



Deposit Insurance and Credit Guarantee Corporation
www.dicgc.org.in

Short Tender: (Brief about the tender for appointment of CA firms separately for handling matters of Indirect / GST and Direct Tax)

Deposit Insurance & Credit Guarantee Corporation (DICGC) invites sealed tenders in two parts (Technical Bid & Price Bid - in duplicate) for appointment of CA firm/Company **for handling matters of Indirect Taxes/ and Direct Taxes (including Accounting work)**. The services will be regarding the issues related to Direct/Indirect taxes levied by Central/State Governments as well as local bodies. The Company /Firm should have competence to roll out /to guide on GST on its introduction and all related aspects.

2. The Proposals be submitted in **two (2)** sealed envelopes separately for handling matters of Service Tax and Income Tax as follows:

2.1 The **first envelope** should be super scribed “**Technical Evaluation for handling matters of Indirect Taxes/ Direct Taxes-DICGC**” and contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm/company like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm/company and all other such relevant particulars in the format given in **Annexure I**. If any firm/company intends to apply for handling matters of both service tax and income tax, separate envelopes are to be used.

2.2.The **second envelope** should be super scribed “**Financial Bid for handling matters of Indirect Taxes/ Direct Taxes-DICGC** ” as per the **Scope of Work given in Annexure II Indirect Tax/ GST and Annexure III (Direct Tax Matters)** and contain the

details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in **Annexure IV**.

2.3 The above mentioned envelopes should be sealed and then put in a large envelope super scribed “**For handling Indirect Tax / Direct Tax matters of DICGC**” sealed and submitted to the Corporation on or before **21.12. 2016 at 16.00** hrs. Tenders will be accepted only when deposited in person in the tender box kept for the purpose in the Deposit Insurance & Credit Guarantee Corporation, 2nd floor of Reserve Bank of India Building at Mumbai Central Railway Station, Mumbai-400008.

3. Objective & Scope

The RfP is invited with a view to appoint a CA firm/Company **separately for handling matters of Indirect Taxes and Direct Taxes**. The selected CA Firm would advise/assist DICGC on all the taxation and accounts related work / issues.

Request for Proposal (RfP) for Appointment of CA Firm /Company in DICGC separately for handling matters of Indirect Tax / Direct Tax (including accounts related works)



Head Office: Reserve Bank Building, Second Floor,
(Opp. Mumbai Central Station) Byculla, Mumbai -
400008.

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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	December 21, 2016 at 16.00 hrs
Last date for seeking clarifications	Clarifications, if any, regarding RfP may be asked through e-mail not later than 11.00 hrs on December 15, 2016.
Bid Validity	The proposal must remain <u>valid and open for evaluation according to their terms for a period of at least thirty days (30 days)</u> from the time the RfP closes on the deadline.
Address for submission of Bids	The General Manager Department of Accounts & Taxation, Deposit Insurance & Credit Guarantee Corporation, 2 nd Floor, RBI Building, Mumbai Central Mumbai-400008.
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 scribed “Technical Evaluation for appointment of CA firms separately for handling matters of Indirect Tax / GST and Direct Tax – DICGC 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 CA firms

separately for handling matters of Indirect Tax / GST and Direct Tax – DICGC” 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 superscribed “**handling matters of Indirect Tax / Direct Tax - DICGC” sealed** and submitted to the Corporation 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 DICGC, 2nd Floor, Reserve Bank Building, Opp Mumbai Central Railway Station, Mumbai-400008.

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		23.12.2016	
Date and time of opening of Financial Bids		<p>Financial Bids would be opened on the same date (i.e.on 23.12. 2016 the time of which would be notified Only to the technically qualified Bidders. 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 http://www.DICGC.org.in. under the link "Tender Notices". DICGC 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>	
Other information			
Contact Details of DICGC Officials			
Name(S/Shri)	Designation	Phone No.	Email Id.
Shri S.S.Gaikwad	Manager	022-23062160	Email- ssgaikwad@rbi.org.in
Shri M. Kripanandam	GM	022-23021146	Email- mkripanandam@rbi.org.in

1. Introduction and Disclaimers

1.1 Purpose of RfP

1. The purpose of RfP is to “**appoint a CA firm/ company in DICGC - separately for handling matters of Indirect Tax / Direct Tax (including Accounting work)**” having experience in direct and indirect tax for consultation/assistance on tax and accounts related issues of the DICGC. However, The Company /Firm should have competence to roll out /to guide on GST on its introduction and all related aspects.

