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 notice for Appointment of a firm as Tax Consultant of the Corporation

Deposit Insurance & Credit Guarantee Corporation (DICGC) invites bids in two parts (Technical Bid & Financial 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 Central Public Procurement Portal at https://eprocure.gov.in/eprocure/app in two parts viz., Technical and Financial Bid. The Technical Bid shall contain details of the firm, including its name and location, year of establishment, names of partners and staff, their qualifications and experience, registration number of the firm, and other relevant particulars as prescribed in **Annexures I(A) and I(B), along with Appendices 1 and 2.**

2.2 The Financial Bid shall be submitted online, exclusive of applicable taxes, in the format prescribed in Annexure III, taking into consideration the Scope of Work specified in Annexure II. The bids shall be submitted online through the CPP Portal by **3:00 PM on November 23, 2026**.

3. Objective & Scope

The objective of the RFP is to appoint a Tax Consultant to handle matters relating to Direct and Indirect Taxes, including Income Tax and GST. The selected firm shall provide advisory and professional assistance to DICGC on taxation and related accounting matters. The detailed Scope of Work is provided in Annexure II.

Date: November 03, 2026
Place: Mumbai

Important Bidding Information Summary:

Purpose	Particulars
E tender No	2026_DICGC_932856_1
Cost of Bidding Document	No cost has been prescribed for the Bidding Document.
Bid Validity	The proposal shall 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	https://eprocure.gov.in/eprocure/app November 03, 2026 at 18:00 hrs November 23, 2026 at 15:00 hrs (DICGC reserves the right to extend the period of submission of bids).
Number of bids to be submitted.	The bids are invited through the portal of CPPP at., https://eprocure.gov.in/eprocure/app in two parts viz., Technical and Financial Bid. The Technical Bid shall contain details sought regarding various technical particulars of the proposals 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.** The Financial 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 15:00 hrs on November 23, 2026.

Date of opening-			
Technical Bids	November 25, 2026 at 11:00 Hrs.		
Financial Bids	November 26, 2026 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**
Ms Hema B	Asst. Manager	9880655688	bhema@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 adequate 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 Income Tax, 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 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 commencing from December 1, 2026, 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 November 25, 2026 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, 2026.

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, 2026.

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, 2024, March 31, 2025 and March 31, 2026).

vii The firm should have experience in handling cases at ITAT and CESTAT in the last five years as on March 31, 2026.

b) Mandatory Criteria:

i The firm should not have been blacklisted/debarred anytime during last 4 years ended March 31, 2026 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, 2026 are not eligible.

iv 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 Corporation. 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 **November 26, 2026 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 GoI. 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 https://eprocure.gov.in/eprocure/app . 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 subcontractors 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.

(x) Commercial conditions and settlement of dispute by Arbitration- All disputes and differences of any kind whatever arising out of or in connection with this appointment shall be referred to Chief General Manager, DICGC, Mumbai and settled by him/ her who shall state his/ her decision in writing. Such decision may be in the form of a final certificate or otherwise. If either the Employer or the firm be dissatisfied with the decision of the Chief General Manager, DICGC, on a matter, question or dispute of any kind or as to withholding by the Corporation of any Certificate to which the firm may claim to be entitled, then and in any such case either party (the Employer or the firm) may within 28 days, after receiving notice of such decision, give a written notice to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matters which are in dispute or difference, of which such written notice has been given and no other shall be and is hereby referred to the arbitration and final

decision of an arbitrator to be agreed upon by both the parties or, in case of disagreement as to the appointment of single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall, before taking upon themselves the burden of reference, appoint an Umpire. The entire arbitration will be governed by the Indian Arbitration and Conciliation Act 1996.

(xi) Prevention of Sexual Harassment Clause: The firm/ company shall be solely responsible for full compliance with provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. In case, any grievance of sexual harassment is filed against employee/s of the firm at workplace of DICGC, the complaint will be dealt by the Internal Complaint Committee constituted by the firm and the firm shall ensure appropriate action under the said Act. Any complaint of sexual harassment from any aggrieved employee of the firm/ company against any employee/ customer/ visitor of DICGC shall be taken cognizance of by the Complaints Committee constituted by the Corporation/Corporation is a part of.

The firm/ company shall be responsible for any monetary compensation that may be required to be paid in case the incident involves the employees of the Service Provider, for instance any monetary relief to the Corporation's employee, if sexual violence by the employee of the Service Provider is proved. The firm/ company shall be responsible for educating its employee about prevention of sexual harassment at workplace and related issues. The firm/ company shall provide a complete and updated list of its employees who are deployed within the Corporation's premises.

