

आरएफपी संख्या: आईएफसीआई/ CA&T/ई-टेंडर/2025-26/001

दिनांक : 09/01/2026

RFP No: IFCI/CA&T/E-Tender/2025-26/001

Dated: 09/01/2026



प्रस्ताव हेतु अनुरोध (आरएफपी)  
आईएफसीआई लिमिटेड के प्रत्यक्ष एवं अप्रत्यक्ष कर मामलों के लिए परामर्शदाता की नियुक्ति

**Request for Proposal (RFP)**  
**For**  
**Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited**

निविदा का तरीका - जीईएम पोर्टल पर ई-निविदा  
**Mode of Tender - e-Tender on GEM Portal**

बोलियां जमा करने / अपलोड करने की अंतिम तिथि  
सायं 01:00 बजे, 03/02/2026

**Last Date of Submission /Uploading of Bids**  
**01:00 PM on, 03/02/2026**

संबोधित करें / **Addressed To**

उप-महाप्रबंधक (CA&T), आईएफसीआई लिमिटेड, आईएफसीआई टॉवर,  
61 नेहरू प्लेस, नई दिल्ली - 110019

**Deputy General Manager (CA&T), IFCI Limited, IFCI**  
**Tower, 61 Nehru Place, New Delhi – 110019**

## **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 IFCI, is provided to the Bidder on the terms and conditions set out in this RFP document. This RFP is neither an agreement nor an offer and is only an invitation by IFCI to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder 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 wherever necessary, may obtain independent advice. IFCI 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. IFCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

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By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of IFCI. IFCI and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.

This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

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## Chapter-1

### I. Introduction

- a. The Industrial Finance Corporation of India was established on July 1, 1948, as the first Development Financial Institution in the country to cater to the long-term finance needs of the industrial sector. The name of the company was subsequently changed to IFCI Limited (IFCI). IFCI is now a Government of India Undertaking under the aegis of the Department of Financial Services, Ministry of Finance, GOI, primarily a non-Deposit taking Systematically Important NBFC. IFCI has six subsidiaries and seven step-down subsidiaries.

### II. Invitation for Tender Offer:

- a. IFCI is seeking e-tender submissions in a Two Packet format (Technical and Financial bid) for the engagement of a Consultant for Direct and Indirect Taxation services for IFCI Limited. Proposals are invited from Chartered Accountant Partnership Firms (including LLPs)/ Limited Companies that are located in the Delhi NCR region. (Refer to Chapter 4 for the Scope of Work)
- b. Selected Bidder has to provide, manage and maintain all necessary infrastructure components and services that would be necessary as per the requirements of this RFP. The assignment shall be completed to the satisfaction of IFCI. The applicant has to ensure:
  - i. Laptop is available with the team working on the assignment.
  - ii. Official e-mail ids are available with the team working on the assignment (G-mail or any other public e-mail ids shall not be permitted).
  - iii. Concerned team members shall be available in IFCI premises for execution of activities outlined in the scope of work.
- c. IFCI reserves the right to alter the scope of work at any stage with suitable adjustment in fees payable.

### III. Key Events & Dates

Sl. No.	Particulars	Details
1	Tender Notice No.	IFCI/CA&T/E-Tender/2025-26/001
2	Tender Name	Engagement of Consultant for Direct and Indirect Taxation Services.
3	Earnest Money Deposit	Rs.5,000/- (Rupees Five Thousand Only) Nil for MSE.
4	Date of Issue	09/01/2026
5	Date of Pre-Bid Meeting	15/01/2026, 11:00 AM (Through WEBEX Meeting. Mail to <a href="mailto:tax@ifcilttd.com">tax@ifcilttd.com</a> for meeting link)
6	Last date for seeking clarifications, if any	16/01/2026, 04:00 PM
7	Last date & time of submission of Bid (Technical & Financial Bid)	03/02/2026, 01.00 PM

Sl. No.	Particulars	Details
8	Tender Document	The details can be downloaded from Gem portal <a href="http://www.gem.gov.in">www.gem.gov.in</a> or from IFCI website <a href="https://www.ifcilttd.com/">https://www.ifcilttd.com/</a> (Tenders – procurement – goods - and -services).
9	Date & time of opening of Technical Bids	03/02/2026, 03.00 PM
10	Date & time of opening of Financial Bids	Shall be communicated to technically qualified bidders
11	Name of the contact person for any clarification	Mr. Shubham Thakur (Mob: 7827543379) Mr. Balbir Jha (Mob: 8851102289) Mr. Rahul Bansal (Mob: 8950875878)
12	E-mail Address	<a href="mailto:tax@ifcilttd.com">tax@ifcilttd.com</a> (Please quote the RFP No. in the Subject Line of the e-mail)

## Chapter-2

### Instructions to Bidders

1. Bidder shall submit their offers online in an electronic format both for "Technical" and "Financial bid".
2. **Online submission of bids:** The online bids will have to be digitally signed and submitted within the time specified on website <https://gem.gov.in> the following manner:-
  - a) **Technical Bid: Scanned Copies to be uploaded (.pdf):**
    - i. Bidders shall upload the EMD declaration form (**Annexure 11**) along with technical bid.
    - ii. The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis for pre-qualification and technical scoring of bidders. Only relevant and to the point information / document should be uploaded. Failure to provide any required information may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing it.
    - iii. Technical bid i.e., all Annexures (including all the pages of tender document), except Financial Bid, must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender.
  - b) **Financial Bid: (.PDF):** Bidders must read the terms and conditions as mentioned in the format / tender document and submit the form accordingly. Bidders are required to check the prices / amount carefully before uploading the financial bid.
3. Submission of more than one bid is not allowed and shall result in disqualification of bidder.
4. **Validity of bids:** Tender submitted by Bidders shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of Bid (Technical and Financial), including extensions, if any.
5. IFCI reserves the right to reject any or all the bids without assigning any reasons thereof.
6. **Authorization and Attestation:**

The bidders have to submit an Authorization Letter or valid Power of Attorney on behalf of firm/limited Company for signing the document.
7. The Standard Terms and Conditions of Contract also form part of the E-Tender specifications. The information furnished shall be complete by itself. The Bidders are required to furnish all the details and other documents as required.
8. Bidders are advised to study all the tender documents carefully.
9. Any conditional bid received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder.

10. Any submission in tender shall be deemed to have been done after careful study and examination of the e-tender documents and with the full understanding of the implications thereof.
11. Should the e-tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the scope of work or the e-tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc. Tenderers shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender.
12. Bidders' request for clarification shall be with reference to Sections and Clause numbers given in the e-tender document.
13. The specifications and terms and conditions shall be deemed to have been accepted by the Bidders in his offer.
14. Non-compliance with any of the requirements and instructions of the e-tender document may result in the rejection of the tender.
15. This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipient of this document should inform themselves of and observe any applicable legal requirements.
16. This document constitutes no form of commitment on the part of the IFCI. Furthermore, this document confers neither the right nor an expectation on any party to participate in the tendering process.
17. Merely participation in this Tender Document by any party does not confer or constitute any right of association with IFCI.

**18. Conflict of Interest**

- a) The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract.
- b) The consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the client under the contract. The consultants should provide professional, objective and impartial advice and at all times hold the company's interest's paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. It is clarified that the bidder shall not undertake any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the company.
- c) Without limitation on the generality of the fore-goings, the selected bidder and any of their affiliates and member firms, shall be considered to have conflict of interest and shall not be engaged under any of the circumstances set forth below:

- i. Conflict among consulting assignments: Consultants (including their personnel) or any of their affiliates and members shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants to be executed for the same or /and any other employer.
- ii. Relationship with the staff: Consultants (including their personnel) that have a business or family relationship with a member of IFCI's staff who are directly or indirectly involved in any part of (a) the preparation of the RFP or the contract or terms of reference or assignment, (b) the selection process for such assignment / contract, or (c) supervision of such contract; may not be awarded a contract, unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of consultant's work because of resolution of conflict stemming from such relationship in a fair and reasonable manner throughout selection process and execution of the contract.
- d) The bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interests of the company, or that may reasonably be perceived as having this effect. The bidders will disclose in their tender details of any circumstances, including personal, financial and business activity that will, or might, give rise to a conflict of interest if they are awarded contract pursuant to RFP.
- e) If tenderer identify any potential conflict, at any stage of their engagement, they should forthwith inform the company and state how they intend/plan to avoid such conflicts.
- f) IFCI reserves the right to reject any tender which, in IFCI's opinion, gives rise, or could potentially give rise to, a conflict of interest.

**19. RFP document submission is required to be done as under:**

The Tender documents (Receipt, Technical Bid & Financial Bid) should be submitted online on GeM Portal [www.gem.gov.in](http://www.gem.gov.in).

**20. Bid Submission**

Bidders who wish to participate in this tender will have to register online on [www.gem.gov.in](http://www.gem.gov.in).

Bidder shall submit their offers online in an electronic format both for "Technical" and "Financial bid".

- a. Before electronically submitting the tenders, it should be ensured that all the documents and annexures being uploaded are self-certified/ signed by the bidders.
- b. On-line submission of bids: Online bids will have to be digitally signed and submitted within the time specified on website [www.gem.gov.in](http://www.gem.gov.in)



## 21. Earnest Money Deposit (EMD)

Bids received without Earnest Money Deposit (EMD) are liable to be rejected except in the case of MSE. The EMD shall be paid to the credit of IFCI Limited. Alternatively, the EMD may also be submitted in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favour of 'IFCI Ltd.' and payable at New Delhi. The Bank account details are as below:

HDFC BANK ACCOUNT No	00030350002631
Account / Beneficiary Name	IFCI Ltd.
Bank Name	HDFC Bank Ltd.
HDFC Bank Branch Address	209-214, Kailash Building, Kasturba Gandhi Marg, New Delhi – 110 001. T.No.011-41699422/41699472 Fax No. 011-23359580/41699402
9 Digit (MICR) Code Number of the Company & Branch	110240001
Account Type (with Code)	Current Account
BANK & BRANCH CODE / BSR Code	051005
Ledger N. / Ledger Folio No	HDFC Bank does not maintain Ledgers
IFSC Code (Indian Financial System Code)	HDFC0000003
SWIFT Code	HDFCINBBXXX

## 22. Technical Bid (Eligibility Criteria)

Technical bid response must comply with the annexures provided and all the compliances stated in the **Chapter -3 Eligibility Criteria**.

IFCI reserves the right to waive any of the Technical Specification during technical evaluation, if in IFCI's opinion it is found to be minor or acceptable deviation.

## 23. Financial Bid

The rates as given in the schedule to be quoted in figures and the rates must be inclusive of applicable taxes and out-of-pocket expenses (except for travel outside Delhi) in financial bid. The bidder is required to check the prices/amount carefully before uploading financial bid.

24. The Bidders are also advised to visit the aforementioned websites on regular basis for checking necessary updates. IFCI also reserves the right to amend the dates mentioned in the **Key Events & Dates** of this Bid document. All prospective bidders will be notified of the amendment which will be final and binding on all the bidders via notification of the GeM Portal and IFCI Website only.

25. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, IFCI, at its discretion, may extend the deadline for the submission of Bids. Further, IFCI reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

26. If the online submission does not include all the information required or is incomplete, the proposal is liable to be rejected.
27. Bids submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable to be rejected by IFCI.
28. The evaluation of the bid will only be based on the documents uploaded online on e-Tendering portal [www.gem.gov.in](http://www.gem.gov.in).
29. The bids shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable to be rejected.
30. In the first stage, only TECHNICAL BID will be opened and evaluated for the bidders qualifying the eligibility criteria. Those bidders who satisfy the technical requirements as determined by IFCI, shall qualify for the FINANCIAL BID evaluation.
31. The Tender evaluation committee constituted for the said purpose, shall conduct bid evaluation. The objective of evaluation methodology is to facilitate the selection of desired solution at optimal cost. The purpose of it is only to provide the Bidder an idea of the evaluation process that IFCI may adopt.
32. IFCI reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and financial responses by the prospective bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
33. IFCI's decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.
34. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.

### **35. Transfer of Bid Document/ Award**

Transfer of Bids submitted by one Bidder of Award by successful bidder to other party is not permissible. IFCI may request any bidder in writing to provide clarification on any tender clause based on the technical evaluation. Subsequent queries of IFCI, if any, on the technical details, clarifications or any other information should be replied positively within the time specified, failing which Tenders shall be finalized on the basis of the information, available. It shall, therefore, be in the Bidders' interest to give complete and comprehensive technical particulars/description and details.

### **36. Price Evaluation Criteria**

Bidders should quote their rates / prices in Indian Rupees only for entire scope of work as per Price bid format included of this tender document.

## Chapter-3

### Eligibility Criteria

#### I. Eligibility Criteria for Pre-Qualification of the Bidders:

(1) Proposals not complying with the 'Minimum Eligibility criteria' are liable to be rejected and will not be considered for further evaluation.

(2) The proposal should adhere to the following minimum eligibility criteria.

S. No.	Eligibility Criteria	Documents to be submitted
1.	An applicant can either be a sole applicant or a consortium applicant (a consortium is only allowed if it includes a technology company for the software services specified in the scope of work).	Memorandum of Understanding (MOU).
2.	Sole Applicant or lead partner in the consortium applicant should be a Chartered Accountants Partnership Firm (Including LLP)/Limited Company.	ICAI Registration certificate/certificate of Incorporation.
3.	Firm/Limited Company Should have an office in Delhi NCR	Proof of the office in Delhi NCR.
4.	Firm/Limited Company should have a minimum 10 years of experience ( <b>09 years in case of MSEs</b> )	Profile of firm/Limited Company indicating all such details.
5.	Proposed engagement Partner/Director of the firm/Limited Company should be a Chartered Accountant with a minimum of 10 years of experience.	<ul style="list-style-type: none"> <li>• Certificate of membership and firm membership record and Profile of the engagement partner.</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> <li>• ICAI Membership Certificate of the proposed Engagement Partner (in case of Limited Company)</li> </ul>
6.	The Bidder should have average gross receipt/turnover of Rs.125.00 Lakhs or more in the last 3 Financial Years prior to the date of making applications (i.e. FY 2022-23, 2023-24, 2024-25). <b>(Rs.100.00 Lakhs or more in case of MSEs)</b>	A certificate from a practising Chartered Accountant (from outside the firm) along with financial statements of the partnership firm.
7.	The Bidder should provide commitment to deploy 2 Chartered Accountant (having post qualification 5 years' experience) employee of the firm/Limited Company, and 1 other employee of the firm/Limited Company should be available in IFCI premises for execution of activities mentioned in the scope of work.	<ul style="list-style-type: none"> <li>• Commitment to be provided on the letterhead by the Bidder.</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> </ul>

	Note: Trainees shall not be treated as employee of the firm.	Note: In future if it is observed that the commitment is not complied with, the assignment shall be terminated.
8.	The Bidder must have Partner/Director/Employee who has a minimum experience of 5 years in representing clients before the Tribunal (Income Tax Appellate Tribunal).	<ul style="list-style-type: none"> <li>• Proof of completion of work / Judgement order.</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> </ul>
9.	The Bidder must have Partner/Director/Employee who has a minimum experience of 5 years in representing clients before the Tribunal (GSTAT / CESTAT).	<ul style="list-style-type: none"> <li>• Proof of completion of work / Judgement order.</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> </ul>
10.	The bidder should have positive Net Worth for preceding three FY (FY 2022-23, 2023-24, 2024-25)	A certificate from a practising Chartered Accountant (from outside the firm).
11.	The bidder should have a minimum 20 Partners/Director/Employees with at least 8 Partners/Director/Employees having minimum experience of 10 years of dealing with tax matters (at least 4 Partners/Director/Employees dealing with Indirect Taxes and at least 4 Partners/Director/Employees dealing with Direct Taxes).	<ul style="list-style-type: none"> <li>• List of Partners/Director/Employees along with details viz. Name, designation, qualification, post qualification experience and period of association with the firm/Limited Company.</li> <li>• Declaration of expertise in providing consultancy and representation services in Corporate Taxation (Direct and Indirect both). (The same should be attested by authorised signatory of the bidder on their letterhead)</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> </ul>
12.	The Technology partner should have provided the software to at least 5 companies with an annual turnover of more than 100 crore.	<ul style="list-style-type: none"> <li>• Client experience / completion certificates</li> <li>• Copies of work orders / agreements / purchase orders</li> <li>• Client-wise details on company letterhead</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> </ul>
13.	Bidder should have provided consultancy in Corporate Taxation (direct and indirect	Copy of Work Order along with any one of following documents:

	both) in at least Five NBFC(s)/Banks/Listed Company in the last three years (FY 2022-23, 2023-24, 2024-25).	<ul style="list-style-type: none"> <li>• Proof for providing consultancy in Corporate Taxation (direct and indirect both); or</li> <li>• Certificate for successful completion of work/ Performance report by the client.</li> <li>• A certificate from a practising Chartered Accountant (from outside the firm).</li> </ul>
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*Note:*

1. Bidders must mention all the page numbers in **Annexure-3** regarding the supporting documents of eligibility criteria.
2. The employee referred to in the eligibility criteria is required to be a Chartered Accountant.

Bids submitted by all the bidders would be evaluated for eligibility as mentioned in the 'Eligibility Criteria' section. Bids not complying with the eligibility criteria are liable to be disqualified/ rejected and will not be considered for further evaluation. IFCI reserves the right to cancel the bid / call for clarifications in this regard. Bidder must submit the proof of all the credentials as required for evaluation of eligibility criteria. Claims of the bidder without verifiable facts won't be considered as credentials towards satisfying eligibility criteria.

## **II. Evaluation of Technical and Financial Bids:**

- i) Selection of the successful bidder shall be based on techno-commercial combined score. Weightage of 70% and 30% shall be given to technical criteria and financial bid respectively. Minimum technical score required is 70, with qualification in each criteria. Any bidder scoring technical score of less than 70 will not be considered for financial evaluation;
- ii) Technical Bids shall be opened first and evaluated for the bidder's eligibility criteria, bid completeness, bid conformity, bid responsiveness, before opening Financial Bid;
- iii) Where an applicant has been formed or created by way of:
  - a) Conversion of a sole proprietorship firm into a partnership firm or a Limited Liability Partnership (LLP);
  - b) Conversion of a partnership firm or LLP into a Private Limited Company;
  - c) Transfer of business from one entity to another;
  - d) Merger of two or more firms;

the applicant shall be eligible to use the credentials of the business/profession of the previous entity, subject to submission of relevant legal documents and a certificate issued by a Chartered Accountant, establishing the applicant's right to use such credentials.

iv) The Technical score shall be determined in the following manner:

Sl. No.	Criteria	Description	Max. Score	Scores based on achievement		
1.	<b>Experience</b>	Bidder should be a Chartered Accountant Firm (Including LLP)/Limited Company with a minimum experience of 10 Years and based in Delhi NCR Area. <b>(09 years in case of MSEs)</b>	20	<b>General (Non-MSE)</b>	<b>MSE</b>	<b>Score</b>
				=10	=09	5
				>10 - < 15	>09 - < 14	10
				≥ 15 - < 20	≥ 14 - < 19	15
				≥ 20	≥ 19	20
2.	<b>Turnover</b>	The Bidder should have average gross receipt/ turnover of Rs.125.00 Lakhs or more in the last 3 Financial Years prior to the date of making applications (i.e. FY 2022-23, 2023-24, 2024-25). <b>(Rs.100.00 Lakhs or more in case of MSEs)</b>	20	<b>General (Non-MSE)</b>	<b>MSE</b>	<b>Score</b>
				≥ 125 Lakh - < 250 Lakh	≥ 100 Lakh – < 225 Lakh	5
				≥ 250 Lakh - < 375 Lakh	≥ 225 Lakh - < 350 Lakh	10
				≥ 375 Lakh - < 500 Lakh	≥ 350 Lakh – < 475 Lakh	15
				≥ 500 Lakh	≥ 475 Lakh	20
3.	<b>Net Worth</b>	The bidder should have positive Net Worth for preceding three FY (FY 2022-23, 2023-24, 2024-25)	20	<b>Net Worth (Average of 3 Preceding FY)</b>		<b>Score</b>
				≤ 200 Lakh		5
				> 200 Lakh - ≤ 400 Lakh		10
				> 400 Lakh - ≤ 600 Lakh		15
				> 600 Lakh		20
4.	<b>No. of Clients</b>	Bidder should have provided consultancy in Corporate Taxation (direct and indirect both) in at least Five NBFC(s)/Banks/Listed Company in the last three years (FY 2022-23, 2023-24, 2024-25).	20	Number of Clients		Score
				= 5		5
				> 5 - ≤ 10		10
				> 10 - ≤ 15		15
				> 15		20
5.	<b>No. of Partners/Director/Employees</b>	The bidder should have a minimum of 20 Partners/Director/Employees with at least 8 Partners/Director/Employees having minimum experience	20	N0 of Partners/Directors/Employees		Score
				= 20		5
				> 20 - ≤ 25		10
				> 25 - ≤ 30		15

Sl. No.	Criteria	Description	Max. Score	Scores based on achievement	
		of 10 years of dealing with tax matters (at least 4 Partners/Director/Employees dealing with Indirect Taxes and at least 4 Partners/Director/Employees dealing with Direct Taxes) (The employee referred to herein must be a Chartered Accountant).		> 30	20
		<b>Total Marks</b>	<b>100</b>		

- v) **Techno-Commercial Score:** The final score shall be calculated for all technically qualified bidders using the formula:  $[(\text{Technical score} / \text{Highest Technical Score}) \times 70\%] + [(\text{Minimum Financial quote} / \text{quoted price of the Bidder}) \times 30\%]$ ;