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 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 this 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 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 CA firm / company in DICGC - separately for handling matters of Indirect Tax /GST / Direct Tax (including Accounting work)**” 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 CA firm / company in DICGC- separately for handling matters of Indirect Tax/GST / Direct Tax (including Accounting work)**” should contain the details of the financial bid of the proposal inclusive of Taxes, etc. in the format given in **Annexure IV.**

The above mentioned **two** sealed envelopes should then be put in a large envelope super scribed “**CA firm / company in DICGC- separately for handling matters of Indirect Tax / Direct Tax**” **sealed** and submitted to the Bank on or before **21.12.2016 2016 at 16.00 hrs** at the following address:

The General Manager
Deposit Insurance &
Credit Guarantee
Corporation
2ND Floor, Reserve Bank
Building,
Mumbai Central
Mumbai-400008.

Telephone No: 022-23021146 Fax: 022-

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 Deposit Insurance & Credit Guarantee Corporation,
2ND Floor, Reserve Bank
Building,
Mumbai Central
Mumbai-400008.

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 General Manager, DICGC 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 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

The proposal must remain **valid and open for evaluation according to their terms for a period of at least thirty days (30 days)** from the time the RfP closes on the deadline 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:

	Mumbai
Contact Official & Designation	Shri S.S. Gaikwad Manager
Email Id.	Email - ssgaikwad@rbi.org.in
Telephone	022-23062160

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, 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. Project Objective & Scope

2.1 The RfP is invited with a view to appoint a CA firm/Company in DICGC - separately for handling matters of Indirect Tax / Direct Tax” in accordance with the scope of work provided in Annexure II (Indirect Tax matters) and III (Direct Tax matters) including Accounting work” . The selected Consultant would advise DICGC on all the taxation related issues at DICGC’s Mumbai office covering the scope of work.

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 3 years subject to yearly review and satisfactory performance at the DICGC’s sole discretion.
- 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

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 **23.12. 2016** 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:

- 2. Should be a firm / company interalia, engaged in providing services regarding direct and indirect taxes levied by the Central and all State government/s. The Company /Firm

should have competence to roll out /to guide on GST on its introduction and all related aspects.

3. Should have at least 3 experts dealing in tax matters,
4. Should possess a minimum of 15 years of experience in the taxation field and 3 experts with at least 5 to 7 years of experience.
5. Should have gross receipt of more than Rs.3 crore separately for Indirect Tax/ GST and Direct Tax for each of the last 3 financial years prior to the date of making applications.
6. Should have an Office/Branch office in Mumbai in the State of Maharashtra.

The Financial Bid will thereafter be opened on the same day i.e.

23.12. 2016. The technically qualified bidders alone will be informed of the time of opening of the financial bid for appointment as Tax Experts. **The decision of DICGC 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) 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 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 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 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

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 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 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.

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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

**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 services of consultancy in respect of direct and indirect tax laws. The Company /Firm should have competence to roll out /to guide on GST on its introduction and all related aspects.	Yes/No	
2	Should have experience in dealing with all State /Central taxes	Yes/No	
3	Should have at least 3 experts dealing in tax matters.	Yes/No	
4	Should possess a minimum of 15 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 Mumbai in, State of Maharashtra.	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

Terms and conditions of appointment of CA firm / company for Indirect Tax matters

1. Duties and Responsibilities

(i) Estimating the amount of advance service tax and arriving at the quantum of each instalment on **half yearly basis**/as per law.

(ii) Preparing relevant inputs for computation of taxable premium amount duly excluding non-taxable amounts, if any, and filing half yearly Service Tax Return (ST-3), revision of the same and filing refund application in form 'R' within the time limits.

