

- Tender Reference No.: 1. MSCB/CPID/363 of 2022-23 dated 10<sup>th</sup> February, 2023  
2. Corrigendum -1 dated 22<sup>nd</sup> February, 2023  
3. Corrigendum -2 dated 14<sup>th</sup> March, 2023

**The Maharashtra State Co-operative Bank Ltd.**  
(Incorporating The Vidarbha Co-operative Bank Ltd.)  
Mumbai, Maharashtra.

**Invitation of Request For Proposal (RFP) for Selection of Chartered Accountant / Firm / Company / Proprietor on Bank's Panel for the purpose of Tax Audit, Filing of Income Tax Return, Income Tax Consultant & GST Monthly / Annual Returns filing & GST Audit and consultancy in GST matters.**

The Maharashtra State Co-operative Bank Ltd. Mumbai, Maharashtra (herein after referred to as MSCB) invites the Request for Proposal (RFP) for **Selection of a Panel for Chartered Accountant / Firm / Company / Proprietor on Bank's Panel to purpose of Tax Audit, Filing of Income Tax Return, Income Tax Consultant, GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters.**

Bidders are responsible to complete the assignment in following THREE parts-

- i) **Tax Audit**
- ii) **Filing of Income Tax Return (No Appliation Fee)**
- iii) **Income Tax Consultant**
- iv) **GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters**

The RFP document should be submitted by paying a non-refundable fee of ₹ 2,360/- (Rupees Two Thousand Three Hundred Sixty only) for Tax Audit, Income Tax & GST Consultant which is inclusive of GST in NEFT Current Account No. 0002116900000019 (IFS Code - MSC10082002. Title of Account "CPID TENDER FEE" between 20 March, 2023 to 10 April, 2023.

**After payment of document fee, details of NEFT (UTR No. ----- and date -----) alongwith Firm name, Contact number, GST No. to be e-mail at tds@mscbank.com on same day.**

Offers will be accepted by The Acting Managing Director, in his office, in the prescribed format, up to 5 pm on 10 April, 2023. The Offers will be opened at Head Office before the Chair of Hon. Acting Managing Director at 17 April, 2023 at 3.30 pm.

**Those bidders who have already submitted the bids need not to submit the bids again.**

Date: 20<sup>th</sup> March, 2023  
Phone No.: 022-69801254

**Acting Managing Director**

**REQUEST FOR PROPOSAL**  
**(No. MSCB/CPID/363 of 2022-23)**  
**For**

**Selection of Panel for Chartered Accountant / Firm / Company / Proprietor**

- i) **Tax Audit,**
- ii) **Filing of Income Tax Return,**
- iii) **Income Tax Consultant,**
- iv) **GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters**

**by**

**The Maharashtra State Co-operative Bank Ltd, Mumbai, Maharashtra**

**The Acting Managing Director,**  
The Maharashtra State Co-operative Bank Ltd., Mumbai  
Sir Vitthaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai- 400001.  
E-mail : tds@mscbank.com

**Important dates :**

<b>Date of Issue</b>	<b>:</b>	<b>20 March, 2023</b>
<b>Pre Bid meeting Date &amp; Time</b>	<b>:</b>	<b>05 April, 2023 Time : 03.00 P.M.</b>
<b>Last Date of Submission</b>	<b>:</b>	<b>10 April, 2023 up to 5.00 pm</b>
<b>Date of Opening of Bids</b>	<b>:</b>	<b>17 April, 2023 at 3.30 pm</b>

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COPY OF ADVERTISEMENT



**The Maharashtra State Co-operative Bank Ltd., Mumbai**  
(Incorporating the Vidarbha Co-operative Bank Ltd.)  
(Scheduled Bank)  
Sir Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai-400001  
Ph. 022-69801000

## **REQUEST FOR PROPOSAL**

(No. MSCB/CPID/363 of 2022-23 )

## **INVITED FOR**

**Selection of Panel for Chartered Accountant / Firm / Company / Proprietor for**

- i) **Tax Audit,**
- ii) **Filing of Income Tax Return,**
- iii) **Income Tax Consultant,**
- iv) **GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters**

