



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

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

Reserve Bank of India, Samadhan, HR Operation Division, Bengaluru invites sealed tenders in two parts (Technical Bid & Price Bid - in duplicate) for appointment of Tax Consultant. The tax consultancy services will be regarding the issues related to Direct/Indirect taxes levied by Central/State Governments as well as local bodies in the respective centers.

2. The Proposals to be submitted in **two (2)** sealed envelopes as follows:

The **first envelope** should be super scribed “**Technical Evaluation for Appointment of Tax Consultant in RBI**” 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**.

The **second envelope** should be super scribed “**Financial Bid for Appointment of Tax Consultant in RBI**” and contain the details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in **Annexure II**.

The above mentioned envelopes should be sealed and then put in a large envelope super scribed “**Appointment of Tax Consultant in RBI**” sealed and submitted to the Bank on or before the time fixed and last date for submission. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the Samadhan, HR Operations Department on the 4th floor of Reserve Bank of India office at 10/3/1 Nrupathanga Road, Bengaluru – 560001.

3. Objective & Scope

The RfP is invited with a view to appoint a Tax Consultant. The selected Consultant would advise RBI on all the taxation related issues.

मानव संसाधन संचालन, म सं प्र वी केन्द्रीय कार्यालय, भारतीय रिज़र्व बैंक, No. 10/3/8, नृपाटुंगा रोड, बेंगलुरु 560001
Samadhan HR Ops, HRMD Central Office, Reserve Bank of India, No. 10/3/8, Nrupatunga Road, Bengaluru 560001

चेतावनी: रिज़र्व बैंक द्वारा ई-मेल, डाक, एसएमएस या फोन कॉल के जरिए किसी की भी व्यक्तिगत जानकारी जैसे बैंक खाते का ब्योरा, पासवर्ड आदि नहीं मांगी जाती है। यह धन रखने या देने के प्रस्ताव भी नहीं करता है। ऐसे प्रस्तावों का किसी भी तरह से जवाब मत दीजिए।

Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
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Request for Proposal (RfP)
for
Appointment of Tax Consultant
in Reserve Bank of India

मानव संसाधन संचालन, म सं प्र वी केन्द्रीय कार्यालय, भारतीय रिजर्व बैंक, No. 10/3/8, नृपाटुंगा रोड, बंगलुरु 560001
Samadhan HR Ops, HRMD Central Office, Reserve Bank of India, No. 10/3/8, Nrupatunga Road, Bengaluru 560001

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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	October 24, 2016 at 15.00 hrs
Last date for seeking clarifications	Clarifications, if any, regarding RfP may be asked in writing through e-mail not later than 11.00 hrs October 20, 2016.
Bid Validity	The proposal must remain <u>valid and open for evaluation according to their terms for a period of at least three (3) months</u> from the time the RfP closes on the deadline for lodgment of RfP.
Address for submission of Bids	The Chief General Manager Samadhan HR operations Reserve Bank of India 10/3/1 Nrupathanga Road Bengaluru - 560001
Number of envelopes to be submitted. (Non window, sealed)	Proposals to be submitted in two (2) sealed envelopes as follows: The first envelope should be super scribed “ Technical Evaluation for Appointment of Tax Consultant in RBI ” 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 it’s 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 . The second envelope should be super scribed “ Financial Bid for Appointment of Tax Consultant in RBI ” and contain the details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in Annexure II . The above mentioned envelopes should be sealed and then put in a large envelope super scribed “ Appointment of Tax Consultant in RBI ” sealed and submitted to the Bank on or before the time fixed and last date for submission. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the Samadhan, HR Operations Department on the 4 th floor of Reserve Bank of India office at 10/3/1 Nrupathanga Road, Bengaluru – 560001. Note: 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	October 25, 2016 at 11.00 hrs.			
Date and time of opening of Financial Bids	Financial Bids would be opened on the same date (i.e. October 25, 2016), the time of which would be notified only to the technically qualified Bidders.			
Other information	<p>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. Bank's decision in this regard will be final and binding.</p> <p>The RfP is also hosted on RBI website http://www.rbi.org.in. under the link "Tender Notices". RBI reserves the right to change the dates mentioned above. Changes, if any, related to RfP will be posted on web site. Bidders must check the website before submitting response to RfP.</p>			
Contact Details of RBI Officials				
	Name(S/Shri)	Designation	Phone No.	Email Id.
	Shri M. Joseph Amalan	AGM	08022180475	Email
	Smt Malathi Sudhagarun	Assistant Manager	08022180487	Email

1. Introduction and Disclaimers

1.1 Purpose of RfP

The purpose of RfP is to appoint a Tax Consultant, having experience in direct and indirect tax for consultation on tax related issues of the Bank

1.2 Information Provided

The Request for Proposal 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 RBI. Neither RBI nor any of its employees, agents, contractors, or advisors gives 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 RBI 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, RBI 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 RBI or any of its officers, employees, contractors, agents, or advisors.

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 RBI, 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 RBI 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 RBI 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 RBI.

1.9 Errors and Omissions

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

1.10 Acceptance of Terms

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

1.11 Lodgment of RfP

1.11.1 RfP Submission :

The Bidding Firm is required to submit the details of its proposal in **two (2)** sealed envelopes.

The **first envelope** super scribed “**Technical Evaluation for Appointment of Tax Consultant in RBI**” should 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**.

The **second envelope** super scribed “**Financial Bid for Appointment of Tax Consultant in RBI**” should contain the details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in **Annexure II**.

The above mentioned **two** sealed envelopes should then be put in a large envelope super scribed “**Appointment of Tax Consultant in RBI**” sealed and submitted to the Bank on or before **October 24, 2016 at 15.00 hrs** at the following address:

The Chief General Manager
Samadhan HR operations
Reserve Bank of India
10/3/1 Nrupathanga Road
Bengaluru 560001

Telephone No: 080-22180475 Fax: 080-22130574

Note:

Details sought for as per the RfP, along with the attachments must be submitted in sealed envelopes **only**. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the Samadhan, HR Operations Department on the 4th floor of Reserve Bank of India office at 10/3/1 Nrupathanga Road, Bengaluru – 560001.

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 initialed 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 Chief General Manager, RBI at the address mentioned above on or before the last day & 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 RBI. Respondents shall be deemed to license, and grant all rights to RBI 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

The proposal must remain valid and open for evaluation according to their terms for a period of at least three (3) months from the time the RfP closes on the deadline for lodgment of RfP.

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 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 late 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:

	Bengaluru
Contact Official & Designation	Shri M. Joseph Amalan, AGM, Smt Malathi Sudhagarun, AM
Email Id.	Email,
Telephone	080-22180475, 080-22180487

RBI 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, email and full address(s) to ensure that replies to RfP could be conveyed promptly.

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

RBI 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

RBI will notify the successful bidder in writing as soon as practicable about the outcome of the RfP. RBI 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. Project Objective & Scope

2.1 The RfP is invited with a view to appoint a Tax Consultant. The selected Consultant would advise RBI on all the taxation related issues at RBI's Bengaluru office covering the following major areas:

Specific

- a. To apprise Central Tax Cell (CTC) on a real time basis about Govt. notifications pertaining to all type of taxes (direct/indirect and Central/ State) as applicable to the Bank for circulation among all the offices.
- b. Provide clarification /advice regarding issues received by Central Tax Cell (CTC) from various offices of RBI.
- c. Faculty support for training imparted periodically to our staff on taxation issues.
- d. As and when required the consultant may have to provide :
 - i. Guidance in filing of Returns.
 - ii. Advice regarding Tax notices received by different Central Office Departments/Regional Offices and also appearing on behalf of our Bank at the required forum in case of Income Tax.

General

- a. The selection will be on the basis of Technical evaluation and Financial Bid Evaluation. The appointment will be initially for a period of 2 years with scope for extension for an additional period of up to 3 years subject to satisfactory performance and at the Bank's discretion.
- b. Decision of the Bank in all matters such as eligibility, the stages at which such scrutiny of eligibility is to be undertaken, 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 Bank in this regard.

3 Selection Process

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

Phase 1 - Technical evaluation

Phase 2 - Financial evaluation

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

The bids would be opened on October 25 at 11.00 hrs. In the first instance the first envelope containing the technical particulars would be opened and the list of technically qualified bidders would be short listed based on the following criteria:

Phase -1: Technical Evaluation:

1. Should be a firm/company/undertaking, interalia, engaged in providing consultancy services regarding direct and indirect taxes levied by the Central and all State government/s.
2. Should have atleast 3 experts dealing in tax matters,
3. Should possess a minimum of 10 to 12 years of experience in the taxation field and 3 experts with at least 5 to 7 years of experience.
4. Should have gross receipt of more than 3 crore for each of the last 3 financial years prior to the date of making applications.
5. Should have an Office/Branch office in Bengaluru, State of Karnataka.