**Example:** Bidders who have got highest technical score will be given 100 as Technical Points and accordingly technical points of other bidder will be calculated with formula as  $\rightarrow (\text{Individual Score} / \text{Highest Score} \times 100)$ . If the Highest Score is 90 scored by Bidder A and points scored by Bidders B and C are 81 and 72 respectively, the Technical Points of Bidder A will be 100, Technical Points of Bidder B will be  $\rightarrow [81 / 90 \times 100 = 90]$  and Technical Points of Bidder C will be  $\rightarrow [72 / 90 \times 100 = 80]$

Similarly, in case of Financial Score, the bidder with the lowest fee will be assigned 100 as the Financial Points and the Financial Points of the other two bidders will be calculated with the formula  $\rightarrow [\text{Lowest Price} / \text{Individual Price} \times 100]$ . If the fee quoted by Bidder B is Rs. 90, the lowest one, and the fee quoted by Bidders A and C are Rs. 120 and Rs. 96 respectively, then the Financial Points of Bidder B will be 100 and Financial Points of Bidder A will be  $\rightarrow [90 / 120 \times 100 = 75]$  and Financial Points of Bidder C will be  $\rightarrow [90 / 96 \times 100 = 93.75]$ . Accordingly, the Final Overall Score will be:

$$\begin{aligned} \rightarrow \text{Bidder A} &= [(100 \times 0.70) + (75 \times 0.30)] = 92.50 \text{ (H2)} \\ \rightarrow \text{Bidder B} &= [(90 \times 0.70) + (100 \times 0.30)] = 93.00 \text{ (H1)} \\ \rightarrow \text{Bidder C} &= [(80 \times 0.70) + (93.75 \times 0.30)] = 84.13 \text{ (H3)} \end{aligned}$$

- vi) The bidder with the highest Overall or Combined Score as computed above will be considered for engagement.
- vii) The decision of IFCI shall be final and binding on all the Bidders to this document. IFCI reserves the right to accept or reject an offer without assigning any reason whatsoever.
- viii) The financial bids shall be opened for the firms getting minimum 70 marks in technical evaluation;
- ix) The decision of IFCI shall be final and binding on all the Bidders to this document. IFCI reserves the right to accept or reject an offer without assigning any reason whatsoever.

- x) In case of a tie, preference will be given to the bidder having higher technical scoring;
- xi) In order to understand profile of the firm/limited company and to have a clear understanding of the areas in which firm/limited company is having requisite expertise, IFCI may at its absolute discretion invite one or more or all the bidders for further presentation;
- xii) IFCI reserves all rights to accept or reject any or all proposals without assigning any reasons; and
- xiii) Bidders should submit their Technical & Financial Bids strictly in the format given in **Annexure 3** and **Annexure 4**, respectively.



## **Chapter-4**

### **Scope of Work – Direct Taxation & Indirect Taxation**

#### **A. Direct Taxation**

##### **1. Advisory services**

- i) To provide opinion/ advice on various queries/ issues concerning Income Tax (IT) matters pertaining to IFCI, supported with legal provisions and case laws precedence. It shall, inter-alia, include various aspects;
  - a) Income Computation and Disclosure Standards
  - b) Provision for Tax
  - c) Minimum Alternate Tax
  - d) Deferred Tax Asset and Liability
  - e) TDS and TCS (including foreign payments)
  - f) Accounting aspects (including Ind AS)
- ii) To provide timely analysis and advice on the amendments in income tax laws relevant to IFCI and providing assistance in consequent modification required in the IT systems, accounting processes, record maintenance etc. for ensuring adherence to the amended provisions;
- iii) To assist IFCI in tax planning and advising on various tax efficient options considering business model of IFCI;
- iv) Advice/opinion on income tax matters related to personnel and corporate taxation of IFCI and its subsidiaries;
- v) Assisting in preparation of details required for completion of tax audit;
- vi) Rendering expert opinion as and when required by IFCI for all the taxation issues of IFCI and its Subsidiaries; and
- vii) Any other matter relating to Direct Taxes including ICDS, TDS and TDS proceedings etc;
- viii) Certifications for the purposes of direct taxation, In case the bidder is a Limited Company, the required certifications shall be issued through its group / associate Chartered Accountant firm registered with ICAI.
- ix) Preparation of Year wise status of Tax Matters with respect to reconciliation of TDS, Advance Tax & Provision along with pending refunds;
- x) Monthly review meeting with IFCI management on refunds/ income tax matters;
- xi) Tax Impact of merger/amalgamation and opine on the treatment of various components as per Income Tax Law;
- xii) Provide an opinion as to whether writ petition pertaining to VSV applications should be withdrawn and matters covered under VSV application are restored before the appellate authorities. A presentation of detailed analysis shall be made.
- xiii) The Consultant shall organize a workshop at the IFCI premises in relation to the Direct Tax Code, 2025 as per the IFCI requirement.

## **2. Compliance Services**

- i) To prepare and file income tax return including revised returns along with detailed computation of income, basis of computation and all other matters that may be relevant with respect to the filing of the return;
- ii) To prepare status notes in respect of Income Tax matters, whenever sought;
- iii) Compliance of TDS provisions and filing of quarterly TDS returns using necessary software utilities for submission to TRACES/NSDL and assistance in any issues raised in TRACES;
- iv) Correction of TDS Defaults and filing of revised returns;
- v) Preparation of-
  - a. Computation of advance Income Tax, Self-Assessment Tax, Dividend Distribution Tax & other payments of direct taxes to be made by the Corporation; and
  - b. Computation of provision of Income Tax including MAT;
- vi) Computation of monthly TDS Payments based on checking of Books of accounts/records;
- vii) Preparation of reconciliation of TDS as per Books of Accounts with the Form 26AS available on Income Tax web site and reconciliation of Income as per Form 26AS and Books of Accounts on quarterly basis and communication with clients/parties for such differences. The consultant is expected to write e-mails/ make calls to clients and departments to ensure proper TDS credit in favor of IFCI;
- viii) Preparation and Annual filing of application u/s 197 for obtaining certificate for deduction of TDS at lower/NIL rate;
- ix) To prepare and file the annual Statement of Financial Transaction (SFT return - form 61A);
- x) Filing/complying with any other return/forms applicable on companies under Direct Tax Laws and other direct tax matters;
- xi) Compliances/filing of forms applicable on companies due to merger/amalgamation;
- xii) Preparation of reconciliations of Minimum Alternate Tax (MAT) credit, carry forward losses, tax liabilities, and refunds from AY 2002-03 to date in the format given in **Annexure-19**;
- xiii) Preparation/ Updation of TDS directory compatible with IFCI accounting system (software).

## **3. Representation Services**

- i) To represent before the appellate authorities upto ITAT level or any other equivalent appellate authorities for appeal matters. The Consultant shall be required to handle the existing appeals as well as new appeals originating during the contracted period

- ii) To appear before various IT authorities including IT Intelligence wing, for IT matters including assessment/re-assessment proceedings and respond to the notices/queries issued by them;
- iii) To provide opinion/ advice on the issues raised during inquiry/ assessments conducted by IT authorities and drafting replies including vetting of the details/ documents to be furnished to the authorities;
- iv) To prepare opinion paper, query sheet, submissions, paper-book, briefings and affidavit, applications, as and when required, for appeals/notices/ other matters before various appellate authorities , authority for advance rulings (AAR) or any other IT authority;
- v) Pursuing, assisting and coordinating with Tax Authorities for timely refunds;
- vi) To follow-up with the various IT authorities for pending appeal effects, refund orders, rectification orders and other pending actions on the part of IT authorities. Since IFCI has many pending orders/effects, follow-up shall form a major component of the scope of work. The consultant is expected to review all the files/records connected with pending appeal and rectification effects, for each assessment year and provide a status note starting from filing of ITR. The consultant is expected to draft applications and submit it on our behalf before the income tax authorities for obtaining effects in respect of the pending matters.
- vii) The consultant should identify appropriate income tax authority (including CBDT) for ensuring effective consideration of our application of refunds.
- viii) The consultant is expected to visit the income tax department at least once in a week and submit a weekly report on the status of the pending refund.
- ix) Details of pending refunds and ongoing tax litigations have been disclosed in **Annexure 17** and **Annexure 18** respectively.
- x) Submission of monthly status report on pending appeals/ income tax matters to IFCI duly signed by authorized signatory.
- xi) To represent IFCI before the appellate authorities upto ITAT AAR/ and other equivalent Appellate authority for this purpose;
- xii) To provide handholding and end to end support in dealing with advocates/consultants associated with IFCI for income tax matters pending before High Court and Supreme courts, if any. The support shall include providing advice, preparation of required documentation and participation in all the discussions with advocates; and
- xiii) To prepare status notes in respect of pending Income Tax matters and opine on the contingent liabilities and provide certificate in this regard.

**Note:** Further, although the Wealth Tax has been abolished still if any query/ notice/ proceedings etc. initiated against IFCI by the tax authorities then the same is also to be taken care by the consultant on the same lines as of Income tax as detailed in the above paragraphs.

## **B. Indirect Taxation**

### **1. Advisory services**

- i) To provide opinion/advice on various queries/ issues concerning indirect tax matters pertaining to IFCI supported with legal provisions and case law precedents. It shall, inter-alia, include various aspects:
  - a. Valuation and taxability of various income streams
  - b. Input Tax Credit
  - c. Reverse charge mechanism
  - d. Accounting aspects (Including Ind AS)
  - e. Point of Taxation
  - f. Commercial contracts such as AMC contracts, service contracts, etc.
- ii) To provide timely analysis and advice on the amendments in Indirect tax laws relevant to IFCI and providing assistance in consequent modification required in the IT systems, accounting processes, record maintenance etc. for ensuring adherence to the amended provisions;
- iii) To advise on minimizing the tax burden, effective utilization of available Input Tax Credit (ITC). Provide guidance to ensure availing of maximum eligible tax benefits under the GST regime;
- iv) To assist IFCI in tax planning and advising on various tax efficient options considering business model of IFCI;
- v) Prior advice on monthly and annual GST compliances to be undertaken by IFCI and preparation of compliance schedule;
- vi) Advice on the classification of goods and services, rate of taxes, HSN code, SAC code etc.;
- vii) Advice on the changes that may be required in forms and procedures to comply with GST Laws such as but not limited to:
  - a. Invoice, delivery challan and voucher format (customized based upon SGST, CGST & IGST);
  - b. Format of reports required for returns;
  - c. Computation of taxes; and
  - d. Statutory records, etc.
- viii) Draft communication with vendors, suppliers and customers on GST;
- ix) Updating management regarding changes in GST laws, rules, and circular/notifications issued during the financial year having any bearing/impact on the company; and
- x) Providing Opinion on queries raised/clarification sought by IFCI and its subsidiaries.
- xi) Assisting in review and vetting of various contracts from the point of view of Indirect Tax.

- xii) Certifications for the purposes of indirect taxation. In case the bidder is a Limited Company, the required certifications shall be issued through its group / associate Chartered Accountant firm registered with ICAI.
- xiii) Tax Impact of merger/amalgamation and opine with respect to its treatment of component as per Indirect Tax Laws.