Offers are invited from experienced **Chartered Accountant / Firm / Company / Proprietor** for selection of the above work. The tender documents will be available **from 20 March, 2023 to 10 April, 2023** on payment of non-refundable cost of **INR 2,360/-** (inclusive of GST) from the office of the undersigned or can be downloaded from Bank's website : <https://www.msccb.com>. The last date of submission is **10 April, 2023 up to 5.00 p.m.**

**Dated : 20<sup>th</sup> March, 2023**  
**Place : Mumbai**

**Acting Managing Director**

# The Maharashtra State Co-operative Bank Ltd., Mumbai

**TERMS OF REFERENCE for Selection of Panel for Chartered Accountant / Firm / Company / Proprietor for -**

- i. Tax Audit**
  - ii. Filing of Income Tax Return**
  - iii. Income Tax Consultant**
  - iv. GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters**
- by The Maharashtra State Co-operative Bank Ltd, Mumbai**  
(hereinafter referred to as MSCB).

## **1. Introduction :**

### **1.1 Profile of MSCB in Brief :**

The Maharashtra State Co-operative Bank Ltd, Mumbai is a premier co-operative institute at State level established in 1911. It is rendering its services to its increasing number of clientele in more diversified and multifarious bank services and facilities over last century and has established itself a leader of co-operative movement in the State of Maharashtra. It has been in the process of helping the economic development of rural Maharashtra through its 6 Regional Offices, 51 Branches and 4 Extension Counters in the State.

The main business of the MSCB can be classified as direct financing for the cooperative societies, engaged in various fields like Sugar production, Marketing, Spinning Mills, various types of agriculture processing units; direct financing to some State level and National level co-operatives and indirect financing through three tier system i.e. MSCB at apex level, DCC Banks at middle level and Primary Agriculture Societies at grass root level.

### **1.2 Organisational Set-up :**

MSCB has its corporate office in Mumbai. The state-wide operations are managed through its 6 Regional Offices at Nagpur, Nasik, Pune, Nanded, Kolhapur and Aurangabad. All banking transactions and operations are being carried out in Centralized Banking System (CBS) environment at Head office, all branches, Extension counters, Regional offices (6) and its International Banking Division in Mumbai.

## **2. Purpose of issuing this RFP :**

MSCB is in the business of financing Agro - based industries in Maharashtra such as sugar co-operative factories, spinning Mills, distilleries, etc. situated at different locations in the State of Maharashtra. These agro based industries are societies registered under MAHARASHTRA COOPERATIVE SOCIETIES ACT,

1961 and are also governed by other existing laws viz. RBI Act and BR Act. This RFP is being issued for **Selection of a Panel of Chartered Accountant, it can be Firm / Company / Proprietor for -**

- i) Tax Audit
- ii) Filing of Income Tax Return
- iii) Income Tax Consultant
- iv) GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters through competitive bidding process.

**3. Issue of the RFP document :**

The RFP document should be submitted by paying a non-refundable fee of ₹ 2,360/- (Rupees Two Thousand Three Hundred Sixty only) which is inclusive of GST by NEFT Current Account No. 0002116900000019 (IFS Code - MSCI0082002, Title of Account ""CPID TENDER FEE" between 20 March, 2023 to 10 April, 2023. **After payment of document fee, details of NEFT (UTR No. and date) alongwith Firm name, Contact number, GST No. to be e-mail at tds@mscbank.com** on same day.

**4. Scope of work :**

This RFP is issued mainly for selection of a Panel of **Chartered Accountant / Firm / Company / Proprietor**. The entire scope of work is mentioned as below:

**4.1 Part 1 : Tax Audit**

Tax Auditors are expected to visit our following units to carry out the tax audit for the respective period

- a. Head Office, including Treasury Dept. and International Banking Division.
- b. 6 Regional Offices, 51 Branches and 4 Extension Counters.
- c. Oral consultation tax related arising in the day to day work.
- d. Tax Audit work should be carried out at concerned location of the Bank.

**4.2 Part 2 : Filing of Income Tax Return**

- 4.2.1 Computation of Income on periodical basis for payment of Advance Tax.
- 4.2.2 Calculate and intimate Advance Tax Liability and self-assessment for corresponding period within stipulated period.
- 4.2.3 Submission of Income Tax return for corresponding Financial Year before due date.
- 4.2.4 Calculation of Differed Tax as per accounting standard.
- 4.2.5 Oral consultation tax related arising in the day to day work subject to confirmation may be given in writing.