(xii) Signing of the Contract Agreement: In case of partnership firms the Tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf. On receipt of intimation from the Corporation regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. He/ She shall sign an agreement in accordance with the extant provisions. He/ She shall also be liable to pay appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Maharashtra.

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 31,2026.		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.		i) Address of Head office (HO) of the firm at Mumbai: ii) Name of full-time partner heading the HO: iii) Phone Number & email:	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**	

<table>
<tr><td colspan="4">Eligibility Criteria</td><td colspan="2"></td></tr>
<tr><td rowspan="6">4.</td><td rowspan="6">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, 2026.</td><td rowspan="6"></td><td rowspan="6">Appendix 1(to Annexure 1B)</td><td>No. of full-time partner (s)/ full time employee (s) having post qualification experience in Direct Tax matters</td><td>Marks</td></tr>
<tr><td>2</td><td>5</td></tr>
<tr><td>No. of full-time partner (s)/ full time employee (s) having post qualification experience in Indirect Tax matters</td><td>Marks</td></tr>
<tr><td>2</td><td>5</td></tr>
<tr><td colspan="2">2 marks for each such additional fulltime partner/employee in Direct / Indirect Tax practice.

Max Marks: 20</td></tr>
<tr><td>5.</td><td>The firm’s regular consultancy experience in Direct and Indirect tax matters pertaining to Banking for the year of consultancy.</td><td></td><td>Appendix 2(to Annexure 1B)</td><td colspan="2">2 marks for each bank.
Max Marks-10</td></tr>
</table>

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, 2024, March 31, 2025 and March 31, 2026).		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 31,2026		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 Head Office in Mumbai (i) Address: (ii) Name and Designation of the person heading the head office (iii) Email ID (iv) Phone Number	
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 31,2026	
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**)	

I declare that:

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.

b None of the partner/employees have been convicted of any offence involving moral turpitude or has been found guilty of economic offence.

c The firm / partners of the firm have not been blacklisted/debarred anytime during last 4 years ended 31st March 2026 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.

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.

**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, 2026 are Not eligible.*

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

Appendix 1 (to Annexure I B)

Details of Partners / Employees of the Firm

Name of the Partner /Employee	Whether Full Time / Part Time	Location of partner/ employee	Date of becoming		Date of joining the firm	Membership Number	Post Qualification Experience in Tax matters					
			ACA	FCA			Name of the Organisation	Turnover of the Organisation on (₹ in cr)	Period of engagement	From Date and to Date	Type of Tax (Direct/Indirect)	Type of Assignment handled in Tax matters (Consultancy - specify scope / Audit / Providing Opinions / Preparing and Filing Returns)

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

Appendix 2 (to Annexure I B)

Details of experience of the firm in handling matters Pertaining to Tax							
Type of engagement in Pertaining to Tax returns/providing opinions/Audit/Consultancy - scope)	Type of Tax (Direct/Indirect)	Name of Organisation	Specify whether PSBs/FIs/Listed Firm	Turnover of the Client Organization during period of engagement of your firm (₹ in cr)	No of years engaged	Period of engagement (Mention from Date and To Date	Certificate of engagement

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

Annexure II

Terms of Reference for appointment

A. Direct Tax

1. **Income Tax Compliance:** The Consultant shall assist the Corporation in compliance and litigation with the enabling provisions of the Income Tax Act including:
   i) Preparation and filing of Income Tax Returns of the Corporation.
   ii) Computation of taxable income and tax liability in accordance with the provisions of the Income Tax Act.
   iii) Estimation of advance tax liability and advising on payment of advance tax instalments. Assistance in computation of interest liability, if any.
   iv) Assistance in filing revised returns or rectification applications where required.
   v) Assistance in matters relating to income tax refunds including follow-up with tax authorities.
2. **Tax Deducted at Source/ Withholding Tax Matters:** The Consultant shall assist the Corporation in matters relating to tax deduction at source including:
   i) Advisory on applicability of TDS provisions.
   ii) Review of TDS deductions and related compliance matters including monthly remittance. Preparation and filing of TDS returns.
   iii) Assistance in responding to notices or queries from tax authorities.
   iv) Guidance on lower deduction certificates, where applicable.
   v) Assistance in compliance with withholding tax provisions on foreign remittances, including filing of Form 145 and Form 146.
3. **Direct Tax Advisory:** The Consultant shall provide professional advice and written opinions on:
   i) Interpretation of provisions of the Income Tax Act and related rules.
   ii) Tax implications of transactions undertaken by the Corporation.
   iii) Tax planning within the framework of applicable laws.
   iv) Implications of amendments introduced through Finance Acts or other legislative changes. Any other direct tax matters referred by the Corporation.
4. **Assessment Proceedings:** The Consultant shall assist and represent the Corporation in proceedings before appropriate tax authorities including:
   i) Drafting replies to notices issued by tax authorities.

