



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

Deposit Insurance and Credit Guarantee Corporation,
The Deputy General Manager
Department of Accounts and Taxation
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Mumbai 400008, India.

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

Bidding Document Reference(s)	Modification
<p>Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Para 1 – Introduction and Disclaimers – 1.1 – Purpose of RfP -</p>	<p>Original: The purpose of RfP is to “appoint a Chartered Accountant / Cost Accountant firm or company for handling matters of Indirect Tax at DICGC”.</p> <p>Modified as : The purpose of RfP is to “appoint a Chartered Accountant / Cost Accountant firm / LLP / company for handling matters of Indirect Tax at DICGC”.</p>
<p>Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Para 3. Selection Process Technical Evaluation - Eligibility Criteria – Point No. 5</p>	<p>Original: Should have a Gross Receipts of more than ₹3 crore from Operations in India for each of the last 3 financial years (i.e. as on March 31, 2017, March 31, 2018 and March 31, 2019) with minimum 10% of gross receipts from Direct Tax consultancy.</p> <p>Modified as: Should have a Gross Receipts of more than ₹3 crore from Operations in India for each of the last 3 financial years (i.e. as on March 31, 2017, March 31, 2018 and March 31, 2019) with minimum 10% of gross receipts from Indirect Tax consultancy.</p>
<p>Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Annexure I – Eligibility Criteria - Point No. 6</p>	<p>Original: Should have a Gross Receipts of more than ₹3 crore from Operations in India for each of the last 3 financial years (i.e. as on March 31, 2017, March 31, 2018 and March 31, 2019) with minimum 10% of gross receipts from Direct Tax consultancy.</p> <p>Modified as:</p>

	Should have a Gross Receipts of more than ₹3 crore from Operations in India for each of the last 3 financial years (i.e. as on March 31, 2017, March 31, 2018 and March 31, 2019) with minimum 10% of gross receipts from Indirect Tax consultancy.
Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Annexure II – Scope of work	<p>Original:</p> <p>a) Compliance for returns and input tax credit:</p> <p>Original:</p> <p>(v) Assist in preparing the Input Credit Statement (GSTR 2A) and reconciliation of Input Credit (GSTR 2A) and GSTR 1 and GSTR 3B with books of accounts on a monthly basis.</p> <p>Modified as:</p> <p>(v) Assist in preparing the Input Credit Statement and reconciliation of Input Credit Statement, GSTR1, GSTR 3B and other GST Portal Returns as applicable from time to time with books of accounts on a monthly basis.</p>
Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Annexure II – Scope of work	<p>Original:</p> <p>c) Audits/Appeals/Assessment Proceedings</p> <p>(iii) File any return or information to be filed / submitted by the Corporation, for the earlier years / current year, as deemed necessary.</p> <p>(v) Advise the cases where refund becomes due and taking necessary steps to complete the refund process.</p> <p>Modified as:</p> <p>a) Compliance for returns and input tax credit:</p> <p>(x) File any return or information to be filed / submitted by the Corporation, for the earlier years / current year, as deemed necessary.</p> <p>(xi) Advise the cases where refund becomes due and taking necessary steps to complete the refund process.</p> <p>Refer to Annexure II as attached.</p>
Tender - Request for Proposal (RfP) for Appointment of Chartered	<p>Original:</p> <p>d) Miscellaneous</p>

<p>Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Annexure II – Scope of work</p>	<p>(i) Prepare schedules / statements for helping the Tax Auditors / Statutory Auditors.</p> <p>Modified as:</p> <p>(i) Prepare schedules / statements for helping the Tax Auditors / Statutory Auditors / GST Auditors.</p>
<p>Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021 – Annexure III – Financial Bid for handling matters of Indirect Taxes – DICGC-Para 3.</p>	<p>Original:</p> <p>Remuneration for: Please refer to Scope of Work as attached in Annexure II (including all costs excluding applicable taxes and GST) –</p> <p>Modified as:</p> <p>(i) Please refer to paras a), b) and d) of Scope of Work as per Annexure II (including all costs excluding applicable taxes and GST) - (Same Amount will be paid to the firm/company on a yearly basis for three years). However for matters listed at Para c) (i), (ii) and (iii) of Scope of Work as per Annexure II (attached) the fee structure will be as per Annexure V (attached). Further, the assignment of work as at Para c) (i), (ii) and (iii) of Scope of Work in Annexure II (attached) will be at the sole discretion of DICGC.</p>
<p>Tender - Request for Proposal (RfP) for Appointment of Chartered Accountant / Cost Accountant firm / LLP / company for Handling Indirect Tax matters of DICGC for FY 2020-2021</p>	<p>Inclusion of Annex V –</p> <p>Rate structure for various Professional services rendered by the Consultant [Refer to paras c) (i), c) (ii) and c) (iii) of Scope of Work as attached in Annexure II (including all costs excluding applicable taxes and GST)].</p>

