



**Re-Tender - Request for Proposal**  
**Appointment of Chartered Accountant / Cost**  
**Accountant firm for carrying out GST audit of the**  
**Corporation for FY 2018-19 as per CGST Act, 2017**

Deposit Insurance and Credit Guarantee Corporation,

The Deputy General Manager

Department of Accounts and Taxation

Reserve Bank of India Building. II Floor,

Opposite Mumbai Central Station,

Mumbai 400008, India.

<b>Re-Tender - Request for Proposal - Appointment of Chartered Accountant / Cost Accountant firm for carrying out GST audit of the Corporation for FY 2018-19 as per CGST Act, 2017</b>			
<b>S.No.</b>	<b>Bidding Document Reference(s)</b>	<b>Technical Bid - Eligibility Criteria (as per Original Tender)</b>	<b>Modification / Relaxation of Eligibility Criteria</b>
1.	Request for Proposal (RfP) for Appointment of Chartered Accountant/ Cost Accountant firm for carrying out GST Audit of the Corporation for FY 2018-19 as per CGST Act, 2017.	The applicant firm should have been registered with ICAI and practicing continuously in India for the last fifteen years as on April 01, 2019.	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 should have at least 2 full time FCA / (one FCA and one ACA) partners in GST practice.	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.
3.		The firm should have an experience of fifteen years in Service Tax / GST matters.	The firm should have an experience of five years in Indirect Tax matters pertaining to Banking / Insurance companies / Financial Services/ Listed Firms. The concerned clients should have turnover of ₹500 cr or more for the year of consultancy.

		Any one of the partners should have minimum five years post qualification experience in ST/GST matters of Banking / Insurance companies.	Has been removed
		The firm should have conducted GST audit of at least one organization / institution engaged in financial services / Banking / Insurance and having balance sheet size of ₹500 cr or more.	The firm should have conducted GST audit of at least one organisation / institution engaged in Banking / Insurance / Financial Services / Listed Firms having turnover of ₹500 cr or more.

**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 06, 2020 at 11:00 a.m.
Last Date for seeking clarifications	Clarifications, if any, regarding RfP may be asked through e-mail not later than 16.00 hrs on March 02, 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
Number of envelopes to be submitted (Non-Window, sealed)	The proposals are to be submitted in two (2) sealed envelopes:  2.1 The <b>first envelope</b> should be superscripted <b>“Technical Bid for appointment of Chartered Accountant / Cost Accountant firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017”</b> and contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm/company/undertaking like name and location, year of establishment, names of its partners, staff, their qualification/ experience, registration number of the firm/company/

	<p>undertaking and all other such relevant particulars in the format given in <b>Annexure I</b>.</p> <p>2.2 The <b>second envelope</b> should be superscripted <b>“Financial Bid for appointment of Chartered Accountant / Cost Accountant firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017”</b> and contain the details of the financial bid of the proposal in the format given in <b>Annexure II</b>.</p> <p>2.3 The above mentioned envelopes should be sealed and then put in a large envelope superscripted <b>“Bid for Appointment as GST Auditor of DICGC as per CGST Act, 2017”</b> sealed and submitted to the Corporation on or before last date for submission well before the prescribed time. 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 06, 2020 at 12:00 noon</b>
Financial Bids	<b>March 06, 2020 at 15:00 hrs</b>
<p>Please note that all the information as required under this Re-tender RfP needs to be provided. All other terms and conditions of original RfP stand the same. 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.</p>	

Changes, if any, related to RfP will be posted on web site. Bidders must check the website before submitting response to RfP.

**Contact Details of DICGC Officials**

<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>

**Annexure I**

**Application for Technical Bid for appointment of Chartered Accountant / Cost Accountant firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017**

<b>Sr.No</b>	<b>Technical Bid - Eligibility Criteria</b>	<b>Pl. specify Yes / No</b>	<b>Documents Required</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.		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.		Address of branch / Head office of the firm at Mumbai: Name of full time partner heading the branch: Phone Number & e-mail:
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.		Name of full time partner/ full time employee: Qualification: Address: Phone Number & e-mail: Date since engaged with firm in Indirect Tax matters Post qualification:
4	The firm should have an experience of five years in Indirect Tax matters pertaining to Banking / Insurance companies / Financial Services/ Listed Firms. The concerned clients should have turnover of ₹500 cr or more for the year of consultancy.		Name of Entity: Date since engaged with above entity: (Letter of Appointment confirming the same may be attached)

5	The firm should have conducted GST audit of at least one organisation / institution engaged in Banking / Insurance / Financial Services / Listed Firms having turnover of ₹500 cr or more.		Name(s) & address of organisation(s)/ institution(s) where GST Audit conducted:  Letter of appointment from the respective organisation(s) may be enclosed.
6	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
7	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

*\*Any further additional information may be given in the Annex*

**I hereby certify that the information submitted above is correct**

**Signature of Partner**

**Name & Contact details**

**Address**

**Company/ firm seal**



Annexure I a

Particulars to be furnished for the purpose of appointment as GST Auditor		
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 only**

[illegible]

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

**Annexure II**

**Application for Financial Bid for appointment of Chartered Accountant / Cost Accountant firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017**

1	Name of the Firm	
2	Completer Address	
3	Remuneration for: (a) Conducting GST audit for FY 2018-19 of the company in accordance with section 35 (5) and 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time). (b) Submission / e-filing of GST Audit Report, preparation of Form 9 and 9C, reconciliation of Form 9 and 9C with financial statements per CGST Act, 2017 in E- Form within the scheduled date. The report may be finalised and uploaded on Govt. portal one week before notified due date in the manner as specified / prescribed by CBIC. (including all costs / taxes and excluding 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*