ii) Assistance during scrutiny assessments, reassessments and other proceedings. Representation before the appropriate tax authorities.

5. **Appeals and Litigation:** The Consultant shall assist in handling appellate and litigation matters including:
   i) Coordination and liaison with the jurisdictional Income Tax authorities in connection with assessment, rectification, refund and other related matters of the Corporation.
   ii) Filing of appeals before the Commissioner of Income Tax (Appeals).
   iii) Representation before the Income Tax Appellate Tribunal. Assistance in matters before High Courts and the Supreme Court including briefing of advocates.
6. **Support to Auditors and Management:** The Consultant shall:
   i) Provide clarifications on income tax matters to statutory auditors and internal auditors.
   ii) Assist in preparation of schedules and explanations relating to income tax matters.
   iii) Provide guidance on accounting treatment and accounting entries relating to tax matters.
7. **Review of Compliance Framework:** The Consultant shall review the Corporation's tax compliance framework and suggest improvements in regulatory compliance where necessary.
8. **Professional Responsibility:** The Consultant shall exercise due professional care and diligence and ensure that the services rendered comply with applicable provisions of tax laws.
9. **Reporting and Deliverables:** The Consultant shall provide written opinions, advisory notes, draft replies, submissions and other professional documentation as may be required by the Corporation and keep the Corporation informed of significant developments in tax laws.
10. **Availability and Mode of Engagement:** The Consultant shall make available qualified professionals to attend meetings, consultations or proceedings with tax authorities and provide timely assistance in matters requiring immediate attention.

11. **Scope Interpretation:** Any activity reasonably required for the effective completion of the assignments shall be deemed to be included within the scope of services unless specifically excluded.

12. **Representation before Courts:** In matters before Hon'ble High Courts or the Hon'ble Supreme Court, the Consultant shall assist the Corporation in preparation of documentation, submissions and briefing of advocates engaged by the Corporation.

13. **Professional Tax Compliance:** The Consultant shall assist Corporation in Professional Tax return filing for DICGC employees on monthly basis (PTRC) (Professional Tax Registration Certificate) and annual payment of PTEC in respect of DICGC (Professional Tax Enrolment Certificate). In case of Professional Tax assessments, the consultants shall assist the Corporation in preparation of reconciliations, drafting of detailed submissions, and representation before the tax authorities.

B. Indirect Tax Consultancy Services:

1. Verify the completeness of the data generated by the Corp.'s system for GST returns and other compliances.
2. 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.
3. Estimate and validate the monthly Goods and Services Tax (GST) liability of the Corp. and claim input tax as applicable.
4. Guide and assist in preparation of Annual Return (GST Annual Return) and reconciliation of the same with books of accounts.
5. 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.
6. Draft replies to the letters / orders / notices / any other documents received from Corporate Income Tax Authorities and Service tax / GST authorities. Representing or assisting the Corporation before adjudicating authorities / appellate authorities, or in personal hearings.
7. Review and suggest overall improvement in regulatory compliance, if considered necessary.

C. Indirect Tax Advisory Services:

1. Advise on availability or otherwise of input tax credit (ITC) on various inputs availed by the Corporation and on reversal of ITC as per applicable laws / rules / orders / other jurisprudence.
2. 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, etc.
3. Provide written opinion on various aspects of ST/GST, as and when sought by the Corporation.
4. Provide inputs / opinion in respect of accounting related aspects of GST matters.
5. Provide opinions/comments/clarifications on various service tax/GST issues, as and when raised by the Corporation.
6. Apprise the Corporation of new developments including amendments to tax laws, rules, regulations, jurisprudence, etc. and the applicability thereof to the Corporation from time to time and suggest operational changes as may be necessary.
7. Review and suggest amendments / developments in the accounting solution being used by the Corporation in respect of GST compliance.
8. Advise the Corporation on vendor management to ensure Corporation gets input tax credits due to it.
9. Provide any other advice to the Corporation on any other GST related issues to optimise and ensure tax compliance.
10. Provide advisory and consultancy services to the Corporation as and when the GST Department initiates a Departmental Audit of the Corporation.
11. Capacity Building/ Training sessions for the Corporation's employees on Indirect Tax matters.