4.2.6 The accuracy of Filing of Return for particular Assessment Year is the responsibility of CA Firm, consequently the scrutiny matters for relevant assessment year shall be completed by CA Firm responsible for filing of return without any additional professional fees.

#### **4.3 Part 3 : Income Tax consultant :**

4.3.1 To represent before the Assessing Officer in the Assessment Proceedings for Assessment.

4.3.2 Drafting and filing Appeals or Petitions to Commissioner (Appeals) / Commissioner.

4.3.3 To represent before Commissioner (Appeals) / Commissioner in respect of Appeal/ Petition filed.

4.3.4 For drafting & filing petitions to CBDT / Commissioner / Chief Commissioner.

4.3.5 To represent before Chief Commissioner in respect of Petitions (including stay Petitions).

4.3.6 To represent before CBDT in respect of Petitions.

4.3.7 To file Appeals to Income Tax Tribunal.

4.3.8 To brief & assist Counsels (whenever appointed) for Appeals, Opinion etc.

4.3.9 To represent before ITAT in respect of Appeals / Petitions.

4.3.10.1 To draft & file Rectification or Stay Petitions to Assessing Officer.

4.3.10.2 To represent before Assessing Officer for Rectifications or Stay Petitions etc.

4.3.11 To oral consultations / meetings on tax related or accounting matters.

4.3.12 To represent before Assessing Officer in respect of Re-opening of Assessment U/s. 184.

4.3.13 Consultations in writing.

#### **4.4 Part 4 : GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters**

##### **Consultancy Services shall include but shall not be limited to:**

4.4.1 Timely filing of monthly, quarterly, yearly returns, including reconciliation of ITC with GSTN portal's data (GSTR-2A / GSTR-2B). Necessary input in the statutory forms & its filing/ uploading on the GST Portal shall be carried by the Consultant.

4.4.2 Conducting Audit and preparing for timely filing of GST Annual return GSTR-9 under section 44 of the Central/State goods and Service Tax Act-2017 and rules made including the reconciliation statements on GSTR-9C prescribed under relevant GST rules. Necessary input in the statutory forms, filings / uploading

on the GSTN Portal shall be carried by the Consultant. This assignment shall culminate with the filing of audit report/ financial statements/ returns etc. on or before the due date of filing of the reports under GST Law.

- 4.4.3 Providing monthly computation of Tax liability and its challan for payment under GST after verification of data provided by Bank.
- 4.4.4 Advising on matters related to GST in day to day activities of the Bank if any.
- 4.4.5 Providing timely updates / clarifications on Notifications, Circulars, Amendments etc. of the GST laws which are relevant to the Bank and professional advice on the action to be taken by the Bank in implementation of said amendments.
- 4.4.6 Reply to enquiry, notices by the department.
- 4.4.7 Drafting, filing and appearances in litigation matters such as reply to show cause notice, first appeal, second appeal, appeal to High Court and Supreme Court, etc.
- 4.4.8 To adhere suggestion made by Audit Committee of the bank if any.
- 4.4.9 Providing any other support (not covered above) to the Bank in connection with the GST.

## **5. Eligibility Criteria :**

### **5.1 For Part 1 : Tax Audit, Part 2 : Filing of Income Tax Return, For Part 3 : Income Tax Consultant & For Part 4 : GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters :**

- 5.1.1 The Chartered Accountant / Firm / Company / Proprietor should be a registered under ICAI Act, 1949.
- 5.1.2 The Chartered Accountant / Firm / Company / Proprietor should have minimum work experience of 15 years.
- 5.1.3 In case of Firm / Company it should have minimum 2 Chartered Accountants / Partners of which atleast one FCA.
- 5.1.4 At least one Chartered Accountant / Firm / Company should have minimum continuous association with the firm at least for 15 years.
- 5.1.5 The full-time Chartered Accountant / Firm / Company / Proprietor should not be a partner in any other firm/s.
- 5.1.6 The Chartered Accountant / Firm / Company / Proprietor should have audit experience in Banking sector.
- 5.1.7 The Chartered Accountant / Firm / Company / Proprietor should not have been earlier disqualified for Audit work by any ICAI.



5.1.8 Priority for Mumbai, Pune, Nasik, Nagpur, Kolhapur, Nanded, Aurangabad based Chartered Accountant / Firm / Company / Proprietor should be given for selection of firm.

**5.1.9 The CA / Staff should have knowledge of Marathi language.**

5.1.10 The Chartered Accountant / Firm / Company / Proprietor should have audit experience of Banking Sector with Deposit resources of not less than ₹ 500 crore.

5.1.11 GST Consultant need to be registered on the GSTN Portal and should also possess a certification of a GST practitioner before starting his / her practice.

5.1.12 It is necessary that GST Consultant be registered with the Central / State Authority.

5.1.13 He must be registered or authorized by the GST Portal and GST Network (GSTN) to practice and provide GST compliance related services.

5.1.14 The eligibility criteria will be applicable as per the scope of work.

5.1.15 Any other terms and conditions of the assignment as decided by the Bank from time to time.

## **6. Proposed schedule for completing the assignment**

The selected Chartered Accountant / Firm / Company / Proprietor must complete the work as required under Scope of work relating to Part 1 , 2, 3 & 4 and submit its Return to concern reporting authority before due date.

## **7. Submission of the Offers :**

**The RFP requires a Two Envelope System for submission of the Offer.**

**Envelope - I: Technical offer.**

The Chartered Accountant / Firm / Company / Proprietor is required to submit the Application as per **Annexure 1** along with required documents in support of the eligibility criteria and other documents if any, in a separate sealed envelope titled '**Envelope - I: Technical offer**'.

**Envelope - II: Financial offer.**

**The second sealed envelope** as per **Annexure 2**, providing part-wise fees chargeable inclusive of all applicable taxes and out of pocket expenses, in a separate envelope titled '**Envelope - II: Financial offer**'. The offer should be unconditional and in INR.

Both the above mentioned Envelopes I and II along with forwarding letter and NEFT details for the payment of Tender fee will be put in outer Envelope sealed and super scribed as "Offer for Appointment of Chartered Accountant / Firm / Company / Proprietor" and will be addressed to the Acting Managing Director MSCB.

**8. Last date for submission of offer.**

The Completed and sealed Offer should be sent so as to reach this office : at the following address up to 5:00 pm on 10 April, 2023

**The Acting Managing Director,**

The Maharashtra State Co-operative Bank Ltd., Mumbai

Sir Vithaldas Thackersey Smruti Bhavan,

9, Maharashtra Chamber of Commerce Lane,

Fort, Mumbai -400001, Maharashtra.

Ph.: 022 - 69801254

E-mail : tds@mscbank.com

**9. Documents to be submitted with Technical offer.**

- 9.1 Certified copy of registration certification issued by Registrar of Companies in terms of clause 5(i) above.
- 9.2 Certified copies of documentary evidence in support of clause 5 above.
- 9.3 Detailed list of professionals as mentioned in Annexure-II above along with their qualification, experience and since when they are with the bidder.
- 9.4 Full particulars of the Chartered Accountant / Firm / Company / Proprietor ownership and main business activities.
- 9.5 Documentary evidence as regarding other eligibility criteria.
- 9.6 Interested Chartered Accountant / Firm / Company / Proprietor are requested to furnish the following Undertaking as a part of the proposal:
  - 9.6.1 We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to participate in the valuation of Assets or Assets and liability of Sugar factories/ Spinning Mills etc. financed by MSCB or which relates to a grave offence that outrages the moral sense of the community.
  - 9.6.2 We further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns.
  - 9.6.3 We undertake that in case due to any change in facts or circumstances during the pendency of the bid evaluation or thereafter, if will be attracted by the provisions of disqualification in terms of the subject guidelines; we would intimate The Acting Managing Director, Maharashtra State Co-operative Bank Ltd., Mumbai of the same in writing immediately.

## **10. Details to be provided with the Financial offer**

- 10.1 The Chartered Accountant / Firm / Company / Proprietor shall submit the sealed Financial offer clearly stating the Lump-sum Fee chargeable for above works (inclusive of all applicable taxes and out of pocket expenses) in INR scope work wise.
- 10.2 The offer must be unconditional. Conditional offer shall be summarily rejected.
- 10.3 In case of any typographical and or totaling error or mistake in the Financial Offer, the lesser of the value will be considered. In case there are gross mistake, the Offer is likely to be rejected outright.

