



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

**Short Tender: (Brief about the tender for appointment of CA firm for carrying out GST audit of the Corporation for FY 2018-19 as per CGST Act, 2017)**

Deposit Insurance and Credit Guarantee Corporation (DICGC) invites sealed tenders in two parts (Technical Bid and Price Bid – in duplicate) for appointment of CA firm for carrying out GST audit of the Corporation for FY 2018-19 as per CGST Act, 2017.

2. The proposals are to be submitted in two (2) sealed envelopes:

2.1 The **first envelope** should be superscripted “**Technical Bid for appointment of CA firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017**” and contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm/company/undertaking like name and location, year of establishment, names of its partners, staff, their qualification/ experience, registration number of the firm/company/ undertaking and all other such relevant particulars in the format given in **Annexure I**.

2.2 The **second envelope** should be super scripted “**Financial Bid for appointment of CA firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017**” and contain the details of the financial bid of the proposal in the format given in **Annexure II**.

2.3 The above mentioned envelopes should be sealed and then put in a large envelope superscripted “**Bid for Appointment as GST Auditor of DICGC as per CGST Act, 2017**” **sealed** and submitted to the Corporation on or before last date for submission well before the prescribed time. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the DICGC, 2nd Floor, Reserve Bank Building, Opp. Mumbai Central Railway Station, Mumbai- 400008.

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

The Rfp is invited with a view to appoint a CA firm: (a) To conduct GST audit for FY 2018-19 of the company in accordance with section 35 (5) and 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time). (b) Submission / e-filing of GST Audit Report, preparation of Form 9 and 9C, reconciliation of Form 9 and 9C with financial statements per CGST Act, 2017 in

E- Form within the scheduled date. The report may be finalised and uploaded on Govt. portal one week before notified due date in the manner as specified / prescribed by CBIC.

**Request for Proposal (RfP) for Appointment of CA firm for carrying out GST audit of the Corporation for FY 2018-19 as per CGST Act, 2017**



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

---

*This document is the property of DICGC. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without DICGC's written permission. Use of contents given in this document, even by the authorised personnel / agencies for any other purpose other than the purpose specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable.*

**Important Bidding Information Summary:**

| Purpose  | Particulars  |
|--|--|
| Cost of Bidding Document   | No cost has been prescribed for the Bidding Document.  |
| Last Date and time of Submission of  | February 24, 2020 at 16.00 hrs   |
| Last Date for seeking clarifications   | Clarifications, if any, regarding RfP may be asked through e-mail not later than 16.00 hrs on February 14, 2020.   |
| Bid Validity   | The proposal must remain <b>valid and open for evaluation according to their terms for a period of at least thirty days (30 days)</b> from the time the RfP closes on the deadline.                |
| Address for submission of Bids   | The Deputy General Manager<br>Department of Accounts and Taxation,<br>Deposit Insurance & Credit Guarantee Corporation<br>2 <sup>nd</sup> Floor, RBI Building<br>Mumbai Central<br>Mumbai - 400008 |
| Number of envelopes to be submitted (Non-Window, sealed)   | Refer to Para 2 of Page 1 of the Document.<br><b>Note:</b><br>Details sought for as per the RfP, along with the attachments must be submitted in sealed envelopes only.                            |
| Date of opening of envelope containing -   |  |
| Technical Bids   | February 25, 2020 at 11.30 Hrs.  |
| Financial Bids   | Financial Bids of the technically qualified bidder would be opened on February 25, 2020 at 16:00 Hrs.  |
| Please note that all the information as required under this RfP needs to be provided. Proposal submitted with incomplete information is liable to be rejected. DICGC's decision in this regard will be final and binding. The RfP is also hosted on DICGC website <a href="http://www.DICGC.org.in">http://www.DICGC.org.in</a> under the link "Tender Notices". DICGC reserves the right to change the dates as mentioned |  |

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

**Contact Details of DICGC Officials**

| <b>Name (Smt / Shri)</b> | <b>Designation</b> | <b>Phone No.</b> | <b>Email ID</b>  |
|--------------------------|--------------------|------------------|--|
| Savitha Srikanth         | AGM                | 022-23028211     | <a href="mailto:bsavitha@rbi.org.in">bsavitha@rbi.org.in</a>         |
| Deepak Narang            | DGM                | 022-23028204     | <a href="mailto:deepaknarang@rbi.org.in">deepaknarang@rbi.org.in</a> |

**1. Introduction and Disclaimers**

**1.1 Purpose of RfP**

The RfP is invited with a view to appoint a CA firm: (a) To conduct GST audit for FY 2018-19 of the company in accordance with section 35 (5) and 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time). (b) Submission / e-filing of GST Audit Report, preparation of Form 9 and 9C, reconciliation of Form 9 and 9C with financial statements per CGST Act, 2017 in E- Form within the scheduled date. The report may be finalised and uploaded on Govt. portal one week before notified due date in the manner as specified / prescribed by CBIC.