## **2. Compliance services**

- i) All the compliances pertaining to the period starting from the date of appointment or any other previous period, including filing of tax returns to prepare and submit periodical GST returns. The preparation process shall, inter-alia, include:
  - a. Computation of output tax liability, reconciled with books of accounts and records on monthly basis.
  - b. Computation of GST tax liability under reverse charge mechanism, reconciled with books of accounts and records on monthly basis.
  - c. Computation of Input Tax credit, reconciled with books of accounts and records on monthly basis.
  - d. Computation of GST TDS, reconciled with books of accounts and records on monthly basis.
  - e. Visiting IFCI Ltd for vouching/scrutiny of Invoices/records, preparation and Filing of all GST monthly returns viz. GSTR1, GSTR7, GSTR 3B as well as annual GST returns GSTR 9 & 9C in the requisite format prescribed under the GST regime from time to time.
  - f. The consultant must ensure that GST Returns preparations and filing should be done in the premises of IFCI by the consultant.
  - g. Filing of Letter of undertaking and any other forms/returns applicable on company.
- ii) End to end handholding in all the compliances such as registration process, amending registration certificates, etc. The handholding shall, inter-alia, include all the liasoning work with the concerned authorities and preparation/filing of all the required documentation;
- iii) To review and advise on overall improvement in regulatory compliance framework and other indirect tax matters;
- iv) To prepare status notes in respect of aforesaid matters, whenever sought.
- v) Compliances/filing of forms applicable on companies due to merger/amalgamation.
- vi) Timely Preparation and updation of HSN code directory compatible with IFCI accounting system (software).

## **3. Representation Services**

- i) To represent before the appellate authorities upto Tribunal Level or any other equivalent appellate authorities for appeal matters. The Consultant shall be

- required to handle the existing appeals as well as new appeals originating during the contracted period only up to the Tribunal Level or equivalent level;
- ii) To appear before various tax authorities and respond to the notices/queries issued by them;
  - iii) To follow-up with the various tax authorities for any pending orders;
  - iv) To arrange for the refunds due (if any) to IFCI from concerned Departments and necessary follow up for orders, refunds etc. And to provide fortnightly status of refunds;
  - v) To provide opinion/ advice on the issues raised during audit/ inquiry/ assessment conducted by GST tax authorities and drafting replies including vetting of the details/ documents to be furnished to the authorities;
  - vi) To prepare opinion paper, query sheet, submissions, briefings and affidavit, as and when required, for for appeals/notices/ other matters before various appellate authorities;
  - vii) To provide handholding and end to end support in dealing with advocates/consultants associated with IFCI for GST matters pending before High Court and Supreme courts, if any. The support shall include providing advice, preparation of required documentation and participation in all the discussions with advocates;
  - viii) The consultant will be required to visit and attend meetings for discussion with officers as and when required by GST Authorities/ IFCI; and
  - ix) To prepare status notes in respect of aforesaid matters and opine on the contingent liabilities, whenever sought.

#### **4. Vendor Management**

- i) Preparation of Reconciliation with GSTR 2A/2B handout a reconciliation procedure for monitoring input/output/final monthly returns and guidance to track Un-reconciled transactions etc.
- ii) Communication with vendors/Parties for differences in Books Vs. GSTR-2A/2B and timely follow up.
- iii) Preparation of list of blacklisted vendors who have not reported invoices of IFCI Ltd. The consultant is expected to write e-mail/make calls for following up with defaulting vendors for ensuring Input Tax Credit to the account of IFCI.
- iv) The consultant is expected to write e-mail/make calls for following up with defaulting vendors for ensuring Input Tax Credit to the account of IFCI.

#### **C. Compliance Software for Direct & Indirect Taxation Services**

- i) The knowledge partner should act as both GSP & ASP.
- ii) The consultant shall provide one or more Tax software which shall have the following facilities/features:
  - Technology-enabled data reconciliation, including system-based matching and review of GST-related data with books of accounts, GST returns (GSTR-1, GSTR-3B, GSTR-2B) etc., vendor invoices and other statutory records on a periodic basis, for identification of variances and support in reconciliation and corrective actions, wherever required.

- 26AS reconciliation.
  - TDS return preparation.
  - GST returns preparation (including GSTR1, GSTR3B, GSTR9 & GSTR9C and any other applicable to IFCI Limited).
  - Income tax return preparation.
  - Tax litigation management.
  - Monitoring vendor compliances (including KYC and vendor onboarding).
  - Fetching information pertaining to tax audit report.
  - AI driven search engine.
- iii) The consultant shall be responsible for the maintenance of the software and provide the timely resolution in case of any query raised by IFCI Ltd.
  - iv) The consultant shall provide access to 7 users.
  - v) Data maintained through software shall be treated as confidential at all times. The consultant shall provide a Confidentiality/Non-Disclosure Agreement (Annexure 16)
  - vi) Post conclusion of the assessment, the data shall be handed over to the IFCI.
  - vii) The licence of the software's shall be in the name of IFCI.

**Note:** Further, although the Service Tax has been abolished still if any query/ notice/ proceedings etc. initiated against IFCI by the tax authorities then the same is also to be taken care by the consultant on the same lines as detailed in the above paragraphs.

*#The Technology partner should have provided the software to at least 5 companies with an annual turnover of more than 100 crore.*

## D.Terms & Fee Structure

1. The Fees shall be payable in following manner:

- a) 30% of the total is Fixed in nature and shall be payable on quarterly basis equally.
- b) 70% of the total fees shall be equally allocated to each of the assessment years, in respect of which refund is pending with the Income Tax Authorities and GST Authorities, as per **Annexure 17**. Such fee shall be payable on receipt of refund amount. In case of part amount of refund is received then fees shall be payable on pro rata basis. In case of addition of any assessment year in the list of pending refunds, the fees per AY shall become applicable to the new added AY.

### **Illustration:**

Bidders total fee quote for assignment is X amount, then the fee shall be payable as under:

Particulars	Fee
<b>Part I</b> – 30% of the Fixed Fee shall be payable on quarterly basis	$X \times 30\% \times 1/4$
<b>Part II</b> – Fees upon receipt of refund	$(70\% \text{ of } X) / 16 \text{ per AY}$

c) The place of work shall normally be in Delhi. However, in case a partner or any team member of the Firm/Limited Company has to travel outside Delhi in connection with the scope of work, travelling and boarding & lodging expenses shall be paid on an actual basis, subject to rules applicable to IFCI employees.

d) For ensuring efficient execution of the scope of work the Firm/Limited Company is at least expected to allocate at IFCI premises -

- An Employee who is a Chartered Accountant with a minimum of 5 years of post-qualification experience in Direct Taxation.
- An Employee who is a Chartered Accountant with a minimum of 5 years of post-qualification experience in Indirect Taxation.
- One other employee of the firm/limited company.

#### **E. Period of Contract**

The tenure of the contract shall start from the award date for one year, with an option to extend it for another two year(s) in one or more tranches at the discretion of IFCI at mutually agreed fee terms.

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**Chapter-5**  
**Bid Submission and Evaluation Guidelines**  
  
**For**  
**Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited**

**RFP No: IFCI/CA&T/E-Tender/2025-26/001**

**IFCI Limited, IFCI Tower**  
**61 Nehru Place, New Delhi - 110 019**  
**Phone: 011-4173 2000**

## Chapter-5

### Bid Submission and Evaluation Guidelines

#### RFP document submission is required to be done as under:

The Tender documents (Receipt, Technical Bid & Financial Bid) should be submitted online on GeM Portal [www.gem.gov.in](http://www.gem.gov.in)

#### Bid Submission

Bidders who wish to participate in this tender must be registered as seller on [www.gem.gov.in](http://www.gem.gov.in).

Bidder shall submit their offers online in an electronic format both for "Technical" and "Financial bid".

- a) Before electronically submitting the tenders, it should be ensured that all the documents and annexures being uploaded are self-certified/ signed by the bidders.
- b) On-line submission of bids: Online bids will have to be digitally signed and submitted within the time specified on website [www.gem.gov.in](http://www.gem.gov.in)

#### Bid Security / Earnest Money Deposit (EMD)

Bids received without EMD is liable to be rejected except for the MSE. Bidder(s) should pay specified amount towards Earnest Money deposit as follows:

- Rs.5000/- in the form of Demand Draft drawn on any Nationalized /Schedule bank **in favour of "IFCI Ltd." payable at New Delhi;**  
**OR**
- EMD may be deposited in IFCI's bank account as per details given in **Annexure-11;** and

EMD will not carry any interest.

EMD will be refunded to the unsuccessful bidder(s) after finalization of the bid and EMD of successful bidder(s) shall be returned after acceptance of entire terms and conditions mentioned in the tender document and submission of security deposit/Bank Guarantee.

#### The Earnest Money Deposit submitted by the bidder(s) may be forfeited if,

- Successful bidder fails to accept the terms and conditions mentioned in the Agreement within specified time as per intimation/request of IFCI;
- Successful Bidder withdraws their tender or backs out after acceptance;
- Bidder(s) withdraws their tender before the expiry of validity period stipulated in the bidding document;
- Bidder(s) violates any of the terms and conditions of the tender;

- Bidder(s) revises any of the items quoted during the validity period;
- Bidder(s) is found to have indulged in fraudulent practices in the bid submission process.

### **Performance Security Deposit/ Performance Bank Guarantee**

The successful bidder needs to deposit a Performance Bank Guarantee/ Performance Security Deposit within 30 days from the date of acceptance of work order, for an amount of **5% (Five percent)** of the Contract Value. The validity of performance security deposit is 12 months from the date of its issue plus a claim period of 3 months and the validity of performance security deposit is 15 months(Including 3 months of claim period) from the date of its issue (in attached format at **Annexure 10**).

The Performance Bank Guarantee/ Performance Security Deposit may be drawn from a scheduled commercial bank in the name of "IFCI Ltd", New Delhi. The Performance Bank Guarantee/ Security Deposit may be discharged/ returned by IFCI after the completion of the contract upon being satisfied for the performance of the obligations of selected bidder under the contract.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by competent authority, IFCI shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the selected bidder is unable to provide the goods/services as mentioned in the scope of Work, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee/ Performance Security Deposit would be invoked by IFCI.

No Bank Charges/interest shall be payable by IFCI for issuance of Performance Security / Bank Guarantee.

### **Technical Bid (Eligibility Criteria)**

Technical bid response must comply with the annexures provided and all the compliances stated in the **Chapter-3 Eligibility Criteria**.

IFCI reserves the right to waive any of the Technical Specification during technical evaluation, if in IFCI's opinion it is found to be minor or acceptable deviation.

### **Financial Bid**

The rates as given in the schedule to be quoted in figures and the rates must be inclusive of all taxes and out-of-pocket expenses (except for travel outside Delhi) in financial bid. The bidder is required to check the prices/amount carefully before uploading financial bid.

- a. Only one bid would be considered from one Firm/Limited Company for online e-Tendering.
- b. The Bidders are also advised to visit the aforementioned websites on regular basis for checking necessary updates. IFCI also reserves the right to amend the dates mentioned in **Key Events & Dates** of this Bid document.

