

**Request for Proposal
for GST Consultancy Services**



**DAKSHIN BIHAR GRAMIN BANK
HEAD OFFICE
SHRI VISHNU COMMERCIAL COMPLEX,
ASOCHAK, PATNA – 800030**



REQUEST FOR PROPOSAL

Dakshin Bihar Gramin Bank (DBGB) intends to invite offers, from reputed Chartered Accountant firms to provide GST Consultancy Service. The Service Provider will be required to provide following services with regard to GST Consultancy: -

1. Day to Day Consultancy on GST matters
2. Preparation & Filling of monthly/quarterly/ annual return of GST
3. Preparation & Filing of monthly return of GST TDS
4. Preparation of reply of taxation authority.
5. Assistance in GST audit
6. Appearance before the local GST authority in case of need.
7. Assistance in filing of appeal before the appropriate authority, in case of need
8. GST Reconciliation Service (Outward Supply Reconciliation & Inward Supply Reconciliation) which includes following-
 - ✓ Analysis of Vendor Statement/Purchase Ledger and bifurcation of entries into eligible ITC, Block Credit, Ineligible ITC, GST on Reverse Charge basis etc.,
 - ✓ Reconciliation of Vendor Statement/Purchase Ledger with GSTR 2A/2B,
 - ✓ Identification of Vendors who has not filed GSTR-1,
 - ✓ Reports of inconsistency where ITC has not been claimed by Bank
 - ✓ Follow up with Vendor for proper adjustment and reconciliation,
 - ✓ Two Level Follow Up with nodal officer/regional officer for unreconciled ITC,
 - ✓ Rate wise B2B & B2C Classification of outward supply,
 - ✓ Bulk GST number Verification and identification of B2B supplies.
 - ✓ Outward tax liability determination and its reconciliation with our Books,
9. Any other work requires as per amendments in GST Acts

For other details, specifications, format of Application & Quotation, terms and conditions please check the attachments/annexure.

Ref. No. HO/ACCOUNTS/1/21-22

Date of Issue: 16-07-2021

Issued by:-

Dakshin Bihar Gramin Bank
Head Office, Asochak, Patna-800030



The Bidding Document may be obtained from the Bank as under or downloaded from Bank's Website <http://www.dbgb.in> and the bid should be submitted to the office of:

GENERAL MANAGER (Accounts & Investment),
DAKSHIN BIHAR GRAMIN BANK,
SHRI VISHNU COMMERCIAL COMPLEX, NH-30, NEW BYPASS, NEAR BP HIGHWAY
SERVICES PETROL PUMP, ASOCHAK, PATNA-800030

Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.

Bank reserves the right to change the dates mentioned in this RFP document, which will be published on the website of the Bank.

The information provided by the bidders in response to this RFP document will become the property of Dakshin Bihar Gramin Bank (DBGB) and will not be returned. DBGB reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders or published on the Bank's website and such amendments will be binding on them.

Niraj Kumar
(General Manager)



SCHEDULE OF EVENTS

Sr. No.	Particulars	
1.	Tender Reference :	HO/ACCOUNTS/1/21-22
2.	Date of commencement of issue of RFP	19-07-2021
3.	For receipt of queries on RFP	23-07-2021
4.	Date for Pre-Bid Meeting & Time	27-07-2021 at 11:00 AM
5.	Address of Pre- Bid Meeting	GENERAL MANAGER (Accounts & Investment), DAKSHIN BIHAR GRAMIN BANK, SHRI VISHNU COMMERCIAL COMPLEX, NH-30, NEW BYPASS, NEAR BP HIGHWAY SERVICES PETROL PUMP, ASOCHAK,PATNA-800030
5.	Last Date & Time for Bid Submission of RFP	29-07-2021 upto 3:00 PM
6.	Opening of Tender (Date & Time)	29-07-2021 AT 4:00 PM
7.	Address of Communication	GENERAL MANAGER (Accounts & Investment), DAKSHIN BIHAR GRAMIN BANK, SHRI VISHNU COMMERCIAL COMPLEX, NH-30, NEW BYPASS, NEAR BP HIGHWAY SERVICES PETROL PUMP, ASOCHAK,PATNA-800030
8.	Place of Opening of Bid	GENERAL MANAGER (Accounts & Investment), DAKSHIN BIHAR GRAMIN BANK, SHRI VISHNU COMMERCIAL COMPLEX, NH-30, NEW BYPASS, NEAR BP HIGHWAY SERVICES PETROL PUMP, ASOCHAK,PATNA-800030
9.	Contact Details	Mb.- 9771446122



Definitions:-

In this Contract, the following terms shall be interpreted as indicated:

1. "The Bank" means Dakshin Bihar Gramin Bank.
2. "The Contract" means the agreement entered into between the Bank and the Service Provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein and / or under this RFP document forming part of the contract.
3. "The Bidders" means the Chartered Accountant firms/ Service Provider participating in the tender process and submitting Bid;
4. "Vendor" is the successful Bidder(s) and to whom notification of award has been given by Bank
5. "The Contract Price" means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;



Disclaimer

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Dakshin Bihar Gramin Bank (hereinafter referred to as Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

In case any bid sent by the bidder through courier or postal service & will not received by the Bank till the date & time as mentioned in the schedule of events, will not accepted by the Bank.



1. INTRODUCTION:

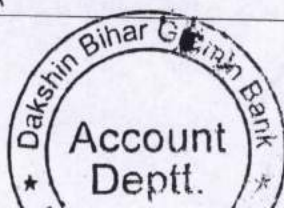
Dakshin Bihar Gramin Bank a Regional Rural Bank (hereinafter referred to as Bank) having its Head Office at , Shri Vishnu Commercial Complex, NH-30, New Bypass, Near BP Highway Service Petrol Pump, Asochak, Patna -800030. The Bank has 1078 Branches and 12 Regional Offices spread across various districts of Bihar.

2. SCOPE OF WORK

1. Day to Day Consultancy on GST matters
2. Filling of monthly/quarterly/ annual return of GST.
3. Preparation & Filing of monthly return of GST TDS
4. Preparation of reply of taxation authority.
5. Assistance in GST audit
6. Appearance before the local GST authority in case of need.
7. Assistance in filing of appeal before the appropriate authority, in case of need
8. GST Reconciliation Service (Outward Supply Reconciliation & Inward Supply Reconciliation) which includes following-
 - ✓ Analysis of Vendor Statement/Purchase Ledger and bifurcation of entries into eligible ITC, Block Credit, Ineligible ITC, GST on Reverse Charge basis etc.,
 - ✓ Reconciliation of Vendor Statement/Purchase Ledger with GSTR 2A/2B,
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 - ✓ Rate wise B2B & C2C Classification of outward supply,
 - ✓ Bulk GST number Verification and identification of B2B supplies.
 - ✓ Outward tax liability determination and its reconciliation with our Books,
9. Any other work requires as per amendments in GST Acts

3. Eligibility Criteria :-

Sr. No.	Criteria	Valid Supporting Documents to be submitted along with the proposal
1.	The firm must be Registered with ICAI and must be a Partnership Firm and at least two partners is in continuation in the same firm since last 3 Years	Copy of Constitution Certificate from ICAI as on 01.01.2021
2.	The firm must be in existence for 10 years or more as on the date of advertisement	Constitution certificate from ICAI
3.	The firm must have head office in Bihar and an office in Patna as on the date of Advertisement	Proof of Office
4.	The firm must have at least three partners out of which 2 must be FCA	Constitution certificate from ICAI



5.	The firm must have at least one DISA qualified partner	Constitution certificate from ICAI
6.	The firm must be in RBI panel of Statutory auditors for the F.Y. 2020-21	Letter from RBI/ appointment letter from bank showing empanelment.
7.	The Partner of the firm must have at least five years' experience of consultancy on Service Tax/GST matters with RRBs/ Commercial Banks.	For experience of Firm -Xerox Copy of appointment letters
8.	The firm must have GST Registration	Copy of GST Registration Certificate
9.	The average annual turnover of the firm must be more than Rs.50.00 lakhs in last three financial years (F.Y. 2018-19, 2019- 20 & 2020-21). The turn over in any FY should not be less than 30.00 Lakh.	Balance Sheet and Profit & Loss account of three years.

Note:- All eligibility criteria compliance by bidder must be supported by documentary evidence in technical response of the bidder. Vendor must comply with the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer. Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made for each of the above mentioned criteria. The Bank reserves the right to verify/evaluate the claims made by the vendor independently. Any misrepresentation will entail rejection of the offer.

Terms & Condition: -

1. The initial term of this Agreement shall be for a period of 12 months for GST Consultancy Services commencing from the date hereafter termed as "Commencement Date" as mentioned above. The agreement may be extended further up to 60 months subject to satisfactory performance & annual review.
2. The Bank reserves the right to discontinue/ terminate the agreement in view of any deficiencies occurred during the currency of the agreement, by giving the notice at least for 60 days.
3. The firm should have sufficient no. of staffs/partners for successfully completing the work assigned as per this RFP.
4. **NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**
The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.



5. BIDDING DOCUMENT

The Bidder is expected to examine all instructions, forms, terms & conditions and functional & technical specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

6. AMMENDMENT IN BIDDING DOCUMENT

- 6.1. At any time prior to the date for submission of bids, the bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP documents by amendments.
- 6.2. Amendments, if any will be notified through Bank's web site to all prospective Bidders, which have received the RFP documents and will be binding on them.
- 6.3. In order to provide, prospective Bidders, reasonable time to take the amendment into account for preparing their bid, the Bank may, at its discretion, extend the last date of submission of bids.

7. BIDDING PROCESS

- 7.1. Quotations are invited under two bid systems i.e. **Technical Bid** to be submitted as per the format enclosed in **Annexure I to Annexure- V and Financial Bid to be submitted as per enclosed Annexure- VI** of this document. These will be put in separate sealed covers super scribed respectively as "**Technical Bid for GST Consultancy Services**" and "**Financial Bid for GST Consultancy Services**". Both sealed envelopes should be put in another sealed cover super scribed as "**Quotation for providing GST Consultancy Services on Contract**". These covers should also indicate name, address and contacts of the bidder submitting the offers.
- 7.2. **TECHNICAL BID** will also contain the Bidders information in the format as given in bid document. **TECHNICAL BID** will NOT contain any pricing or commercial information at all.
- 7.3. In the first stage, only **TECHNICAL BID** will be opened and evaluated. Those bidders satisfying the eligibility criteria and the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed.
- 7.4. After completion of technical evaluation, the Indicative Commercial Bid of only eligible bidders, whose bids are short-listed, will be opened for further process.
- 7.5. Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor (to be filed in a separate file).

8. LATE BIDS

Any bid received by the Bank after last date and time of submission of bid prescribed by the Bank, may be rejected and/or returned unopened to the Bidder. Bank reserves right to accept (or) reject any such bids without assigning any reason thereof.



9. ERASURE OR ALTERATIONS

Technical details and commercial quotes must be completely filled up. The corrections or alterations, if any should be authenticated. In case of the corrections/alteration not properly authenticated, the offer may be liable for rejection.

10. MODIFICATION OR WITHDRAWAL OF BID

- 10.1. The bidder may modify or withdraw its bid's submission, provided that written notice of the modification or withdrawal is received by the Bank prior to the deadline prescribed for submission of bids.
- 10.2. The Bidders' modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance to the provision of Para "Submission of Bids", with the envelope additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate. The withdrawal notice may also be sent by mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 10.3. No bid will be modified after the deadline for submission of bids.
- 10.4. No bid may be withdrawn in the intervening period between deadline for submission of bids and expiration of period of bid validity specified by the bidder in the submitted bid.
- 10.5. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

11. PRICE COMPOSITION:

- 11.1. The prices should be firm and not dependent on any variable factors and expressed in Indian Rupees.
- 11.2. The prices should be inclusive of all costs but excluding GST, which will be paid at applicable rates.

12. PRICE FREEZING:

The prices finalized shall remain valid for 1 year from the date of Commencement of the contract.

13. PRICE VARIATION:

- 13.1. The commercial offer shall be fixed as per Financial Bid only. Post finalization of commercial, no upward revision in the price would be considered during the agreement period.
- 13.2. The work order will be allotted by Bank based on services and their committee member's decision. The bidders have no rights on it to ask work order/ raise objection on committee or Bank's decision.
- 13.3. Price shall be reviewed and may be enhanced with an upper cap of 10% after completion of every term of 12 Months subject to approval by the competent authority.



14. TENDER/ RFP CANCELLATION:

The Bank reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

15. OPENING OF OFFERS:

The representative of the Bidder may be present for the opening of the Technical Offers. No separate intimation will be given in this regard to the Bidders, for deputing their representative. In case designated date of bid submission is declared to be Bank holiday, the same may be extended to next working day.

16. Commercial Bids:

Commercial bids of only technically qualified short listed bidders will be opened and evaluated.

17. Selection Method:

Selection of bidder will be done on Least Cost Method. Financial Bid of only technically qualified bidders who have scored minimum 70 marks will be opened and final selection will be done on Least Cost Basis.

18. LANGUAGE AND CURRENCY OF BID:

The bid shall be in English Language and all prices shall be expressed in Indian Rupees.

- 19. FORCE MAJEURE:** - If at any time during the currency of the contract the performance in whole or in part by vendor or any obligations under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, etc. then provided notice of the happening of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such even be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance. The whole or any part of the party's obligation under the contract shall be resumed as soon as practicable after such even has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultations to resolve the problem satisfactorily.

20. Principal to Principal Relationship: -

- 20.1.** The employees engaged by the applicant shall be deemed to their employees only, and the Bank shall not be connected with the employment or the terms and conditions thereof in any way. The Applicant alone would comply with the statutory obligations and Labour Regulations/Rules in this regard. None of the provisions of this pre-qualification shall be deemed to constitute a partnership between the parties hereto, and neither party shall have authority to bind the other except as specifically provided for hereunder.
- 20.2.** Neither party hereto is the agent of the other and there is no master-servant relationship between the parties. The relationship is on principal to principal basis. The applicant shall



be responsible for payments of all statutory dues with respect to each of his personnel/employees engaged by him to render service under this Pre-Qualification with respect to each applicable Labour Law, including, the Minimum Wages Act, 1948, The payment of wages Act, 1936, the payment of Bonus Act, 1965, the Employees' state Insurance Act, 1948, The Payment of Gratuity Act, 1972, The Maternity Benefit Act, 1961, The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, etc. no dues/contributions under any labour legislations as applicable, remain payable with respect to his personnel/employees. The contractor will have no claims whatsoever against the bank with respect to payment of statutory dues/contributions to his personnel/employees under applicable labour legislations.

21. Severability Clause: - In case any one or more of the provision contained in this RFP shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this RFP, but this RFP shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the court or other tribunal making such determination is authorized and instructed to modify this RFP so as to effect the original intent of the parties as closely as possible so that the transactions and RFPs contemplated herein are consummated as originally contemplated to the fullest extent possible.

22. Authority to Sign of Agreement :- Any authorized partner of the Firm may sign on behalf of the bidder firm.

23. SUBMISSION OF BID:

The bidders shall duly seal each envelope. The bid should be addressed to purchaser at the following address: -

GENERAL MANAGER (Accounts & Investment),
DAKSHIN BIHAR GRAMIN BANK,
SHRI VISHNU COMMERCIAL COMPLEX, NH-30, NEW BYPASS, NEAR BP HIGHWAY SERVICES
PETROL PUMP, ASOCHAK, PATNA-800030



ACCEPTANCE OF TERMS AND CONDITIONS
(LETTER TO THE BANK ON THE VENDOR'S LETTER HEAD)

To

The General Manager
(Accounts & Investment),
Dakshin Bihar Gramin Bank
Shri Vishnu Commercial Complex
NH-30, New Bypass,
ASOCHAK, PATNA-800030

Sir / Madam,

Subject: Your RFP for implementation of GST Consultancy Services

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the GST Consultancy Service as detailed in your above referred RFP.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information as per Annexures.

We also confirm that the offer shall remain valid till the award of contract & the contracted rate shall be applicable till the contract period.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

Dated at this day of.....

Yours faithfully,

Signature of Authorized Signatory

Seal of Company



Annex-II

ELIGIBILITY CRITERIA

Sr. No.	Criteria	Valid Supporting Documents to be submitted along with the proposal
1.	The firm must be Registered with ICAI and must be a Partnership Firm and at least two partners is in continuation in the same firm since last 3 Years	Copy of Constitution Certificate from ICAI as on 01.01.2021
2.	The firm must be in existence for 10 years or more as on the date of advertisement	Constitution certificate from ICAI
3.	The firm must have head office in Bihar and an office in Patna as on the date of Advertisement	Proof of Office
4.	The firm must have at least three partners out of which 2 must be FCA	Constitution certificate from ICAI
5.	The firm must have at least one DISA qualified partner	Constitution certificate from ICAI
6.	The firm must be in RBI panel of Statutory auditors for the F.Y. 2020-21	Letter from RBI/ appointment letter from bank showing empanelment.
7.	The Proprietor/Partner of the firm must have at least five years' experience of consultancy on Service Tax/GST matters with RRBs/ Commercial Banks.	For experience of Firm -Xerox Copy of appointment letters
8.	The firm must have GST Registration	Copy of GST Registration Certificate
9.	The average annual turnover of the firm must be more than Rs.30.00 lakhs in last three financial years (F.Y. 2018-19, 2019- 20 & 2020-21). The turn over in any FY should not be less than 15.00 Lakh.	Balance Sheet and Profit & Loss account of three years.



UNDERTAKING
(LETTER OF UNDERTAKING ON FIRM'S LETTER HEAD)

To

The General Manager
(Accounts & Investment),
Dakshin Bihar Gramin Bank
Shri Vishnu Commercial Complex
NH-30, New Bypass,
ASOCHAK, PATNA-800030

Sir,

Subject: Your RFP for Implementation of GST Consultancy Services for Bank

We submit our Bid Document herewith. We understand that,

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form. Until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- You may accept or entrust the entire work to any vendor without assigning any reason or giving any explanation whatsoever.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated at.....this..... day of.....20....

Yours faithfully,

Name:

Signature:

Seal of Company:



Sr. No.	Particulars	Details	Proof to be submitted, Please mention the Doc Name which has been submitted as a proof								
1.	Name of the firm										
2.	Registration No. of the Firm										
3.	Date of Establishment										
4.	Address of Head Office of the firm										
5.	Address of office of the firm at Patna										
6.	PAN NO. of the Firm										
7.	GST Registration No. of the Firm										
8.	RBI Empanelment No. of the Firm:										
9.	Total No. of Staffs/Partner in the Firm:-										
10.	Details of Experience of the firm/partner in consultancy service on taxation matters in following format: a. Name of the Organization b. Type of consultancy Service c. Period of consultancy service										
11.	Average Annual turnover of the firm for last three years:-	<table border="1"> <thead> <tr> <th>Financial Year</th><th>Turnover</th></tr> </thead> <tbody> <tr> <td>2018-19</td><td></td></tr> <tr> <td>2019-20</td><td></td></tr> <tr> <td>2020-21</td><td></td></tr> </tbody> </table>	Financial Year	Turnover	2018-19		2019-20		2020-21		
Financial Year	Turnover										
2018-19											
2019-20											
2020-21											

South Bihar Bank

TECHNICAL BID

- 1.Name of the Service Provider:
2. Address:
3. Contact:
4. Email Id:

Sr. No.	Information to be provided	Particulars	Basis of Evaluation	Marks Range	Marks Obtained
1.	Number of years of existence of firm	Mention no. of complete years since the date of establishment of firm to the date of advertisement Note:- Only completed years will be taken for Calculation of Marks. No Fraction Year will be considered.	i. 10 Years - Less than 15 Years ii. 15 to Less than 20 Years iii. More than 20 Years	5 Marks 10 Marks 20 Marks	
2.	Number of Partners in the Firm	Mention number of Partners in the firm as on the date of advertisement	i. 3 partners ii. More than 3 Partners	10 Marks 15 Marks	
3.	Average Annual turnover of the firm for last three years	Mention average Annual turnover of the firm for the F.Y. 2018- 19, 2019-20 & 2020-21	i. Less than 40 Lakhs ii. 40 to 50 Lakhs iii. More than 50 lakhs	5 Marks 10 Marks 15 Marks	
4.	Experience of Firm/partners in Consultancy Services of Commercial banks/ RRBs	Mention Experience in no. of Years	i. Less than 6 Years ii. 6 to < 10 Years iii. 10 < 15 Years iv. >= 15 Years	5 Marks 10 Marks 15 Marks 20 Marks	
5.	Number of DISA Qualified Partners of the Firm	Mention number of DISA qualified partners	i. One DISA Qualified Partner ii. Two DISA qualified Partner iii. More than two DISA Qualified Partner	5 Marks 10 Marks 15 marks	
6.	Number of Partner having FCA	Mention Number of partners having FCA	i. Two FCA ii. Three FCA iii. More than Three FCA	5 Marks 10 Marks 15 Marks	
TOTAL					

Note: Qualifying marks will be 70% of total marks.

Authorised Signatory (Name & Designation, seal of the firm)



ANNEXURE-VI

FINANCIAL BID FOR GST CONSULTANCY SERVICE
(On Firm's letterhead)

Sr. No.	Item Of Activity	Total Amount (In Rupees) Both in Numeric and in Words
1.	Consultancy Fees on GST related matters	Rs. ----- (Rupees ----- only)/ Per Month

1. The rates quoted are for one year (Calculated on the basis of fees quoted for one month) will be applicable for subsequent years also.
2. In subsequent years fees may be increased with mutual consent of both the parties with upper cap of 10% of 1st year's fees.
3. GST as applicable on the date of payment will be paid extra.
4. TDS of other statutory deductions as applicable will be deducted at the applicable rates

Authorised Signatory (Name & Designation, seal of the firm)

Date:

