



Request for Proposal (RfP)

for

Appointment of Tax Consultant- DICGC

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

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

Deposit Insurance & Credit Guarantee Corporation (DICGC) invites bids in two parts (Technical Bid & Price Bid) 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.

2.1 The bids are invited through the portal of MSTC i.e., www.mstcecommerce.com in two parts viz., Technical and Price Bid. The Technical Bid 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 **Annexure I(A) and Annexure I (B) with Appendix 1 & 2.**

2.2 The Price Bid shall contains details as per the Scope of Work given in **Annexure II** and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in **Annexure III.**

The above bids shall be submitted by the firms not later than **6.00 pm on October 13, 2023.**

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 15, 2023

Place: Mumbai

Important Bidding Information Summary:

Purpose	Particulars
Cost of Bidding Document	No cost has been prescribed for the Bidding Document.
Bid Validity	The proposal must remain valid and open for evaluation according to their terms for a period of at least thirty days (30 days) from the time the RfP closes on the deadline.
Online Link for submission of Bids Starting Date and time of Submission of Bid Last Date and time of Submission of Bid	www.mstcecommerce.com September 18, 2023 at 18:00 hrs October 13, 2023 at 18:00 hrs (DICGC reserves the right to extend the period of submission of bids).
Number of bids to be submitted.	<p>The bids are invited through the portal of MSTC i.e., www.mstcecommerce.com in two parts viz., Technical and Price Bid. The Technical Bid 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 Annexure I(A) and Annexure I(B) with Appendix 1 & 2.</p> <p>The Price Bid shall contain details as per the Scope of Work given in Annexure II and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in Annexure III. The above bids shall be submitted by the firms not later than 18:00 hrs on October 13, 2023.</p>

Date of opening-			
Technical Bids		October 16, 2023 at 11:00 Hrs.	
Financial Bids		October 17, 2023 at 11:00 Hrs	
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.			
Contact Details of DICGC Officials			
Name	Designation	Phone Number	Email Id
Shri Rajesh V Satoor,	Manager	9769121333	rsatoor@rbi.org.in
Shri Sandeep Kumar	Asst. Manager	8847083816	ksandeep@rbi.org.in

1. Introduction and Disclaimer

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 Corporation on Service Tax (ST) / GST and tax related 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 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 2, 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. 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 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.

1.12 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 lead to disqualification.

2. Tenure

(i) The appointment will be for a period of three years subject to yearly review, further requirement of the Corporation and satisfactory performance at the DICGC's sole discretion.

(ii) 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.

(iii) 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 60% in the Technical Evaluation.**

Phase 2 – Financial evaluation: **The financial bid will be evaluated only if the firm qualifies in the Technical bid with a 60% score.**

Phase – 1: Technical Evaluation:

The Technical bids would be opened on **October 16, 2023 at 11:00 Hrs.** The list of technically qualified bidders would be short listed based on the following criteria:

a) Eligibility Criteria:

- (i) The applicant firm should have been registered with ICAI and practicing continuously in India for the last fifteen years as on March 31, 2023.
- (ii) The firm must have Head office in Mumbai headed by a full-time partner.
- (iii) 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, 2023.
- (iv) The firm should have an experience of fifteen years in Direct and Indirect Tax matters.
- (v) 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 crore or more for the year of consultancy.
- (vi) Should have 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, 2021, March 31, 2022 and March 31, 2023).
- (vii) The firm should have experience in handling cases at ITAT and CESTAT in the last five years as on March 31, 2023.

b) Mandatory Criteria:

- (i) The firm should not have been blacklisted/debarred anytime during last 4 years ended March 31, 2023 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.

(ii) 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.

(iii) 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) or in the past but at least two years have not elapsed since the completion of such assignment as on March 31, 2023 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 methodology of evaluation of the firms on technical and financial parameters is attached in **Annexure I(A). The decision of DICGC will be final in this regard.**

Phase – 2: Financial Bid Evaluation:

The financial bid of technically qualified bidders alone will be opened on **October 17,2023 at 11:00 Hrs** and evaluated.

Final Selection of the Consultant would be based on a formula, summing up the marks received in both Technical (60%) and Financial (40%) evaluation. In case of a tie, the bidder with the lowest financial bid will be selected.

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 Gov. Any

applicable taxes should be included and shown in financial proposal.

(iii) **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.

(iv) **Submission of Tenders** - Bids must be submitted on www.mstcecommerce.com. Detailed guidelines on the process to submit e-Tender by the vendors have been mentioned in **Annexure V**.

(v) **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.

(vi) **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.

(vii) **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.

(viii) **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.

(ix) **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.