All prospective bidders will be notified of the amendment which will be final and binding on all the bidders via notification of the GeM Portal and IFCI Website only.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, IFCI, at its discretion, may extend the deadline for the submission of Bids. Further, IFCI reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

**Note:**

- If the online submission does not include all the information required or is incomplete, the proposal is liable to be rejected.
- Bids submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable to be rejected by IFCI.
- The evaluation of the bid will only be based on the documents uploaded online on e-Tendering portal [www.gem.gov.in](http://www.gem.gov.in).
- The bids shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable to be rejected.
- IFCI reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and financial responses by the prospective bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
- IFCI's decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.
- The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.

**Transfer of Bid Document/ Award**

Transfer of Bids submitted by one Bidder of Award by successful bidder to other party is not permissible. IFCI may request any bidder in writing to provide clarification on any tender clause based on the technical evaluation. Subsequent queries of IFCI, if any, on the technical details, clarifications or any other information should be replied positively within the time specified, failing which Tenders shall be finalized on the basis of the information, available. It shall, therefore, be in the Bidders' interest to give complete and comprehensive technical particulars/description and details.

**Price Evaluation Criteria**

Bidder(s) should quote their rates/prices in Indian Rupees only which shall be inclusive of all applicable taxes for entire scope of work as per Price bid format included of this tender document.

Bidders should quote their rates/prices in Indian Rupees as per schedule of the financial bid. If there is a discrepancy between words and figures, the amount in words shall prevail and be valid. If the agency does not accept the correction of the errors, its bid will be rejected and EMD forfeited.

**Techno- Commercial Score**

Techno commercial score will be awarded by taking the combined score of technical & financial evaluation based on which final award will be decided.

## **Chapter-6**

### **Standard Terms & Conditions**

#### **Clarification of Tender Document**

The prospective Bidders requiring any clarification may notify IFCI in writing or by e-mail as specified in Key Events and Dates section.

#### **Amendment of Tender Document**

At any time prior to the last date and time of receipt of bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders may modify the Tender Document by an amendment. The amendment will be notified in writing/ published on the IFCI's website. In order to accord prospective Bidders reasonable time to prepare their bids, IFCI may, at its discretion, extend the last date and time for submission of Bids.

#### **Completeness of Response**

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required or submission of a proposal not substantially responsive in every respect will be at the Bidder's own risk and may result in rejection of their bid.

#### **Proposal Cost**

IFCI shall not be liable for any cost incurred by bidders in preparing responses to this RFP or for any work performed prior to official appointment by IFCI.

#### **Any other Information**

In addition to the information desired in the terms and conditions as well as in the technical bid, the Bidder may provide any other information/description like performance figures specified/indicated along with supporting documents/calculations.

#### **Validity of the Bid**

The Bid shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of Bid (Technical and Financial), including extensions, if any.

In exceptional circumstances, IFCI may solicit the Bidder(s) consent for extension of the period of validity. The request and response thereto shall be made in writing.

#### **Exclusivity**

IFCI will choose one (1) successful bidder to provide the required services.

Further, no Consortium bids as well as sub-contracting in any form, shall be accepted(except the consortium as mentioned in point no.1 of eligibility criteria on page no-11 of RFP document)

### **Micro & Small Enterprises (MSEs)**

Bidders claiming exemption for Micro and Small Enterprises (MSEs) shall provide copy of valid Registration Certificate. MSE Bidders shall provide certificate of registration from either of following agencies:

- District Industry Centres;
- Khadi and Village Industries Commission;
- Khadi and Village Industries Board;
- Coir Board;
- National Small Industries Corporation;
- Directorate of Handicrafts and Handloom;
- Any other body specified by Ministry of MSE.

The Registration Certificate should clearly indicate the monetary limit, if any, and the items for which bidder are registered with any of the aforesaid agencies.

### **MSE - Allocation**

As the nature of this procurement is such that it cannot be split.

### **MSEs – Relaxation**

Eligibility criteria has been framed considering MSEs.

### **Preference to Make in India (MII)**

Purchase preference to Class-I Local supplier i.e. a supplier or service provider whose goods or services or works offered for procurement meets the minimum local content (at present 20%) would be given as per order issued by Ministry of Commerce & Industry (Public Procurement Section), GOI vide their Letter No. P-45021/2/2017-PP(BE-II) dated 16/09/2020.

### **Language**

The Bidder shall quote the rates in English language and international numerals. The rate shall be in whole numbers. These rates shall be entered in figures as well as in words. In the event of variation in number written in figure and words, the number written in words will be taken as final.

### **Rectification of Errors**

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail.
- If Bidder does not accept the correction of errors, their bid will be rejected.

## **Rejection of Bid**

Bids may be rejected on occurrence of any one of the following events/ conditions:

### **(i) General Rejection Criteria**

- Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidders bid.
- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any evidences of cartelisation.
- Bids received by IFCI after the last date prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.

### **(ii) Technical Rejection Criteria**

- Technical Bid containing financial details.
- Revelation of Prices in any form or by any reason before opening the Financial Bid.
- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidder's not complying with the Technical and General Terms and conditions as stated in the RFP Documents.
- Bidder's not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

### **(iii) Financial Rejection Criteria**

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

## **Confidentiality of the Document**

The Bidder will treat all data & information about IFCI, obtained in the execution of its responsibilities as confidential & will not reveal such information to any other party without prior written approval of IFCI. If the Bidder leaks any such information to any third party by any means, IFCI holds the right to take such action as may be necessary.

## **Conflict Of Interest**

Bidders must disclose to IFCI in their proposal any potential conflict of interest, including any conflict which may involve IFCI employees who may have a financial interest in a Bidder.

If such conflict of interest exist, IFCI may, at its discretion, refuse to consider the Proposal.

## **Non-Collusion**

Bidder shall not discuss or communicate, directly or indirectly, with any other Bidder or their agent or representative about the preparation of their Proposals. Bidder shall attest that its participation in the RFP process is conducted without collusion or fraud.

If IFCI discovers there has been a breach of this Requirement at any time, IFCI reserves the right to disqualify the bid or to terminate any ensuing Agreement.

## **Right to Accept or Reject the Tenders**

The right to accept the bid in full or in part/parts will rest with IFCI. IFCI reserve the right to reject (during any stage of the Tendering Process) any or all the bids received without assigning any reason whatsoever.

Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected at the discretion of IFCI.

IFCI may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## **Clarification of bids**

During evaluation of Bids, IFCI, at its discretion, may ask the Bidder for clarification of their Bid submitted. The request for clarification and the response shall be in writing (e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

## **Debarment**

In case of any misconduct or fraudulent practice, bidder may be debarred in accordance with Guidelines on "Debarment of firms from bidding" issued by Department of Expenditure, Ministry of Finance (O.M. No. F.1\20\2018-PPD) dt: 2/11/2021.

## **Assignment**

The Bidder shall not assign, in whole or in part, its obligation to perform under this contract, except with IFCI's prior written consent. The Bidder shall notify IFCI in writing of all sub-contracts awarded under the contract, if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the Bidder from any liability or obligation under the contract.

## **Annulment of Award**

Failure of the successful bidder to comply with the requirement as mentioned in scope of work shall constitute sufficient ground for the annulment of the award in which event IFCI may award to any other bidder or call for new bids.

## **Good Faith Statement**

All information provided by IFCI in this RFP is offered in good faith. Individual items are subject to change at any time. IFCI makes no certification that any item is without error. IFCI is not responsible or liable for any resulting claims arising out of use of this information.



## **Award of Contract**

Before the expiry of the period of validity of the proposal, IFCI shall notify the H1 Bidder in writing by letter or e-mail, that its bid has been accepted.

The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within three (3) days of receiving the notification.

If H1 Bidder fails to accept the LOI/PO/Work Order, IFCI will be free to award the contract to other bidders in accordance with overall ranking subject to their matching price approved by IFCI.

If a partner/director of a firm/limited company expires after the submission of tender or after the acceptance of the tender, IFCI may then cancel such tender at IFCI's discretion.

## **Commencement of Work**

The successful bidder shall commence work within 5 working days from date of award of contract or as per the schedule provided by IFCI and shall proceed with the same with due expedition without delay.

If the bidder fails to start the work within stipulated time as per LOI/PO/Work Order or as intimated, IFCI at its sole discretion will have the right to cancel the contract.

All the work shall be carried out under the direction and to the satisfaction of IFCI.

## **Supplementary Information to the RFP**

If IFCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

## **Termination Clause**

IFCI at its absolute discretion, reserves its right to terminate the contract/agreement for any reason including but not limited to the following:

- IFCI without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by giving seven days' notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the selected bidder, or if the engagement is not in the interest of IFCI or IFCI no more requires any such service.
- Other Grounds for Termination: IFCI is entitled to terminate this contract/agreement for any reason at its absolute discretion forthwith without notice, without assigning any reason and without payment of any compensation, in the following cases: -
  - the Bidder is adjudicated insolvent by a Competent Court or files for insolvency.
  - it is clearly understood by the Bidder that if a charge sheet is filed by any competent authority of the Government against the Bidder, the Bidder is obliged to notify IFCI within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.

- for any reason whatsoever, the selected bidder becomes disentitled in law to perform his obligations under this contract/agreement.
- the bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred in accordance with guidelines on "Debarment of firms from bidding" issued by Department of Expenditure, Ministry of Finance (O.M. No. F.1\20\2018-PPD) dt: 2/11/2021.

## **Indemnity**

In accordance with standard industry practice, Bidders aggregate liability under this RFP and in connection with the services shall be for direct damages and shall, in all circumstances and events, limited to the fees paid/payable to the Bidder. Bidder shall not be liable for any indirect or consequential losses.

## **Jurisdiction**

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching this contract or the terms and conditions thereof or the construction and/or interpretation thereof shall be that of the appropriate court in New Delhi. The jurisdiction of any other court in any place other than New Delhi is specifically excluded.

## **Violation of Terms**

IFCI clarifies that IFCI shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Bidder and its Partners from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFP. These injunctive remedies are cumulative and are in addition to any other rights and remedies. IFCI may have at law or in equity, including without limitation, a right for recovery of any amounts and related costs and a right for damages.

## **Penalty for deficiency in Services**

Any delay/failure in completion of the job as per the scope of work or part thereof will invite imposition of penalty @ 2% of the contract value per week and/or invocation of performance Bank guarantee.

## **Waiver of Minor Irregularities**

IFCI reserves the right to waive minor irregularities in proposals provided such action is in the best interest of IFCI. Where IFCI may waive minor irregularities, such waiver shall in no way modify the "Request for Proposal" (RFP), requirements or excuse the Bidder from full compliance with the RFP specifications and other contract requirements, if the Bidder is selected.

## **Force Majeure**

IFCI may cancel the award without any penalty or may extend time limit set for the completion of the work as deemed fit in case the timely completion of the work is delayed by force majeure beyond the selected bidder's control, subject to what is stated in the following sub paragraphs and to the procedures detailed there in being followed.

Force majeure is defined an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un-declared), hostilities, national emergencies, civil commotions.