(iii) Providing guidance / advice on matters relating to Service Tax and other related subject periodically.

iv) A capable resource person, preferably with a qualification of Inter CA/Inter ICWA with an experience of three years who will work under the supervision of CA, may be deputed on first working day of succeeding month for verifying the amount deducted transaction wise during the month towards tax on services availed by DICGC (as a receiver of services) duly booking the same under relevant Sections etc.

(v) Replying to the queries, if any, raised by Service Tax Department or any other Authority in respect of Service Tax and any return or information to be filed /submitted by the Corporation, for the earlier years /current year, as deemed necessary. Also attending, processing and replying to the letters/orders/notices/any other documents received from Service Tax Authorities.

(vi) Appearing before the Officers of the LTU, Service Tax Dept. for hearing in connection with the auditing assessment proceedings on Service Tax matters and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years, if any.

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

(viii) Preparing schedules/statements for helping the Tax Auditors/Statutory Auditors.

(ix) Carrying out any other job related to the Service Tax matters entrusted by the Management of the Corporation, if any.

(x) Suggest/make accounting entries related to tax matters in the books/accounts.

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.

Annex III

DICGC - Terms and conditions of appointment of CA firm/company for Direct Tax and Accounts Work

1. Duties and Responsibilities

(i) Estimating the amount of advance income tax/service tax and arriving at the quantum of each instalment.

(ii) Preparing and filing Annual Return of Income / Return of TDS and providing guidance / advice on matters relating to Income Tax and other related subject periodically. Filing/revising revised Return of Income/TDS of the earlier years/current year.

(iii) Replying to the queries, if any, raised by Income Tax Department or any other Authority in respect of Income Tax and any return or information to be filed/submitted by the Corporation, whenever necessary.

(iv) Appearing before the Officers of the Income Tax Department/17A7 for hearing in connection with the assessment proceedings on Income Tax and TDS Return.

(v) Scrutinizing Assessment Orders, computation of Total Income and Revised Total Income and filing applications for rectification U/s. 154 of the I.T. Act.

(vi) Preparing and filing of appeals before the Commissioner of Income Tax (Appeals)/ Appellate Tribunal, whenever necessary, and appearing on behalf of the Corporation for the hearing of such appeals.

(vii) Preparing and filing submission before ACIT and CIT (Appeal).

(viii) Appearing before Income Tax and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years.

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

(x) Attending, processing and replying to the letters/orders/notices/any other documents received from Corporate Income Tax Authorities.

(xi) Preparing schedules/statements for helping the Tax Auditors/Statutory Auditors.

(xii) Carrying out any other job related to the Corporate Income Tax /Tax matters entrusted by the Management of the Corporation.

(xiii) Suggest/make accounting entries related to tax matters in the books/accounts.

(xiv) Assisting Corp in preparing in monthly /quarterly/half yearly doing reconciliation of accounts by passing appropriate entries.

The CA firm so appointed are expected to discharge all duties relating to taxation/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 day to day tax/accounts matters. 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. However, the responsibility of tax/accounts compliance would rest on the Consultants. The person/team leader so deputed must have the following qualifications and experience.

Qualifications - Inter CA

Age - 30 years (Max.)

Experience - Min. 5 years in Corporate Income Tax/Service Tax matters

2. Penalties

(i). The CA firm 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 IV

Financial Bid

The Financial Bid should contain the total cost for the proposed assignment with break-up of consolidated fees and taxes. DICGC 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
<p>As per Scope given separately for Indirect Tax/GST and Direct Tax in Annex II & III</p> <ul style="list-style-type: none">• To apprise DICGC located in Mumbai on a real time basis about Govt. notifications pertaining to all type of taxes (direct/indirect and Central/ State) as applicable to the DICGC for circulation.• The Company /Firm should have competence to roll out /to guide on GST on its introduction and all related aspects.• Provide clarification /advice regarding tax related• 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">o Guidance in filing of different tax returns required to be filed by DICGCo Advice regarding Tax notices receivedand also appearing on behalf of DICGC at the required forum in case of Income tax / Service taxAssistance in Accounting related issues<ul style="list-style-type: none">o viz., reconciliation and finalization etc.	<p>Rs.....per annum Plus applicable Service tax and other related taxes as applicable from time to time on retainership basis.</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