The Financial Bid will thereafter be opened on the same day i.e. October 25, 2016. The technically qualified bidders alone will be informed of the time of opening of the financial bid for appointment as Tax consultant. **The decision of RBI will be final in this regard.**

Phase – 2: Financial Bid evaluation:

- a) The financial bid of technically qualified bidders alone will be opened and evaluated. The bidder among the technically qualified bidder with the lowest quote (L1 bidder) will be selected as the successful bidder.
- b) RBI reserves all rights to accept or reject any or all proposals without assigning any reasons thereof.

4. Guidelines & Instructions

- i. RBI has made an endeavor 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 RBI 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 Service tax, Cess etc. to Gol. Any applicable taxes should be included and shown in financial proposal.

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 labeled with the following:

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

RBI 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. RBI reserves the right to reject any bid which, in RBI's opinion, gives rise, or could potentially give rise to, a conflict of interest.

vii. 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/RBI or other regulatory /statutory authority during the last five years
- None of the partners/employees have been convicted of any offence involving moral turpitude or has been found guilty of any 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 RBI, 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 RBI, 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 Consultants, 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 RBI.

x. Termination

RBI may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Consultants of RBI'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.

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Annexure I

A) Firm Details:

S.N	Particulars	Details
1	Name of the firm/Company/Undertaking with registration /membership number from ICAI	
2	Year of establishment/Registration of the Consultant firm / Company.	
3	Year of commencement of consulting assignments	
4	Contact details: (indicate contact person name, Telephone No., Fax No., e-mail address,	
5	Income tax-PAN and Service Tax registration No, (please attach documentary evidence)	
6	Details of each partner / director including experience, qualification etc.	
7	Details of key employees/qualified assistants including their qualification and experience in executing such assignments	
8	Nature of overall experience and notable achievements / recognitions, if any, in taxation related consultancy field (including banks/FI's)	
9	Particulars of infrastructural facilities	
10	Any other related information, not mentioned above, which the bidder wishes to furnish.	
11	Please enclose copy of IT return for last three assessment years, up to FY2016	

Note: All the relevant details & documentary evidence are to be furnished. The above is only a format. Information may be submitted in additional sheet.

B) Technical Evaluation

S.	Requirements	Compliance	Details
1	Should be a firm/company/undertaking, interalia, engaged in providing consulting services in respect of direct and indirect tax laws.	Yes/No	
2	Should have experience in dealing with all State /Central taxes	Yes/No	
3	Should have atleast 3 experts dealing in tax matters.	Yes/No	
4	Should possess a minimum of 10 to 12 years of experience in the taxation field and 3 experts with at least 5 to 7 years of experience.	Yes/No	
5	Should have gross receipt of more than Rs 3 crore for each of the last 3 financial years prior to the date of making applications.	Yes/No	
6	Should have an Office/Branch Office in Bengaluru, State of Karnataka.	Yes/No	

Note: The above is only a format. Information may be submitted in additional sheet.

c) Details of past assignments on Tax consultancy provided in previous 3 years

S.N	Client Name	Handling		Work related to	
		From	To	Taxation	Others

Annexure II

Financial Bid

The Financial Bid should contain the total cost for the proposed assignment with break-up of consolidated fees and taxes. RBI would not be providing or reimbursing any expenditure towards accommodation, local conveyance, air fare or train fare, halting expense, lodging, boarding etc. in connection with carrying out the assignment.

The format for the Financial Bid is given below:

Particulars	Details to be filled in by the offerer
<ul style="list-style-type: none">• To apprise Central Tax Cell (CTC) of RBI located in Bengaluru on a real time basis about Govt. notifications pertaining to all type of taxes (direct/indirect and Central/ State) as applicable to the Bank for circulation among all the offices.• Provide clarification /advice regarding tax related issues faced by the Regional offices (ROs) /Central Office departments (CODs) of Reserve Bank of India escalated to Central Tax Cell (CTC).• Faculty support for our staff on a periodic basis on taxation issues• If required the consultant may have to provide<ul style="list-style-type: none">○ Guidance in filing of different tax returns required to be filed by various offices of RBI○ Advice regarding Tax notices received by different Central Office Departments (CODs)/Regional Offices (ROs) and also appearing on behalf of our Bank at the required forum in case of Income tax	<p>Rs.....per annum plus applicable Service tax and other related taxes as applicable from time to time on retainerhip basis.</p> <p>(please write in words also)</p>

Date:

Authorized Signatory

Declaration

(To be furnished in the letter head of the firm / company)

We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Date:

Authorized Signatory