FORM (Technical Bidding)

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

Annexure I (A)

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

Sr. No	Technical Bid	Pl. specify Yes / No	Documents and Information Required	Basis of Marking	
Mandatory 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 31,2023.		Constitution Certificate issued by ICAI and Certified copy of registration Certificate issued by Registrar in case of LLP.	Mandatory	
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 headingthe HO: 3. Phone Number & e-mail:	Mandatory	
3.	The firm should have experience of fifteen years in both Indirect and Direct Tax matters.		Appendix 2 (to Annexure 1B)	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. Max marks: 15	
Eligibility Criteria					
4.	The firm should have at least two fulltime partners / full time Employees having post qualification experience in Direct and Indirect Tax matters for the last five years as on March 31, 2023.		Appendix 1 (to Annexure 1B)	No. of full-time partner (s)/ full time employee (s) having post qualification experience in Direct Tax matters	Marks
				2	5
				No. of full-time 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. Max Marks: 20	
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 1B)	2 marks for each bank. Max Marks-10	

6.	The firm's regular consultancy experience in Direct and Indirect tax matters pertaining to other PSUs (other than banks).		Appendix 2 (to Annexure 1B)	2 marks for each PSU. Max Marks-10;	
7.	The firm's regular consultancy experience in Direct and Indirect tax matters pertaining to Insurance companies / Listed Firms having turnover of ₹500 crore or more for the year of consultancy.		Appendix 2 (to Annexure 1B)	2 marks for each Insurance company / Listed Firms having turnover of ₹500 crore or more. Max Marks-10	
8.	Should have Gross Receipts of more than ₹3 crore from Operations in India for each of the last three financial years (i.e., as on March 31, 2021, March 31, 2022 and March 31, 2023).		Self-Declaration duly signed by Partner with Firm's Seal.	Gross Receipts from operations in India (₹ in crore)	Marks for each case
				>3 crore in all years	15
				<3 crore in any one year	5
				Max Marks- 15	
9.	Number of clients the firm has served as Direct Tax and Indirect Tax Consultants continuously for three years.		Appendix 2 (to Annexure 1B)	No. of clients served as ST/GST Consultants Continuously for 3 years	Marks
				5-10	2

				10-20	3
				>20	5
				No. of clients served as Income Tax Consultants Continuously for 3 years	Marks
				5-10	2
				10-20	3
				>20	5
				Max Marks: 10	
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 31,2023		Number of cases argued by full time partner (s) / employee (s) of the firm before CESTAT.	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
				Max Marks: 10	

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

Annexure I (B)

Particulars to be furnished for the purpose of appointment as Tax Consultant		
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, 2023	
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 Appendix-1)	
12	Details of Experience of the Firm* in Income Tax / Service Tax / GST matters (As per Appendix-2)	
<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) None of the partner/employees have been convicted of any offence involving moral turpitude or has been found guilty of economic offence.</p> <p>(c) The firm / partners of the firm not have been blacklisted/debarred anytime during last 4 years ended 31st March 2023 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>(d) 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.</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) or in the past but at least two years have not elapsed since the completion of such assignment as on March 31, 2023 are Not eligible.</i></p>		
<p>Signature of Partner of the firm with the Seal of the firm</p>		

**Terms of Reference for appointment
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.
- (xii) Professional Tax return filing for DICGC employees on monthly basis (PTRC) (Professional Tax Registration Certificate)
- (xiii) Annual payment of PTEC in respect of DICGC (Professional Tax Enrolment Certificate).

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 Corporation 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 Corporation 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 Corporation as well as services rendered to the Corporation, 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 Corporation.
- (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 Corporation in respect of input credit, service tax / GST compliance.
- (xi) Advise on Vendor management to ensure Corporation 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 Corporation/ 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 Corporation 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 Corporation 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 Corporation 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 and commissions as per law.
- (ii) The appointment shall be cancelled in case of unsatisfactory performance.

Financial Bid for handling matters of 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>a) Retainership Fees per annum (excluding Professional charges):</p> <p>b) Professional charges per case</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.	Total remuneration =	₹ -----
5.	Applicable Taxes (excluding GST) likely to be included may be indicated	₹-----
6.	GST*	₹-----
Signature of the Authorised Signatory with Seal of the Firm		

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

Annexure IV

Brief about the Corporation:

DICGC, a wholly owned subsidiary of the Reserve Bank of India, receives premium from insured banks on a half yearly basis and settles the deposit insurance claims of the liquidated and AID 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. 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. The Corporation also pays Professional Tax as per the extant guidelines.