## **11. Opening of Technical offers**

The opening of offers shall take place in the presence of Chartered Accountant / Firm / Company / Proprietor or their authorized representatives, (such personnel should carry appropriate documents for verification) who desire to remain present at the time of opening, at 3.30 pm on 17 April, 2023 at the office of :

### **The Acting Managing Director,**

The Maharashtra State Co-operative Bank Ltd., Mumbai

Sir Vithaldas Thackersey Smruti Bhavan,

9, Maharashtra Chamber of Commerce Lane,

Fort , Mumbai - 400001, Maharashtra.

Ph.: 022 - 69801254

E-mail : tds@mscbank.com

At this time the outer envelope will be opened and it will be ascertained whether bidder has enclosed the RTGS / NEFT details for Tender fee.

The date of presentation to be made by the bidders will announced at the time of opening of the bids

## **12. Opening of Financial Offer**

The date for opening of financial offer will be communicated. On the date fixed for opening of financial offers, the technical score of all the bidders will be announced and those bidders whose technical offer has score less than 70 marks shall be asked to leave.

Financial offers of those bidders whose technical offer has score 70 or more marks will be opened in the presence of eligible bidders and financial bids of various bidders will be announced. Those bidder who may not have exercised the option in para 3 of financial offer document will be asked whether they will like to exercise the option.

Those who have opted for not matching the price will also be given and opportunity to revise their option.

### **13. Evaluation Criteria:**

All the valid Offers will be evaluated on the basis of the points mentioned below:

- 13.1 Standing of the Chartered Accountant / Firm / Company / Proprietor in the Market in terms of the number of years.
- 13.2 Gross average annual Revenue for last 3 years from auditing/consultancy assignment.
- 13.3 Average number of Professionals on payroll for past 3 years.

### **14. Selection Of Successful Bidder And Issuance of LOA**

The financial bids would carry a weight of 100%.

- 14.1 The Bank reserves the right to contact any BIDDER, Client/ Bank for clarification or information submitted, to contact current and past customers of the BIDDER and to use other sources of obtaining information regarding the BIDDER, which may be deemed appropriate and would assist in the evaluation.
- 14.2 In addition, Bank reserves the right to negotiate any point in the proposal or the subsequent contract with the BIDDER. However, there will be no negotiation on fees except seeking consent for matching L1 bid as above.
- 14.3 The Contract will be executed by abiding laws and the directives, instructions, guidelines issued by the Regulators and competent authority from time to time. During the tenure of the Contract nothing shall be done by the BIDDER in contravention of any law, act and/ or rules/regulations, there under or any amendment thereof.
- 14.4 MSCB will not entertain any enquiries from the BIDDERS post tender opening on the status of the bid, nor allow any price modifications during the course of the techno commercial evaluation, till the selected BIDDER is notified. No BIDDER shall contact MSCB on any matter relating to its offer/bid. Any effort by a BIDDER to influence MSCB in its decision on offer/ bid evaluation, comparison or contract award decisions may result in the rejection of the BIDDER's offer/bid forthwith. Any decision of MSCB in this regard shall be final, conclusive and binding on the BIDDER.

### **15. Payment Terms**

- 15.1 Payment for filing monthly GST returns will be released on quarterly basis for completed assignments.
- 15.2 Payment for GST Audit will be released on successful filing of GSTR 9 and GSTR 9C returns.
- 15.3 Payment for assessment will be released on completion of assessment.

**16. Letter of Appointment :**

**The Acting Managing Director**, The Maharashtra State Co-operative Bank Ltd., Mumbai shall issue a Letter of Appointment to the Selected /shortlisted Chartered Accountant / Firm / Company / Proprietor after completion of the offer evaluation and selection process.

**17. Conflict of Interest**

The Chartered Accountant / Firm / Company / Proprietor selected on the Panel shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this assignment.

**18. Confidentiality**

The Chartered Accountant / Firm / Company / Proprietor selected on the Panel shall not, during the term of the assignment and up to 5 years after the execution of the assignment disclose any proprietary or confidential information relating to the Bank to any person without the prior written consent of The Acting Managing Director, The Maharashtra State Co-operative Bank Ltd, Mumbai.

**19. General Terms and Conditions**

**For Part 1, Part 2, Part 3 & Part 4 :**

19.1 Applications received by the Bank would be screened by a Committee. The Committee will consider empanelment of Chartered Accountant / Firm / Company / Proprietor based on their experience, CISA / DISA qualification, staff strength, number of partners, seniority etc. Any other factor considered necessary by the Committee for which the decision of the Committee shall be final.

19.2 The Bank reserves the right to accept or reject any application at any stage without any liability and assigning any reason thereof. Further audit process and its observation shall be reviewed at regular intervals in the Bank.

19.3 In case any serious act of omission or commission is noticed in the working of the Auditors, the Bank may consider terminating their appointment. If felt necessary, it may be reported to Institute of Chartered Accountant of India (ICAI) for such action.

19.4 If Bank received the notice from the concern authority due to errors / mistakes in submission made by your firm should be solved by your firm without any cost.

**20. Other Terms and Conditions**

20.1 In case of unsatisfactory service, the payment will be released after the completion of the service to the Bank's satisfaction.

20.2 The Bank retains its right to appoint / disqualify any proposal and no explanation will be served for the same.

- 20.3 Period of Panel for Part 1, Part 2, Part 3 & Part 4 will be for a period of 5 (Five) years.
- 20.4 In case, if the work performed by the Chartered Accountant / Firm / Company / Proprietor is not as per the requirement / standard, the firm will be served with the written Notice to the effect, calling upon to improve the performance within a specified time. The Bank shall have the right to terminate the contract after serving a notice of 15 days in advance. However, the Chartered Accountant / Firm / Company / Proprietor shall continue to provide the services as per mutual agreement till alternative arrangements are made by the Bank.
- 20.5 In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remained unresolved, the decision of Acting Managing Director of the Bank will be final and binding on both the parties to the contract.
- 20.6 The Chartered Accountant / Firm / Company / Proprietor shall be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep the Bank indemnified from any compensation / liability.
- 20.7 Compliance of the provisions of statutory requirements:  
The Chartered Accountant / Firm / Company / Proprietor shall comply with all applicable laws, ordinance, rules & regulations of Central/ Local / State Government related to this contract and the Chartered Accountant / Firm / Company / Proprietor shall be responsible to maintain all requisite documents for reference to Statutory authorities and the Bank as and when asked for.
- 20.8 The Bank reserves the right to verify the credentials submitted by the Chartered Accountant / Firm / Company / Proprietor at any stage (before or after the award of work). If, at any stage, any information / documents submitted by the Chartered Accountant / Firm / Company / Proprietor are found to be incorrect / false or have some discrepancy which disqualifies the firm, then the Bank shall take necessary action.
- 20.9 The work assigned to the Chartered Accountant / Firm / Company / Proprietor shall not be sub-assigned to other firm / associate by the Chartered Accountant / Firm/ Company / Proprietor, failing which contract shall stand terminated.
- 20.10 Application fee of ₹ 2,360/- including GST to be paid & mention the details alongwith application.
- 20.11 All the information / details to be supported by authentic documents duly certified by the authorized signatory.
- 20.12 The Acting Managing Director, The Maharashtra State Co-operative Bank Ltd., Mumbai reserves the right to reject any or all offers at any stage without

assigning any reason thereof or hold negotiations with any or all Consulting Firms or others interested and qualified parties.

- 20.13 The Maharashtra State Co-operative Bank Ltd., Mumbai reserves the right to add/delete /modify any one or more of the terms and conditions before the submission of the offer.
- 20.14 Finally selected Chartered Accountant / Firm / Company / Proprietor on the Panel are supposed to give signed copy of the appointment letter as a token of acceptance and will have to execute an agreement with MSCB for the services to be provided under this RFP in the enclosed format.
- 20.15 The Acting Managing Director, The Maharashtra State Co-operative Bank Ltd., Mumbai reserves the right to discontinue the services of the appointed Chartered Accountant / Firm / Company / Proprietor at any point of time on account of force-majeure or non-satisfactory performance by the Chartered Accountant / Firm / Company / Proprietor.
- 20.16 The Chartered Accountant / Firm / Company / Proprietor is / are required to comply with the directions issued by Acting Managing Director, The Maharashtra State Co-operative Bank Ltd., Mumbai.
- 20.17 All disputes will be subject to the jurisdiction of courts in Mumbai.
- 20.18 At all stages, The Maharashtra State Co-operative Bank Ltd. will be kept informed of the developments / progress and periodic discussions / consultations will be held with the I/c. Managing Director, The Maharashtra State Co-operative Bank Ltd. and his committee.
- 20.19 Sub-contracting; in part or full is not permitted and if detected it will constitute a breach of the contract and will invite action as may be deemed fit and appropriate by the The Maharashtra State Co-operative Bank Ltd.