The successful Bidder's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures:

- a. That within 2 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the successful bidder informs IFCI in writing that the Bidder considers himself entitled to an extension of the time limit;
- b. That the successful Bidder produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities;
- c. That the successful Bidder proves that the said conditions have actually been interfered with the carrying out of the contract; and
- d. That the successful Bidder proves that the delay occurred is not due to his own action or lack of action.

However, Force Majeure does not entitle the successful Bidder to any relaxation or to any compensation of damage or loss suffered.

### **Merger/ Acquisition of Bidder**

In the event of the Bidder's Firm/Limited Company or the concerned division of the firm/limited company being taken over/bought over by another firm/limited company, all the obligations under the agreement with IFCI should be passed on for compliance to the new firm/limited company in the Negotiations for their transfer.

### **Delays in the Bidder's Performance**

If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely performance of services, the Bidder shall promptly notify IFCI in writing of the fact of the delay, its likely duration and its cause(s).

IFCI reserves the right to reject a bidder in case it is observed that they may not be in position to execute this job as per the required schedule. The decision of IFCI will be final in the regard.

As soon as practicable after receipt of the Bidder's notice, IFCI shall evaluate the situation and may at its discretion extend the Bidder's time for performance.

### **Preliminary Examinations**

- IFCI will examine the Bids to determine whether they are complete, the documents have been properly signed, supporting papers/documents attached and the bids are generally in order.
- IFCI at its sole discretion, waive any minor nonconformity or irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- Prior to the detailed evaluation, IFCI will determine the substantial responsiveness of each Bid to the Bidding document. For purposes of these Clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations.

- If a Bid is not substantially responsive, it will be rejected by IFCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Bidders are expected to examine all instructions, forms, terms and specification in the Bidding Document. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its BID.

### **Reservation Right**

Bidders will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to IFCI, nor shall bidders have the right to withdraw a proposal once it has been submitted.

### **Withdrawal of Bids**

No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid.

### **Transition Process**

- Upon termination or expiration of this Contract, IFCI and the Bidder shall reasonably cooperate with each other to affect a smooth transition so as not to impose undue hardship.
- Moreover, the bidder must handover all the files and documents related to Direct and Indirect Tax matters to IFCI and new consultant/ party within 5 days of the expiration/ termination of the contract.
- The bidder shall also ensure the compliances pertaining to the month of expiration/ termination of contract. For example, if the contract is expiring/terminating in the month of March, the compliances for March falling due in the following month i.e. April, shall be done by the bidder.

### **Liquidated Damages and Penalties**

If the Selected Bidder fails to provide the Services within the time period(s) specified in the Contract, IFCI shall, without prejudice to its other remedies under the Contract, have the right to forfeit the performance security.

The Bidder covenants to be bound by the decision of IFCI without any demure in such an eventuality.

### **Confidentiality of Information**

Disclosure of any part of information to parties not directly involved in providing the services requested could result in the disqualification of the Bidder, pre-mature termination of the contract and/or legal action against the Bidder for breach of trust.

No news release, public announcement, or any other reference to this RFP or any program there under shall be made without written consent from IFCI. Reproduction of this RFP, without prior written consent of IFCI, by photographic, electronic, or other means is prohibited.

## **ARBITRATION & RECONCILIATION:**

- i) In case amicable settlement is not reached in the event of any dispute, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to sole arbitrator. Arbitrator shall be appointed by mutual consent.
- ii) The award of the Arbitrator shall be binding upon the parties to the dispute.
- iii) The provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be the place from which the contract is issued or such other place as the Arbitrator at his discretion may determine.
- iv) The cost of arbitration shall be borne equally by both the parties.
- v) Work under the contract shall be continued during the arbitration proceedings.

## **Miscellaneous Terms & Conditions:**

- a. This tender document contains 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 IFCI. Neither IFCI nor any of its employees, agents, contractors, or advisors gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document;
- b. Each respondent should notify IFCI Ltd of any error, omission, or discrepancy found in this tender document;
- c. A Respondent will, by responding to IFCI Ltd for tender, be deemed to have accepted the terms of this RFP;
- d. Selected bidder shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by IFCI, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents;
- e. The bidders are requested to submit their bids (technical and financial) prior to last date of submission to avoid any technical or other difficulty resulting in non-submission of their bids due to non-availability of portal at last moment and or any reason whatsoever;
- f. At any time prior to the deadline for submission of Bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum/corrigendum;
- g. Bidder should provide all the information ensuring its completeness and accuracy, in the desired format in clear and unambiguous manner.
- h. Each bidder shall submit only one bid for a single assignment.
- i. If any false information/ documents are provided/ submitted in the bid document, IFCI reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder/ appointed firm/limited company, as may be appropriate.
- j. The successful Bidder shall nominate a Nodal Officer, within 2 days from the award of the work/contract. Details of the Nodal Officer should be given to IFCI immediately after his/her nomination for timely and smooth interaction.

## Chapter-7

### Annexures

#### Annexure 1

#### Offer Forwarding Letter /Tender Submission Letter

*(To be submitted on Bidder's letter head)*

To

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

**Subject:** RFP for Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited

This is in reference to your above-mentioned tender. Having examined the tender document, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by IFCI.

Further, I/we agree, that IFCI reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. I/We have also noted that IFCI reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:  
Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

**Tender Acceptance Letter**

*(To be submitted on Bidder's letter head along with Technical Bid)*

To

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

**Subject: Acceptance of Terms & Conditions of Tender**

Tender Reference No: \_\_\_\_\_

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, I/We hereby enclose my/our offer, as detailed in your above referred RFP.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/ entirety.

I/We hereby declare that my/our Firm/Organization has not been blacklisted/ debarred /banned or disqualified by any Government or any Government agency including PSUs, Public Sector Banks / Public Sector Insurance Companies, during a period of last three year.

Further, I/We hereby declare that none of my/our partners /directors of my/our Firm/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies, any Government regulatory body nor has any criminal case against him /her is filed/pending during a period of last three years.

I/We certify that all information furnished by my/our Firm/Organization is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then IFCI shall without giving any notice or reason can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I/We further certify that I/We am/are authorized to represent on behalf of my/our firm/organization for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

I/We hereby confirm that I/we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and our tender shall be deemed to be withdrawn.

I/We also hereby confirm that I/we have neither set any Terms and Conditions nor have I/We taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact, and acceptance to Reverse bidding process.

I/We confirm that my/our firm/organization has not been referred to NCLT by any creditor. I/We further confirm that my/our firm/organization and/or Promoters/Directors have not been convicted under Criminal law by Competent Court or Higher Court.

I/We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

I/We confirm that the declaration/ confirmation has been given to the best of knowledge and belief of my/our firm/organization and its Designated Partners/ Directors.

Date:  
Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]



**Bidder's General Information & Eligibility Criteria**

<b>Sl. No.</b>	<b>Particulars (Information Required)</b>	<b>Bidder's Response</b>	<b>Document Page Nos.</b>
1	Name of Chartered Accountants partnership firm/LLP/limited company		
2	Address of the Chartered Accountants partnership firm/LLP/limited company		
3	Year of Registration/Incorporation		
4	Name & Telephone Number of the person to whom all references shall be made regarding tender: (i) Name of the person (ii) Telephone No (Landline) (iii) Mobile No. (v) E-mail Id		
5	Whether registered as MSE		
6	Details of the Bank Account of the Bidder <ul style="list-style-type: none"> <li>• Name of the Bank</li> <li>• Branch and address</li> <li>• IFSC Code</li> </ul>		
7	An applicant can either be a sole applicant or a consortium applicant (a consortium is only allowed if it includes a technology company for the software services specified in the scope of work).		
8	Sole Applicant or lead partner in the consortium applicant should be a Chartered Accountants partnership firm(including LLP)/limited company.		
9	Firm/Limited Company Should have an office in Delhi NCR		
10	Firm/Limited Company should have a minimum 10 years of experience <b>(09 years in case of MSEs)</b>		
11	Proposed engagement Partner/Director of the firm/limited company should be a Chartered Accountant with a minimum of 10 years of experience.		
12	The Bidder should have average gross receipt/turnover of Rs.250.00 Lakhs or more in the last 3 Financial Years prior to the date of making applications (i.e. FY 2022-23, 2023-24, 2024-25). <b>(Rs.200.00 Lakhs or more in case of MSEs)</b>		
13	The Bidder should provide commitment to deploy 2 Chartered Accountant (having post qualification 5 years' experience) employee of the firm/limited company, and 1 other employee of the firm/limited company should be available in IFCI premises for execution of activities mentioned in the scope of work.  Note: Trainees shall not be treated as employee of the firm/limited company.		

14	The Bidder must have Partner/Director/Employee who has a minimum experience of 5 years in representing clients before the Tribunal (Income Tax Appellate Tribunal).		
15	The Bidder must have Partner/Director/Employee who has a minimum experience of 5 years in representing clients before the Tribunal (GSTAT / CESTAT).		
16	The bidder should have positive Net Worth for preceding three FY (FY 2022-23, 2023-24, 2024-25)		
17	The bidder should have a minimum 20 Partners/Director/Employees with at least 8 Partners/Director/Employees having minimum experience of 10 years of dealing with tax matters (at least 4 Partners/Director/Employees dealing with Indirect Taxes and at least 4 Partners/Director/Employees dealing with Direct Taxes).		
18	The Technology partner should have provided the software to at least 5 companies with an annual turnover of more than 100 crore.		
19	Bidder should have provided consultancy in Corporate Taxation (direct and indirect both) in at least Five NBFC(s)/Banks/Listed Company in the last three years (FY 2022-23, 2024-25, 2025-26)		
20	The Bidder must have following valid Certificates: <ul style="list-style-type: none"> <li>➤ Permanent Account Number</li> <li>➤ GST Registration</li> </ul>		
21	The bidder should not be black listed or banned for business by any Public Sector undertaking / Govt. Department/ MNC/ Private Limited Companies in India or abroad.		
19	Work plan for effective execution of the assignment at IFCI.		
20	Integrity Pact – To be executed on plain paper.		
21	EMD Details (in case of Non MSE)		

**Note:** Bidder should submit all the required documents as per Eligibility Criteria.

Date:  
Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

## Financial Bid Format

**Re: Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited**

**Note: Price Bid mentioned here is for illustration purpose only. Bidders must upload the Financial Bid as per format on GeM PORTAL separately. Financial Bid should not be uploaded in any case along with Technical Bid Documents. If any bidder uploads the Financial Bid along with Technical Bid, the said bidder is liable to be disqualified/ rejected and their bid will not be considered for further evaluation.**

To

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

**Re: Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited**

I/We \_\_\_\_\_ (Name) r/o \_\_\_\_\_ (Place of principal office) are pleased to submit my/our Financial Bid for the assignment/ scope of work as mentioned in the tender document. My/Our fee quote for the same is as below:

Particulars	Fees (In Rupees)	
	Amount: _____ (In Figures)	Amount: _____ (In Words)
Lump-sum annual fee for rendering consultancy services in relation to the direct and indirect taxation for Scope of Work as mentioned in the tender document		

The fee above is **inclusive** of out-of-pocket expenses and applicable taxes.

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

**Declaration by Authorised Signatory of Bidder**

*(To be submitted on Bidder's letter head)*

To,

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

**Subject: Declaration by Authorized Signatory**

Ref: i) Name of Tender and RFP No. ....,

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I/We further certify that I/We am/are authorized to represent on behalf of my/our firm/organization for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

Enclosed: Power of Attorney/Authorization letter

**Annexure 6****Escalation Matrix**

[To be submitted along with Technical Bid]

**Tender No:** -----

**Dated:** .....

(Starting from the person authorized to make commitments to IFCI till the person in rank of Partner)

<b>Name</b>	<b>Organization</b>	<b>Designation</b>	<b>Mobile</b>	<b>Phone</b>	<b>Email address</b>

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

## Format of sending Pre-bid queries

**Re: Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited**

Tender No.: .....

Date: .....

Name of the Bidder:

Name of the Bidder:

Contact Address of the Bidder:

Sl. No.	Section Number	Page Number	Query

Date:

Place:

[Signature]  
 (Name of Authorised Signatory)  
 Designation  
 [Organization Seal]

**Declaration for Relation in IFCI**  
*(To be submitted on Bidder's letter head)*

To,

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

**Subject: Declaration for relation in IFCI**

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/  
Partner (s) employed in IFCI

**Tick (✓) any one as applicable:**

1. The Proprietor, Partner(s)/Director of my/our Firm/Limited Company DO NOT have any  
relation or relatives employed in IFCI

OR

2. The Proprietor, Partner(s)/Director, of my/our Firm/Limited Company have  
relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

### Integrity Pact

(To be executed on plain paper and submitted along with Technical Bid for Tenders having a value of Rs.10 Lakh or more. To be signed by the same signatory competent / authorized to sign the relevant contract on behalf of IFCI Ltd.)

(\_\_\_\_\_ Name of the Department /  
Officer)  
Tender \_\_\_\_\_ No. \_\_\_\_\_  
for \_\_\_\_\_ (Each Tender must have Distinct Number  
and Subject Matter)

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on \_\_\_\_\_ day of the \_\_\_\_\_, between, on one hand, IFCI Ltd., a company Incorporated under Companies Act, 1956, with its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi – 110019, acting through its authorized officer, (hereinafter called Principal), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s.

(with complete address and contact details) represented  
by  
Shri \_\_\_\_\_ (i.e., Vendor / Bidders hereinafter  
called the 'Counter Party') which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the principal has appointed Independent External Monitors (IEMs) to monitor the Tender process and execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and

WHEREAS the Counter Party is a private Company/ Public Company/ Government Undertaking/ Partnership, etc. constituted in accordance with the relevant law in the matter and the Principal is a Government Company and a Systematically Important, Non-Deposit taking, Non-Banking Financial Company, (NBFC-ND-SI).

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence, prejudiced dealing prior to, during and subsequent to the tenor of the contract to be entered into with a view to "-



Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any from, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows: -

A. Commitment of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a) No employee of the Principal, personally or through any of his/her family members will in connection with the Tender or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal will, during the Tender Process treat all the Counter Party (ies) with equity and reason. The Principal will, in particular, before and during the Tender Process, provide to all Counter Party (ies) the same information and will not provide to any Counter Party (ies) confidential / additional information through which the Counter Party (ies) could obtain an advantage in relation to the Tender Process or the Contract execution.
  - c) The Principal shall endeavour to exclude from the Tender process any person, whose conduct in the past had been of biased nature.
2. If the Principal obtains information on the conduct of any of its employee which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

B. Commitments of Counter Parties

The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) commit himself / themselves to observe these principles during participation in the Tender Process and during the Contract execution: -

1. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the

PRINCIPAL which is not available legally, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2. The Counter party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the Principal or otherwise in procurement contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal for forbearing to show favour of disfavour to any person in relation to the contract or any other contract with the Principal.
3. Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract Foreign Counter Parties shall disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals and associates.
4. Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary of any, in connection with the bid / contract.
5. The Counter Party has to further confirm and declare to the Principal that the Counter Party is the original integrator and has not engaged any other individual or firm or company, whether in Indian or foreign intercede, facilitate or in any way to recommend to Principal or any of its functionaries whether officially or unofficially to the award of the contract to the Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any intercession, facilitation or recommendation.
6. The Counter Party, either while presenting the bid or during pre-contract negotiation or before signing the contract shall disclose any payment made, is committed to or intends to make to officials of Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details or services agreed upon for such payments.
7. The Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract. Also, the Counter Party has not entered into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts etc.
8. The Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
9. The Counter Party shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal as part of the

business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Counter Party also undertakes to exercise due and adequate care lest any such information is divulged.

10. The Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
11. The Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
12. If the Counter Party or any employee of the Counter Party or any person acting on behalf of the Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal, or alternatively, if any relative of an official / employee of Principal has financial interest / stake in the Counter Party firm, the same shall be disclosed by the Counter Party at the time of filling of tender.
13. The term 'relative' for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
14. The Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal.
15. The Counter Party shall disclose any transgression with any other Company that may impinge on the ant-corruption Principle.
16. The Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

C. Disqualification from Tender Process and exclusion from Future Contracts

1. If the Bidder(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other from, such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Counter Party from the Tender Process or terminate the Contract, if already executed or exclude the Counter Party from future contract award processes.
2. The Counter Party accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such execution.
3. Apart from the above, the Principal may take action for banning of business dealings / Counter Party as deemed fit by the Principal.
4. If the Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system as per the satisfaction of the Principal, the Principal may at its own discretion, as per laid down organizational procedure, revoke the exclusion.

D. Consequences of Breach

Without prejudice to any rights that may be available to the Principal under Law or the Contract or its established policies and laid down procedure, the Principal shall have the following rights in case of breach of this Integrity Pact by the Counter Party: -

1. Forfeiture of EMD / Security Deposit: If the Principal has disqualified the Counter Party(ies) from the Tender Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to the Article III, the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Counter Party.
2. Criminal Liability: IF the Principal obtains knowledge of conduct of a Counter Party which constitute corruption within the meaning of PC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

E. Equal Treatment of all Bidders/Manpower Agencies/Sub-Manpower agencies/Counter Parties

1. The Counter Party (ies) undertake (s) to demand from all sub-Manpower agencies a commitment in conformity with this Integrity Pact. The Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-Manpower agencies / sub-vendors.
2. The Principal will enter into Pacts in identical terms as this one with all Counter Parties.
3. The Principal will disqualify Counter Parties who do not submit, the duly signed Pact, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

F. Independent External Monitor (IEM)

1. The Central Vigilance Commission has approved the appointment of Independent External Monitor (s) (IEMs) for this Pact. The task of the IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact. The name and particulars of the two IEMs is as under:-

1. Shri Vijay Anand Email Id: Vijay_anand45@hotmail.com	2. Shri Umendra Sharma Email ID: Sharmaumendra@gmail.com
--	---

2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The IEM shall give his / recommendations to the MD & CEO/ DMD, IFCI Ltd.
3. The Counter Party(ies) accept that IEM has the right to access without restriction, to all Tender documentation related papers / files of the Principal including that

provided by the Counter Party. The Counter Party will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Manpower Agency's Tender Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Counter Party (ies) with confidentiality.

4. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
5. The IEMs would examine all complaints and would give their recommendations / views to the MD&CEO of the Principal. IEM may also send their report directly to the CVO and the Commission in case of suspicion of serious irregularities requiring legal / administrative action. IEMs are expected to tender their advice on the complaints within 10 days as far as possible.
6. For ensuring their desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter shall be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct and investigation and submit their joint recommendation to the management of the Principal.
7. The role of the IEMs shall be advisory and would not be binding and it is restricted to resolving issues raised by the Counter Party regarding any aspect of the tender which allegedly restricts competition or bias towards the Counter Party.
8. The word 'IEM' would include both singular and plural.

#### G. Duration of the Integrity Pact (IP)

1. This IP shall be operative from the date IP is signed by both the Parties till the final completion of the contract. Any violation of the same would entail disqualification of the Counter Party and exclusion from future business dealings.
2. If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the MD & CEO, IFCI Ltd.

#### H. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the Principal who has floated the Tender. The concerned Office / Department which has floated the Tender would be the focal point for implementation of IP.
2. Changes and supplements in any Procurement / Service Contract / Tender need to be made in writing. Changes and supplement in IP need to be made in writing.

3. If the Counter Party is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative of the Counter Party duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In the case, the parties will strive to come to an agreement to their original intentions.
5. A person signing the IP shall not approach the Court while representing the matter to the IEMs and he / she will await their decision in the matter.
6. This IP is deemed as part of the procurement / service contract and both the Principal and the Counter Party are bound by its provisions.

#### I. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Pact will have precedence over the Tender / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses: -

\_\_\_\_\_  
(For and behalf of Principal)

\_\_\_\_\_  
(For and behalf of Counter Party)

WITNESSES:

1. \_\_\_\_\_ (Signature, name and address)

2. \_\_\_\_\_ (Signature, name and address)

**Note:** In case of Purchase Order wherein formal agreements are not signed reference to witnesses may be deleted from the last part of the Agreement. In case of Partnership, authorised representative may sign the IP. IFCI reserves the right for further authentication, if required.

**Performa for Performance Bank Guarantee**

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Guarantee No.:  
Amount of Guarantee: Rs. -----  
Guarantee Cover From: ----- to -----  
Last date of Lodgement of Claim: -----

This Deed of Guarantee executed at New Delhi on this day-----of-----by  
----- Bank, a body corporate constituted under the Banking Companies  
(Acquisition and Transfer of Undertaking) Act, 1970 having its Head Office at  
-----, inter-alia, a Branch Office at -----  
(Hereinafter referred to as 'Guarantor', which expression shall, unless it be repugnant to the  
subject or context thereof, include their successors and assigns) in favour of IFCI Limited  
having its registered office at IFCI Tower, 61 Nehru Place, New Delhi-110019 (hereinafter  
referred to as 'IFCI' which expression shall unless it be repugnant to the subject or context  
thereof include their successors and assigns).

**WHEREAS**

i) IFCI has placed orders on M/s ----- having its office at  
----- (hereinafter referred  
to as 'Vendor') vide its letter No.----- dated ----- for Assignment of -----  
----- as per specifications and terms and conditions given in  
the above said orders, at a total cost of Rs. (Rupees ----- only) including all  
taxes. The Vendor has now submitted invoices to IFCI, for the assignment of said -----  
-----amounting to Rs.----- (inclusive of  
all taxes and duties.)

ii) The said orders, inter-alia, provides that a sum of Rs.-----being the 95% of  
the price of the said -----will be paid to the  
Vendor by IFCI on delivery of the said equipment and balance 5% upon furnishing a bank  
guarantee to IFCI, equivalent to 5% of the cost of the said -----  
-----, amounting to Rs.----- (Rupees ----- only), valid for a period  
of one year from the date of contract plus three months and due performance of the said -  
-----

iii) At the request of the Vendor, ----- (Bank) the guarantor has agreed to give  
such guarantee to IFCI as hereinafter mentioned for the sum of Rs.----- (Rupees -----  
-----only) being the 5% cost of the said -----,  
applicable as herein before mentioned.