Sr. No.	Nature of clarification required	Response / Clarification of DICGC
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 Corporation pending before:	<p>Indirect Tax Matters: a) CESTAT – 3 b) Commissioner (Appeals), BKC - 1 c) High Court – Nil d) Supreme Court -2 (one case was moved to SC from HC) e) GST Dept. – 5, (i) SCNs – 1, (ii) Refund claims - 4</p> <p>Direct Tax Matters: Assessing Officer – 1 CIT (A) – 5 Appeals (covered matters) ITAT/Supreme Court – Nil. High Court – Nil.</p> <p><i>This may undergo change as the Corporation is following up on issues on regular basis.</i> 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 same is undertaken through offline utility. If yes, whether the compliances would be required to be undertaken using the same ASP/GSP support.	The Corporation 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.
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 one-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 taxpayable to DICGC for payment. We shall not be responsible for handling the payment of tax. Please confirm.	GST liability of the Corporation will be paid by the Corporation. 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	Yes, but guidance has to be provided by the firm.

	invoicing, maintenance of records would be undertaken by DICGC. Please confirm.	
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 II 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. 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.	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 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 2023-24, 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 three 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 the 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 legal Counsel for representing DICGC in the High Court/Supreme Court (wherever applicable and required) is excluded from the bid price. Please confirm.	Yes.
21.	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 (ix) 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.

Important instructions regarding e-tender

This is an e-procurement event of Deposit Insurance and Credit Guarantee Corporation (**DICGC**). The e-procurement service provider is MSTC Limited.

You are requested to read and understand the Notice Inviting E-Tender and subsequent Corrigendum, if any, before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1.	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing and encryption type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/DICGC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eproc (Version 3)</p> <p>1) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any Clarification, please contact DICGC, MSTC, (before the scheduled time of the e- tender).</p> <p>Contact person (MSTC):</p> <p>HO Central Help Desk: (For vendors)</p> <p>Phone Number :07969066600</p> <p>helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails)</p> <p>Availability</p> <p>Mr. Tanmoy Sarkar, Deputy Manager: 7651915418/8349894664 – wroopn11@mstcindia.in 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.</p>
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	<p>Contact person (DICGC):</p> <ul style="list-style-type: none"> • Shri Rajesh V Satoor, Manager, HRMD Mobile No: 9769121333 Email id: rsatoor@rbi.org.in • Shri Sandeep Kumar, AM Mobile No: 8847083816 Email id: ksandeep@rbi.org.in <p>Vendors are required to register themselves online with www.mstcecommerce.com/eproc</p> <p>Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to System Settings (on dashbar) Download Guide / Video / Registration Guide.</p> <p>B) System Requirement:</p> <ol style="list-style-type: none"> i) Windows XP-SP3 & above/Windows 7 Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) JRE 7 update 9 and above software to be downloaded and installed in the system. <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level</p> <p>For more details, vendor may refer to the Vendor Guide and FAQ available www.mstcecommerce.com/eproc</p>
2.	<p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by DICGC. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p><u>Note:</u></p> <p>The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3.	<p>All entries in the e-Tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>

4.	<p><u>Special Note towards Transaction fee:</u></p> <p><u>PAYMENT Of Transaction fee is online on MSTC site</u></p> <p>For the payment of transaction fee, the vendor should pay the transaction fee using the "Transaction Fee" Link in the vendor login. Here the vendor may select the particular e-Tender in which they want to participate.</p> <p>NOTE: The bidders should submit the transaction fee well in advance before the last date of submission of e-Tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. Transaction fee is non-refundable.</p> <p>In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.</p>
5.	<p>Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by DICGC and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.</p>
6.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of e-Tender by DICGC as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7.	<p>(i) Bidders are requested to see the web site once again before the due date of e-Tender opening to ensure that they have not missed any corrigendum uploaded against the said e-Tender after downloading the e-Tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only.</p> <p>(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eproc of MSTC Ltd.</p>
8.	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p><u>Bidding in e-tender</u></p>

- a) Bidder(s) need to submit necessary EMD, E-Tender fees (If ANY) and Transaction fees separately for the e-tender. Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by DICGC.
- b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → Common Portal → Bid Floor Manager → live event → Selection of the live event → Techno Commercial Bid.
- d) The bidder should allow to run an application namely en Applt. by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the bidder will not be able to save/submit his bid. (for details refer vendor guide & FAQ).
- e) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid

NOTE: - After clicking the final submission "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

- f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter **SUPPLIER/CONTRACTOR**.
- j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

	<p>k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>l) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.</p> <p>m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
10.	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11.	No deviation to the technical and commercial terms & conditions are allowed.
12.	DICGC has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13.	The online e-Tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eproc
14.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15.	The bid will be evaluated based on the filled-in technical & commercial formats.
16.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders