



# Indian Institute of Banking & Finance

(An ISO-9001-2015 Certified Organization)  
(CIN: U91110MH1928GAP00)

REQUEST FOR QUOTATION

For

**“APPOINTMENT OF CONSULTANT FOR GST”**

To be Submitted Before  
3.00 P.M on 8<sup>th</sup> March, 2021

ADDRESSED TO

Deputy Director (Finance & Compliances),  
Indian Institute of Banking & Finance,  
Kohinoor City, Commercial II, Tower 1,  
Kiroh Road, Kurla West,  
Mumbai – 400 070.

## **1. About the Institute**

The Indian Institute of Banking & Finance (IIBF), which was established in 1928, is a Not for Profit (Section 8 company) professional body of banks and financial institutions in India. The Mission of the Institute is to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy / counselling and continuing professional development programs. It is managed by a Governing Council comprising representative from Reserve Bank of India, MD & CEOs of Banks in the Public & Private Sector and eminent persons drawn from the field of Education & Training in banking and finance sectors. Besides its Corporate Office at Mumbai, the Institute has three Zonal Offices, known as Professional Development Centres (PDCs), in Chennai, Kolkata, and New Delhi. The Institute's courses are taken by banking and finance professionals and by candidates aspiring for a career in the banking and financial services sector.

## **2. Purpose:**

The purpose of this RFQ is to select a suitable Tax Consultant having requisite experience in Goods and Services Tax (GST) compliances to offer services to IIBF (including PDC's) for regular review, advising, assistance, support and to assist Annual Audit under GST Act.

## **3. Scope of work (SOW):**

- i. Reviewing existing GST accounting and reporting activities performed at IIBF and advise the changes to be made (if any) in existing system / software as per the requirement of GST Rules & regulation from time to time.
- ii. Verifying correctness of data generated through the system for GST returns and other compliances.
- iii. Reviewing the existing process of GST on goods and services, import and export of services, transactions within IIBF i.e. transactions between Corporate office and PDC's, services provided centrally, reversals etc, to ascertain the financial impact & ensure compliance thereof.
- iv. Computation & Validation of monthly output liability of GST and claim of eligible input credit to IIBF.
- v. Computation of required details and Submission of monthly & yearly returns as applicable under GST law.
- vi. Monthly Reconciliation of Books of Accounts with GSTIN portal including 2A Reconciliation.
- vii. Providing proper guidance / suggestions on latest developments / amendments or on any other matter in GST.
- viii. Providing updates to the staff of IIBF from time to time on the latest developments/ amendments on the GST.
- ix. Provide opinions on various aspects of GST as and when sought by the clients of IIBF. Provide professional assistance for all activities required by GST as per the Laws / Rules / Notifications / Guidelines as and when issued by the Government of India.

#### **4. Minimum Eligibility:**

The basic mandatory requirement should be

- a) The Firm/LLP must be practicing in India for the last 15 years out of which 10 years should be in Indirect Taxes as on 01.01.2021 with pan India presence directly or through Associates.
- b) The Firm should have been engaged as consultant for providing Consultancy /Advisory services on GST for a minimum 2 years.
- c) The Firm should have minimum of: (a) 5 Partners registered as a member of the ICAI/ICWAI, and (b) 10 full-time supporting staff in India out of which 1/3 should be Professional Staff as on 01.01.2021 (“Professional Staff” means full-time staff with minimum qualification of CA / ICWA and are on the payroll of the consultant).
- d) The aggregate turnover of the entity in the last 3 years should be 2 crores from professional fees.
- e) The firm should have a Minimum 5 year’s experience of settlement of disputes and appeared before the appropriate Authority/Tribunal.
- f) The Firm should not have been banned / declared ineligible for corrupt and fraudulent practices by the Central / State Governments / RBI / ICAI and should not have any disciplinary proceedings pending against the firm or any of the partners with ICAI / RBI.
- g) The Consulting Firms should not be owned or controlled by any Director or Employee (or Relatives) of IIBF.

#### **5. Duration:**

The contract would be for a period of 3 years with option for extension of 2 years (1 year each time).

#### **6. Termination of Contract:**

Both the parties have the right to terminate the contract by giving three (3) months’ notice in writing.

#### **7. Validity:**

The Proposal and rates shall be valid for 90 days from the date of opening of the proposal.

#### **8. Extent of Proposal:**

Prospective vendor should note that the proposal submitted in response to this RFQ and all associated amendments or clarifications submitted during evaluation, could form part of contract to be signed for the services relating to the Consultant activities.

## **9. Non-Disclosure:**

The prospective consultant should treat as confidential all data and information about IIBF, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to another party without prior written approval of IIBF.

## **10. Documents to be submitted with the proposal:**

- a) Forwarding letter as per Annexure - A
- b) Company profile/information template as per Annexure - B
- c) Declaration as per Annexure -C.
- d) Commercial quote as per Annexure -D

The proposal, which are not sealed or open tenders sent through e-mail will summarily be rejected. The proposal not submitted in the prescribed format or incomplete in details are liable for rejection. The proposal containing unauthentic erasing or alterations will not be considered. No document/ Correspondence will be entertained after the closing time of the tender.

## **11. General Terms & Conditions:**

- a) IIBF is a not-for-profit educational Institute and is eligible for special prices available for educational institutes. Consulting Firms are requested to consider the same while giving commercial quote.
- b) Consultant's response should be complete in all respects including all supporting documents.
- c) Consultant may contact Dy. Director (Finance & Compliance) before submitting the quote for seeking and clarification. No extension of date on account of seeking clarification will be provided.
- d) Selected Consultant may have to sign contract with IIBF at mutually acceptable terms and condition
- e) The proposal should be submitted as per the format specified in the RFP and any deviation from the formats shall be liable for rejection.
- f) The prospective consultant would be responsible to provide IIBF a professional, objective and impartial advice.
- g) Client list with contact name, phone numbers and details is to be enclosed along with the proposal as per the format. If required, IIBF may contact the officials to assess the vendor's capability.
- h) IIBF reserves the right to accept or reject any proposal, annul the RFQ process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected vendor or any obligation to inform the affected vendor/s of the grounds for the IIBF's action prior to expiration of the period of RFQ validity.
- i) Bid should contain a copy of the RFQ along with its enclosures (blank) duly signed on each page with company seal.
- j) The quote should include all costs like travel, Lodging & Boarding, expenses, etc to be incurred while undertaking the assignments at IIBF offices. IIBF will not bear any additional costs.
- k) The Consultant should identify SPOC (single point of contact) during the RFQ process and during entire tenure if the assignment is awarded.

- l) To assist in the scrutiny, evaluation and comparison of the offers the Institute may, at its discretion, seek clarifications with some or all Consultant.
- m) Any effort by the Consultant to influence the IIBF on any matter relating to the proposal, its evaluation, comparison, selection may result in the rejection of the Consultant's proposal.
- n) **The decision of the Institute in selecting the Consultant would be final and conclusive and the Institute will not entertain any correspondence in this regard.**

Deputy Director (Finance & Compliances),  
Indian Institute of Banking & Finance,  
Kohinoor City, Commercial II, Tower 1,  
Kiroil Road, Kurla West,  
Mumbai – 400 070.  
Email: hema@iibf.org.in  
Mobile:9869150666

Draft Letter for Submission of RFQ  
To be submitted on firm letterhead

To,

Deputy Director (Finance & Compliance),  
Indian Institute of Banking & Finance,  
Kohinoor City, Commercial II, Tower 1,  
Kiro Road, Kurla West, Mumbai – 400 070.

Dear Sir,

Sir,

Sub: Submission of Request For Quotation (RFQ) for short listing of consultant for providing GST Consultant services to IIBF

With reference to your notification in the website /letter /e-mail dated --- on the above subject we hereby submit the RFQ document and other relevant information.

- i. We hereby certify that all the information supplied in the accompanying Annexures are true and correct.
- ii. We have furnished all information and details as necessary as per the RFQ and have no further pertinent information to supply.
- iii. We also authorise the Institute to approach individuals, firms and corporation to verify our competence and general reputation.
- iv. We have carefully perused the RFQ terms and conditions and agree to abide by the same in the event of our offer is accepted by IIBF.
- v. We shall abide by the rules & regulations of the Institute in regard to the selection process of the bidder and the final decision.

Thanking you,

Yours faithfully

(Signature of the applicant(s) with office seal)

Annexures:

## Indian Institute of Banking & Finance

### 1. Organisational Profile

|  |  |
|--|--|
| Name of the Organisation   |  |
| Registered Office address with Telephone No. / Mobile No. / E mail/ Website  |  |
| Name, Designation & Contacts details of the Head of the Organisation in India  |  |
| Year of Establishment of the firm  |  |
| Core Business of the Organisation  |  |
| Structure of the organization:<br>(applicants to indicate as appropriate)<br>Proprietary/Partnership firm/, Private / Public Limited Company / Joint Venture / Other (please specify and also enclose relevant certificates) |  |
| Name, Designation and Contact details of the Person to whom all communication is to be addressed.  |  |
| PAN No.  |  |
| GST No.  |  |
| Income Tax Returns for the last three financial Years (2017-18,2018-19 & 2019-20)  |  |
| Any other information considered necessary but not included above  |  |

### 2. Turnover of last three years (Rs.in Crores). Copy of Audited balance sheet to be attached

| Year             | 2017-2018 | 2018-2019 | 2019-2020 |
|------------------|-----------|-----------|-----------|
| Net worth        |           |           |           |
| Turnover         |           |           |           |
| Profit after tax |           |           |           |

### 3. Client Reference

| Sr No. | Name & Address of the Firm | Contact Person Name & Designation | Contact Person Mobile No/ Tel No and E-mail id |
|--------|----------------------------|-----------------------------------|--|
|        |                            |                                   |  |
|        |                            |                                   |  |
|        |                            |                                   |  |

Place:

Date:

Signature

Name and Address of the authorised person of vendor with Seal

To be submitted on firm letterhead

**Annexure -C**

**DECLARATION**

I, ----- Son /Daughter of Shri -----  
----- Proprietor/ Partner/ Director/ Authorised Signatory of M/s. -----  
----- am competent to sign this declaration and execute this RFQ  
document.

I have carefully read and understood all the terms and conditions of the RFQ and hereby convey my acceptance of the same.

- i. The information/ documents furnished along with the RFQ are true and genuine to the best of my knowledge and belief.
- ii. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my/ our RFQ at any stage besides liabilities towards prosecution under appropriate law.
- iii. I/ we/ am agree to enter into a Non-Disclosure Agreement with respect to the proposed RFQ for appointment as consultant for providing services for regular review, advising, assistance, Support and Annual Audit under GST Act to Indian Institute of Banking & Finance and also ensure full confidentiality in this regard.

Signature of the Authorised Person

Date: -----

Full Name -----

Place -----

Company Seal: -----



**Indian Institute of Banking & Finance****“RFQ for appointment as Consultant for GST”****Commercial Quote**

| Sr No | Particulars   | Rate (in figures and in words) |
|-------|---|--------------------------------|
| 1     | Professional fee to offer consultant services for the GST to IIBF(including PDC's as per the RFQ per year (12 months) |                                |
| 2     | Taxes   |                                |
| 3     | Others (if any)   |                                |
| 4     | Total Cost  |                                |

Place:

Date:

Signature

Name and Address of the authorised person of Bidder with Seal