**1.2 Information Provided**

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

**1.3 Disclaimer**

Subject to any law to the contrary and to the maximum extent permitted by law, DICGC and its officers, employees, contractors, agents, and advisors disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or

refraining from acting because of any information including forecasts, statements, estimates or projections contained in this RfP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of DICGC or any of its officers, employees, contractors, agents, or advisers.

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

All costs and expenses incurred by Respondents in any way associated with the development, preparation and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by DICGC, will be borne entirely and exclusively by the Respondent.

#### **1.5 No Legal Relationship**

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

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

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

#### **1.7 Evaluation of Offers**

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

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

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

#### **1.9 Errors and Omissions**

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

#### **1.10 Acceptance of Terms**

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

#### **1.11 Lodgement of RfP**

**1.11.1 RfP Submission:** Refer to Para 2 of Page 1 of the Document.

**1.11.2** The person(s) signing the bid documents shall put his signature on all pages of the bid. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initiated by the person(s) signing the bid. The bidder shall duly seal each envelope separately. The two envelopes should be put together in one large envelope and should reach The Deputy General Manager, Deposit Insurance & Credit Guarantee Corporation at the address mentioned above on or before the last date well before the time of the receipt of bids. If the submission does not include all the information required or is incomplete, the proposal is liable to be rejected.

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

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

**1.11.3 RfP Validity period:** Refer to Page 4 of the Document.

**1.11.4 Cost of Bidding Document:** Refer to Page 4 of the Document.

**1.11.5 One bid per bidder**

Each bidder shall submit only one bid for a single assignment.

**1.11.6 Late Bids**

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

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

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

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

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

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

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

### **1.13 Notification**

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

### **1.14 Disqualification**

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

## **2. Tenure**

a. The appointment will be for a period of one year or till completion of assignment whichever is earlier.

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

## **3. Selection Process**

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

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

The envelope containing the technical particulars would be opened and technical parameter will be evaluated. The bidders meeting the criteria as mentioned in Annexure I would be considered for financial bid.



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

a) The financial bid of technically qualified bidders alone will be opened and the bidder with the lowest quote (L1 bidder) will be selected as the successful bidder.

b) DICGC reserves all rights to accept or reject any or all proposals without assigning any reasons thereof.

### **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 CESS, etc. to GoI. Any applicable taxes (except GST) should be shown in the financial proposal. Refer to Annexure II.

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

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

**(v) Packaging and Delivery of Tenders** - Bids must be delivered in a double sealed envelope clearly labelled with the following:

1. Project Title;
2. Tender Due Date;
3. Bidder's Name;

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

**(vi) Conflict of Interest** - Bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. Where bidders identify any potential conflicts they should state how they intend to avoid such conflicts. DICGC reserves the right to reject

any bid which, in DICGC's opinion, gives rise, or could potentially give rise to, a conflict of interest.

**(vii) Undertaking** - Bidders must give an undertaking, which, shall continue till the currency of contract / assignment that:

- There has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/DICGC or other regulatory / statutory authority during the last five years.

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

- No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business / right to carry on practice.

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

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

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

**Annexure I****Application for Technical Bid for appointment of CA firm for carrying out GST Audit of DICGC for FY 2018-19 as per CGST Act, 2017**

| <b>Sr.No</b> | <b>Technical Bid - Eligibility Criteria</b>  | <b>Pl. specify Yes / No</b> | <b>Documents Required</b>   |
|--------------|--|-----------------------------|---|
| 1.           | The applicant firm should have been registered with ICAI and practicing continuously in India for the last fifteen years as on April 01, 2019. |                             | Constitution<br>Certificate issued by ICAI; Certified copy of registration<br>Certificate issued by Registrar in case of LLP.   |
| 2            | The firm must have Head office or branch office in Mumbai headed by a full time partner.   |                             | Annexure I a  |
| 3            | The firm should have at least 2 full time FCA / (one FCA and one ACA) partners in GST practice.  |                             | Annexure I a  |
| 4            | The firm should have an experience of fifteen years in Service Tax / GST matters.  |                             | Annexure I a.<br>Satisfactory Performance<br>Certificate from the organisations having balance sheet size of ₹500 cr or more and in which the firm was appointed as a GST/ST consultant / Auditor during the last five years. |

|   |  |  |   |
|---|--|--|---|
| 5 | Any one of the partners should have minimum five years post qualification experience in ST/GST matters of Banking / Insurance companies.   |  | Annexure I a  |
| 6 | The firm should have conducted GST audit of at least one organisation / institution engaged in financial services / Banking / Insurance and having balance sheet size of ₹500 cr or more.  |  | Self-declaration on letter head and Letter from the respective organisation certifying completion of audit. |
| 7 | The firm should not have been blacklisted/debarred anytime during last 4 years ending 31st March 2020 from participation in a tender floated by any central/state PSU including DICGC / RBI or any state/central government department/institutes or any autonomous body funded and/or controlled by any state/central government. |  | Annexure I a  |
| 8 | The firm/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.   |  | Annexure I a  |