D. Residual Assignments:

1. The Consultant concerned shall undertake such other tax-related assignments relating to Income Tax, GST, legacy indirect taxes or any other applicable taxes (including state or local taxes such as Professional Tax, etc.) as may be entrusted by the Corporation from time to time.

2. Additional/ Future Assignments: (a) The Corporation may, in future, undertake activities relating to Financial sector entities or similar specialised domains. The Consultant shall provide assistance in relation to tax matters (direct and/ or indirect tax) arising from such activities, including those involving special or sector-specific tax provisions.

3. In respect of Direct Tax matters, such activities shall form part of the overall scope of services. In respect of Indirect Tax matters, such assignments shall be undertaken as and when specifically entrusted by the Corporation on a case-to-case basis, as per terms and rates approved by the Corporation.

4. Scope Coverage: The above scope of work is indicative and not exhaustive. The Consultant concerned shall provide professional assistance in respect of all matters relating to Direct Tax and Indirect Tax as may be required by the Corporation for ensuring compliance with applicable tax laws.

E. Team Composition

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 at least 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.

Annexure III

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.	**a) Retainership Fees per annum (excluding Professional charges):** **b) Professional charges per case** (i) Drafting Reply to Show Cause Notices. (ii) Appearing before Departmental Authorities up to the level of Commissioner (Appeals). (iii) Drafting appeals to Commissioner (Appeals), Drafting appeals to CESTAT / ITAT. (iv) Appearing before CESTAT/ ITAT, Discussion / opinion on Tax matters. (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 (vi) Discussion with advocates for filing writ petitions in the Court *Retainership fees includes all the items stated in Annexure II except items covered under professional charges.*	₹ ____ per annum ₹_____per case ₹_____per case ₹_____per case ₹_____per case ₹_____per case ₹_____per case
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. About 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, 2025. 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:	**Indirect Tax Matters:** a) CESTAT – 5 b) Commissioner (Appeals), BKC - NIL c) High Court – Nil d) Supreme Court -1 (*one case was moved to SC from HC*) e) GST Dept. – 1, (i) SCNs – 2, (ii) Refund claims - NIL **Direct Tax Matters**: Assessing Officer – NIL CIT (A) – NIL (covered matters) ITAT - 1 Supreme Court / High Court – Nil. *The position is as of August 31, 2026, and may undergo change as the Corporation is following up on issues on regular basis.* Along with the existing tax matters, any other tax matters arising after appointment of consultant will have to be looked into.

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 tax payable 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 invoicing, maintenance of records would be undertaken by DICGC. Please confirm.	Yes, but guidance has to be provided by the firm.
8.	Whether the data extraction and collation from the system would be undertaken by DICGC.	Yes. The firm may be given viewing rights on the lines of the auditor so that verification of data will be easier.
9.	We understand that the scope excludes preparation of any Standard Operating Procedures (SOPs) in relation to any finance or other functions. Please confirm.	Please refer to Annexure III of RFP wherein it is mentioned that the firm has to provide inputs / opinion in respect of accounting of GST matters (including but not limited to output and input supplies).
10.	While we understand that the GST annual returns would be covered in the scope, the GST audit certification/ attestation would be undertaken by independent GST auditor to be appointed by DICGC. Please confirm.	Yes. Please refer to Annexure 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 two qualified persons/teams, one each for Income Tax and ST/GST/ accounts matters respectively, for at least two days a week, it may please be clarified whether DICGC is looking for any 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 at least 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.
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 Financial. Please confirm.	Yes.

Annexure V

Important instructions regarding e-tender

This is an e-procurement event of Deposit Insurance and Credit Guarantee Corporation **(DICGC).** The e- procurement Service Provider/Bidder is the Central Public Procurement Portal (CPPP). https://eprocure.gov.in/eprocure/app

Process of E-tender: Bidder manual kit is available on home page

A) Registration for new bidder: The process involves vendor's registration with CPP portal which is free of cost. https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002

0120-4001 005

0120- 4493395

EMail Support:

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc@nic.in

Policy Related - cppp-doe@nic.in