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**APPLICATION**

**(On the letter head of the Chartered Accountant / Firm / Company / Proprietor)**

**Date:**

To,

**The Acting Managing Director,**  
The Maharashtra State Co-operative Bank Ltd., Mumbai,  
Sir Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai 400001,  
Maharashtra.

**Ref: Your advertisement in ----- dated -----**

**Sub: Selection of a Panel for Chartered Accountant / Firm / Company / Proprietor for i) Tax Audit, ii) Filing of Income Tax Return, iii) Income Tax Consultant iv) GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters.**

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Sir,

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as "the **Chartered Accountant / Firm / Company / Proprietor** "), and having reviewed all the terms & conditions and accept the same. Further, we have fully understood all of the requirements of RFP hence we hereby apply for the assignments referred above.

We certify that we..... (Name of the **Chartered Accountant / Firm / Company / Proprietor**) satisfy all the eligibility criteria provided in the RFP and we have provided other necessary documents in support of the eligibility criteria.

We hereby declare that our **Chartered Accountant / Firm / Company / Proprietor** or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities as given in the RFP document. We also acknowledge that in case of misrepresentation of the information, our proposal/contract shall be rejected/ terminated, which shall be binding on us.

We are enclosing Technical and Financial offers as per Annexure-II of the Terms of Reference and NEFT and details of non-refundable application fee of ₹ 2,360/- (NEFT details UTR No. date & Firm GST No.).

We undertake that in case due to any change in facts or circumstances during the pendency of the bid evaluation or thereafter, if we attracted by the provisions of disqualification in terms of the subject guidelines; we would intimate The Acting Managing Director, The Maharashtra State Co-operative Bank Ltd., Mumbai of the same in writing immediately.

**We are enclosing all the documents in support of the eligibility criteria and other documents, as per the requirements of the RFP for Selection of a Panel for Chartered Accountant / Firm / Company / Proprietor.**

Yours sincerely,

Signature

Name (Authorised Signatory) and Seal of the **Chartered Accountant / Firm / Company / Proprietor**)



**FORMAT FOR FINANCIAL OFFER**

(On the letter head of the Consulting Chartered Accountant / Firm / Company / Proprietor)

To,

**The Acting Managing Director**

The Maharashtra State Co-operative Bank Ltd., Mumbai,  
 Sir Vithaldas Thackersey Smruti Bhavan,  
 9, Maharashtra Chamber of Commerce Lane,  
 Fort, Mumbai 400001,  
 Maharashtra.

**Sub : Selection of a Panel for Chartered Accountant / Firm / Company / Proprietor by The Maharashtra State Cooperative Bank Ltd., Mumbai**

Sir,

- Our **Chartered Accountant / Firm / Company / Proprietor** has perused the RFP document for subject assignment, contracting Scope of Work, terms & conditions and other details. Our firm is willing to undertake and complete the assignments as per terms and conditions stipulated in the RFP document.
- Our offer inclusive of all taxes including GST incidentals, overheads, travelling expenses, printing and binding of reports, all sundries, all other expenditure for execution of this service/assignment covering all 'Scope of Work' as mentioned in the RFP document of the Acting Managing Director, is as follows,

**PART 1, 2, 3 & 4 :**

**Tax Audit, Income Tax Return filing, Income Tax Consultant & GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters :**

Part	Particulars	Financial offer
1	Tax Audit	
	<b>Total :</b>	
2	Income Tax Return filing	
	<b>Total :</b>	
3	Income Tax Consultant	
	<b>Total :</b>	
3	GST Consultant for Monthly / Annual Returns filing & GST Audit and consultancy in GST matters :	
	<b>Total :</b>	

\* Lump sum fee for Part 1, 2, 3 and Part 4 is required to be quoted separately.

\* If my Bid is up to 35% higher than the lowest Bid, I am willing to match the lowest price Bid received

**OR**

\* I am not willing to match the price of lower Bid

\* Strike out whatever is not applicable.

Witnesses Signature

Name :

Address :

Signature of Authorised Person

Name :

Address and Seal of the

**Chartered Accountant / Firm / Company**