## Annexure I a

| <b>Particulars to be furnished for the purpose of appointment as GST Auditor</b>   |   |  |
|--|---|--|
| 1  | Name of the firm  |  |
| 2  | Complete Postal Address   |  |
| 3  | Address of the branch in Mumbai (if different from above)                                   |  |
| 4  | Email address / Telephone Number  |  |
| 5  | Date of Establishment of the firm   |  |
| 6  | No. of completed years for which practicing in India as on March 31, 2019                   |  |
| 7  | GSTIN   |  |
| 8  | Firm Registration No.   |  |
| 9  | Permanent Account Number (PAN)  |  |
| 10   | Number of Full Time FCA / ACA partners  |  |
| 11   | Details of Partners (As per <b>Appendix-1</b> )   |  |
| 12   | No. of Qualified CAs employed   |  |
| 13   | No. of Skilled Staff -qualified in Group II IPCC  |  |
| 14   | No. of Semi- Skilled Staff -qualified in Group I IPCC                                       |  |
| 15   | No. of other Assistants   |  |
| 16   | Details of Experience of the Firm* in Service Tax / GST matters (As per <b>Appendix-2</b> ) |  |
| <p>I declare that:</p> <p>(a) The firm/partners associated with the firm have not been penalized for any disciplinary proceedings initiated by ICAI and no disciplinary proceedings are pending against the firm / partners associated with the firm as on the date of application;</p> <p>(b) The firm / partners of the firm not have been blacklisted/debarred anytime during last 4 years ending 31st March 2020 from participation in a tender floated by any Central/State PSU including DICGC / RBI or any State/Central Government Department/Institute or any autonomous body funded and/or controlled by any State/Central government.</p> <p><i>*Firms which are currently auditors of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) in the past but at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.</i></p> |   |  |
| <p><b>Signature of Authorised Signatory with the Seal of the firm</b></p>  |   |  |

**Appendix 1 (to Annexure I a)**

**Details of the partners**

| Name of the Partner | Location of Partner | Date of becoming |     | Date of Joining the firm | Membership Number | Educational Qualification | Post Qualification Experience (Mention period and Organisation) |        | Post Qualification Certification in ST/GST from ICAI |                   |
|---------------------|---------------------|------------------|-----|--------------------------|-------------------|---------------------------|---|--------|--|-------------------|
|                     |                     | ACA              | FCA |                          |                   |                           | Banking / Insurance Firms                                       | Others | Certification obtained                               | Year of obtention |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |
|                     |                     |                  |     |                          |                   |                           |   |        |  |                   |

**Appendix 2 (to Annexure 1 a)**

**Details of experience of the firm in handling matters of Service Tax or GST /  
Service Tax or GST Audit etc.**

| Type of engagement<br>(Consultancy/ST<br>Audit/Govt.Audit/GST<br>Audit) | Name of bank/<br>organisation/ Service Tax<br>Department. | Address | No of years engaged | Period of engagement | Certificate of<br>engagement |
|---|---|---------|---------------------|----------------------|------------------------------|
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |
|   |   |         |                     |                      |                              |

**Annexure II**

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

|  |   |  |
|--|---|--|
| 1  | Name of the Firm  |  |
|  |   |  |
| 2  | Completer Address   |  |
|  |   |  |
| 3  | Remuneration for: (a) Conducting GST audit for FY 2018-19 of the company in accordance with section 35 (5) and 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time). (b) Submission / e-filing of GST Audit Report, preparation of Form 9 and 9C, reconciliation of Form 9 and 9C with financial statements per CGST Act, 2017 in E- Form within the scheduled date. The report may be finalised and uploaded on Govt. portal one week before notified due date in the manner as specified / prescribed by CBIC. (including all costs / taxes and excluding GST) | (Amount in rupees -in words and figures) |
| 4  | Applicable Taxes (excluding GST) likely to be included may be indicated   |  |
| 5  | GST*  |  |
| <b>Signature of Authorised Signatory with the Seal of the firm</b> |   |  |

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