/GST /accounts compliance would rest on the Consultants.

**(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.



**Annexure III**

**Financial Bid for handling matters of Indirect Taxes - DICGC**

1	Name of the Firm	
2	Completer Address	
3	Remuneration for: Please refer to Scope of Work as attached in Annexure II (including all costs excluding applicable taxes and GST)	(Amount in rupees -in words and figures)
4	Applicable Taxes (excluding GST) likely to be included may be indicated	
5	GST*	
<p style="text-align: center;"><b>Signature of Partner of the firm with the Seal of the firm</b></p>		

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

Annexure IV

**Parameter for selection of Consultant – Indirect Tax Matters of DICGC**

S.No	Parameters	Weightage
1.	Technical Parameters	80
2.	Financial Parameters	20

For example:

Three Chartered Accountant / Cost Accountant firms viz., A, B, C participate in the bid process and their technical score are as under:

A=49;B=63 and C=56

After converting them into percentile we get,

$A = (49/63) * 100 = 77.77$

$B = (63/63) * 100 = 100$

$C = (56/63) * 100 = 88.89$

The quoted prices for Auditors are as under:

A=₹8,000; B=₹9,000; C=₹10,000;

The final cost (lowest cost quoted in price bid, in this case - ₹8,000) quoted by the bidders converted into percentile score shall be as under:

$A = (8000/8000) * 100 = 100$

$B = (8000/9000) = 89$

$C = (8000/10000) = 80$

As the weightage for technical parameter and financial parameter are 80% and 20% respectively, the final scores shall be calculated as under:

$A = (77.77 * 0.8) + (100 * 0.2);$

$B = (100 * 0.8) + (89 * 0.2);$

$C = (88.89 * 0.8) + (80 * 0.2);$

The firm with highest score will be awarded appointment as Tax Consultant.