Scope of Work - Indirect Tax matters

1. Duties and Responsibilities:

a) Compliance for returns and input tax credit

- (i) Verify completeness of the data generated by the Corp.'s system for GST returns and other compliances.
- (ii) Prepare, review and file Monthly/Quarterly/Hal-yearly/Yearly GST returns (including TDS returns), in accordance with the law in force subject to the modifications / changes / revisions that may be carried out in the existing laws necessitating additional / modified returns etc.
- (iii) Estimate and validate the monthly Goods and Services Tax (GST) liability of the Corp. and claim input tax as applicable.
- (iv) Guide, prepare and finalise Annual Return and reconciliation of the same with books of accounts.
- (v) Assist in preparing the Input Credit Statement and reconciliation of Input Credit Statement, GSTR1, GSTR 3B and other GST Portal Returns as applicable from time to time with books of accounts on a monthly basis.
- (vi) Review and suggest overall improvement in regulatory compliance, if considered necessary.
- (vii) Advise reversal of ITC as per ITC rules including in the event of non-payment as may be applicable.
- (viii) Advise on availability or other wise of input credit on various services / Inputs/Capital goods.
- (ix) Advise the Corp. and ensure compliance in various matters including but not limited to Reverse Charge, Input service distribution, self-invoicing, inter-office transactions, matching of input tax credits.
- (x) File any return or information to be filed / submitted by the Corporation, for the earlier years / current year, as deemed necessary.
- (xi) Advise the cases where refund becomes due and taking necessary steps to complete the refund process.

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

- (i) Provide written opinion to the Corp. on various aspects of ST/GST, as and when sought by DICGC (viz., valuation and taxability of various income streams (premium,

penal interest on late payment of premium, fees etc), services rendered by the Corp. as well as services rendered to the Corp., Input credit etc...)

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

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

(vi) Apprise the Corporation of new developments including amendments to tax laws, and its provisions applicable to the Corporation from time to time and give professional opinion on tax matters referred to.

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

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

(ix) Provide any other advice to the Bank on any other Service Tax / GST related issues to optimise the input credits and ensure tax compliance.

c) Audits/Appeals/Assessment Proceedings

(i) Represent the Corp. before Service Tax Department / GST Dept. or any authority in respect of ST / GST in connection with the assessment proceedings, personal hearings, penalty proceedings and other indirect tax related matters including existing / ongoing appeals / writs etc. and related matters and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years, if any.

(ii) Draft and file appeals to the appellate authorities including GST Commissioner, CESTAT etc. Draft replies to the letter/queries/Demand notices /Show Cause Notices/any other document if any, raised by Service Tax Department / GST Dept. or any authority in respect of ST / GST matters.

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

Note: Assignment of work of this category will be at the sole discretion of DICGC.

d) Miscellaneous

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

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

(iii) The firm / LLP / Company so appointed is expected to discharge all duties relating to ST / GST / accounts matters, create and maintain office records. The selected firm will depute a qualified person / team as per firm's assessment of the volume of work, to attend to the Corporation's ST/GST/ accounts matters five days a month preferably by 15th of the following month to finalise the returns / data. The person/team so deputed will work in the office during normal office hours, process and put up the notes/information to the Manager or any other officer of the Corporation as decided from time to time. The responsibility of ST/GST /accounts compliance would rest on the Consultants.

(The above list is inclusive and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for due diligence with applicable Service tax / GST Rules and provisions)

2. Penalties

- (i) The tax consultant so appointed shall be liable for their acts of omissions & commissions as per law.
- (ii) The appointment shall be cancelled in case of unsatisfactory performance.

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

1	Name of the Firm	
2	Completer Address	
3	Remuneration for: (i) Please refer to paras a), b) and d) of Scope of Work as attached in Annexure II (including all costs excluding applicable taxes and GST) - (Same Amount will be paid to the firm/company on a yearly basis for three years) **Please refer to Annex V for rate structure regarding services rendered as per Para c) of Scope of Work as attached in Annexure II (including all costs excluding applicable taxes and GST)	(Amount in rupees -in words and figures)
4	Applicable Taxes (excluding GST) likely to be included may be indicated	
5	GST*	
Signature of Partner of the firm with the Seal of the firm		

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

Annex V

Rate structure for various Professional services rendered by the Consultant [Refer to paras c) (i), c) (ii) and c) (iii) of Scope of Work as attached in Annexure II (including all costs excluding applicable taxes and GST)] –

Sr. No.	Nature of Service	Professional Charges	
		Min.	Max.
1.	Drafting reply to Show Cause Notice (SCN)	₹75,000/-	₹1,50,000/-
2.	Appearing before Departmental authorities up to the level of Commissioner / Commissioner (Appeals)	₹60,000/-	₹1,00,000/-
3.	Drafting Appeals to Commissioner (Appeals)	₹75,000/-	₹1,25,000/-
4.	Drafting appeal to CESTAT	₹1,00,000/-	₹1,50,000/-
5.	Appearing before CESTAT	₹75,000/- per day / per hearing	
6.	Discussion / opinion on service tax matter	₹75,000/-	₹1,25,000/-
7.	Representation before Central Board of Excise and Customs for any matter regarding service tax	The charges will be based on the facts of the case.	
8.	Discussion with advocates for filing of writ petition in the Court	The charges will be based on the facts of the case.	

Firms / LLPs/ Companies may adhere to the range specified in the rate structure while billing the Corporation for respective service rendered. The sanctioned amount will be paid after verifying reasonability of the claimed amount on the following parameters – amount involved, impact on the Corporation and adherence to timelines specified by Law and Dept. as the case may be.