NOW, THEREFORE, these presents witnessed as follows:

1. In consideration of the premises the Guarantor hereby unconditionally absolutely and  
irrevocably guarantees and agrees with IFCI that in case the said -----  
----- are found to be defective in service and also in case the said ----  
----- do not perform satisfactorily during the

guarantee period and the supplier fails to rectify the services to the satisfaction of IFCI, the guarantor shall pay to IFCI upon demand immediately and without demur a sum of Rs.-----  
----- (Rupees ----- only) equivalent to 5% of the said -  
----- as herein before mentioned.

2. The Guarantor shall also indemnify and keep IFCI indemnified against all losses, damages, costs, claims and expenses whatsoever, which IFCI may suffer as a result of non-performance of the said ----- and also the said -----  
----- not confirming to service defect noticed and not rectified by the vendor during the period. The guarantor hereby agrees to pay the aforesaid amount in one lump sum on demand irrespective of the fact whether the vendor admits or denies such claim or question its correctness in any Court, Tribunal or arbitration/proceedings or before any authority.

3. The guarantee given hereunder shall remain in full force and effect irrespective of any change in the terms and conditions of the contract/orders and notwithstanding the fact whether notice of such change or variation is given to the guarantor or not AND the guarantor hereby specifically waives its right to receive any notice of any change and/or variation of the terms and/or conditions of the said contract/orders.

4. The guarantee is issued subject to the condition that the liability of the guarantor under this guarantee is limited to a maximum of Rs.----- (Rupees ----- only) and the guarantee shall remain in full force for one year from the date of assignment plus claim period of three months and thereafter for such extended period as may be mutually agreed upon by the Guarantor, the Supplier and IFCI.

5. Notwithstanding anything contained herein:

i) The bank's liability under this guarantee shall not exceed Rs. -----  
(Rupees -----)

ii) The guarantee shall remain in force up-to -----

iii) The Bank shall be liable to pay the guaranteed amount or any part thereof under this guarantee only if a written claim or demand is served upon the Bank on or before ----- (3 Months after expiry of the Guarantee) after which the bank shall be discharged from all liabilities under this guarantee.

In witness whereof, the guarantor has put its hand to this deed at New Delhi on the -----  
----- first above mentioned.

For and on behalf of the guarantor  
(Name and Designation of the signatory)  
Authorized signatory



**Bid Security/ EMD**

Bidder must provide EMD Amount through RTGS/ NEFT directly in IFCI Limited's Bank Account as given below **OR** EMD can be submitted in the form of DD payable in favour of IFCI Limited at New Delhi.

**IFCI Limited, New Delhi**

DETAILS OF BANK ACCOUNT NO., BANK NAME AND ADDRESS AND IFSC CODE NUMBER FOR TRANSFERRING THE FUNDS TO IFCI LTD. THROUGH NEFT / RTGS

HDFC BANK ACCOUNT No	00030350002631
Account / Beneficiary Name	IFCI Ltd.
Bank Name	HDFC Bank Ltd.
HDFC Bank Branch Address	209-214, Kailash Building, Kasturba Gandhi Marg, New Delhi – 110 001. T.No.011-41699422/41699472 Fax No. 011-23359580/41699402
9 Digit (MICR) Code Number of the Bank & Branch	110240001
Account Type (with Code)	Current Account
BANK & BRANCH CODE / BSR Code	051005
Ledger N. / Ledger Folio No	HDFC Bank does not maintain Ledgers
IFSC Code (Indian Financial System Code)	HDFC0000003
SWIFT Code	HDFCINBBXXX

TREASURY DEPARTMENT  
IFCI Ltd.,  
IFCI Tower, 61, Nehru Place,  
New Delhi – 110 019  
Tel. No. 011-41732463 /41732456

**Declaration that the Bidder has not been blacklisted**  
*(To be submitted on Bidder's letter head along with Technical Bid)*

To

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

**Subject:** RFP for Engagement of Consultant for Direct and Indirect Taxation of IFCI Limited

Dear Sir,

I/We confirm that my/our firm/organization is not blacklisted in any manner whatsoever by any central Government department, autonomous organizations, Public Sector Undertakings (PSUs) or any other Government organizations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is hereby confirmed that I/We are entitled to act on behalf of our firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

**In absence of above declaration/certification, the Bid is liable to be rejected.**

**No Deviation Certificate**  
*(To be submitted on Bidder's letter head)*

To,

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

**Subject: No Deviation Certificate**

Ref: i) NIT/Tender No.....,

I/We hereby confirm that I/We have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and my/our tender shall be deemed to be withdrawn.

I/We also hereby confirm that I/We have neither set any Terms and Conditions and nor have I/We taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.

I/We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

**Letter of Competence Format**

*(To be submitted on Bidder's letter head along with Technical Bid)*

To

Deputy General Manager  
Corporate Accounts & Taxation Department  
IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
NEW Delhi -110 019

Dear Sir,

Letter of Competence for Quoting against IFCI's RFP No. / .....

This is to certify that I/We [Insert name of Bidder], Address..... am/are fully competent to successfully deliver the scope of services mentioned in the above-mentioned RFP. This recommendation is being made after fully understanding the objectives of the assignment and requirements like experience etc.

I/We certify that the quality and number of resources to be deployed by me/us for implementation will be adequate to provide the services professionally and competently.

I/We also certify that all the information given by me/us in response to above-mentioned RFP is true and correct.

Date:

Place:

[Signature]  
(Name of Authorised Signatory)  
Designation  
[Organization Seal]

**Annexure 15****Financial Information (Turnover/ Net Worth/ Profit & Loss, etc.) during last 3 Financial Years**

Sr.No.	Financial Year	Annual Turnover (Rs. In Crore)	Profit / Loss (Rs. In Crore)	Net Worth (Rs. In Crore)	Documents Enclosed as Proof
1	FY 22-23				
2	FY 23-24				
3	FY 24-25				

Note: Please enclose copy of Profit & Loss account and Balance Sheet duly audited / certified by CA.

**Confidentiality/Non-Disclosure Agreement**  
(to be executed post award of contract)

This Confidentiality Agreement is executed on the \_\_\_\_ day of \_\_\_\_\_, 2026 at New Delhi by and between:

**IFCI Limited**, a company registered under the Companies Act, 1956 with CIN No. L74899DL1993GOI053677, hereinafter would be termed as "**IFCI**" or the **Disclosing Party**, having its Registered Office at IFCI Tower, 61, Nehru Place, New Delhi – 110019, which expression shall, unless it be repugnant to the context and meaning thereof, be deemed to mean and include its successors and permitted assigns) of the FIRST PART.

AND

**M/s....., "Chartered Accountants"** hereinafter would be termed as the **Receiving Party**, having its registered office \_\_\_\_\_, India which expression shall, unless it be repugnant to the context and meaning thereof, be deemed to mean and include its successors and permitted assigns) of the SECOND PART.

Each of the Disclosing Party and Receiving Party are hereinafter individually referred to as the "**Party**" and collectively as the "**Parties**".

In this Agreement references to any statutory provision shall be deemed to mean and to include a reference to any modification or re-enactment thereof for the time being in force.

**NOW THEREFORE IN CONSIDERATION OF THE PREMISES AND THE MUTUAL COVENANTS AND THE AGREEMENTS HEREINAFTER SET FORTH, THE PARTIES HEREBY AGREE AS FOLLOWS:**

**AND WHEREAS IT IS AGREED BETWEEN THE PARTIES THAT:**

**1. NON-DISCLOSURE**

- (i) The party receiving Confidential Information (the "Receiving Party") shall hold all Confidential Information in strict confidence and shall not disclose any Confidential Information to any third party, without the prior written approval of the Disclosing Party. The Receiving Party shall disclose Confidential Information only to employees who need to know such information to evaluate the possible business transaction with the party disclosing such Confidential Information (the "Disclosing Party"), and who have signed agreements that obligate them to treat Confidential Information as required under this Agreement. The Receiving Party shall not use any Confidential Information for

any purpose except to evaluate a possible business transaction between the parties.

- (ii) If the Receiving Party is required or requested to disclose any Confidential information by any applicable law or regulation or by any governmental agency or regulatory body having authority to regulate or oversee any aspect of the Receiving Party's business in connection with the exercise of such authority, and such Confidential Information is provided or disclosed pursuant to such requirement or request, the Receiving Party shall not be in breach of this Agreement.
- (iii) The Receiving Party shall take all reasonable measures to protect the confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of Confidential Information; provided, however, that such measures shall be no less stringent than measures taken to protect its own confidential and proprietary information. Each party agrees that it will not interfere with or circumvent any business of the other party through the use of any Confidential Information acquired hereunder nor use any Confidential Information for its own account. The Receiving Party acknowledges that the Disclosing Party is neither responsible nor liable for any business decisions made by the Receiving Party in reliance upon any Confidential Information disclosed pursuant hereto.

## **2. CONFIDENTIAL INFORMATION**

"Confidential Information" in this Agreement means all information and any idea in whatever form, tangible or intangible, whether disclosed to or learned by the Receiving Party, pertaining in any manner to the business of the Disclosing Party or to the Disclosing Party's affiliates, subsidiaries, consultants or business associates, whether in written, oral, encoded, graphic, magnetic, electronic or in any other tangible or intangible form, and whether or not labelled as confidential by the Disclosing Party or otherwise provided by the Disclosing Party and is "Confidential Information" includes, without limitation, the following: (a) schematics, techniques, employee suggestions, development tools and processes, computer printouts, computer programs, design drawings and manuals, and improvements; (b) information about costs, profits, markets and sales; (c) plans for future development and new product concepts; and (d) all documents, books, papers, drawings, models, sketches, and other data of any kind and description, including electronic data recorded or retrieved by any means, that have been or will be given to the Receiving Party by the Disclosing Party, as well as written or verbal instructions or comments.

## **3. NO OBLIGATION OF CONFIDENTIALITY**

The obligation of confidentiality shall not apply with respect to any particular portion of information if:

- (i) It is in the public domain at the time of the Disclosing Party's communication thereof to the Receiving Party; or
- (ii) It entered the public domain through no fault of the Receiving Party subsequent to the time of the Disclosing Party's communication thereof to the Receiving Party; or

- (iii) It was in the Receiving Party's possession, free of any obligation of confidence, at the time of the Disclosing Party's communication thereof to the Receiving Party; or
- (iv) It was rightfully communicated to the Receiving Party free of any obligation of confidence subsequent to the time of the Disclosing Party's communication thereof to the Receiving Party; or
- (v) Such information was developed by employees or agents of the Receiving Party, independently of and without reference to the information and the Receiving Party has evidence of such independent development.

#### **4. RETURN OF INFORMATION**

Within Five (5) business days following either a request from the Disclosing Party or the completion of business dealings between the parties hereto, the Receiving Party will deliver to the Disclosing Party all tangible copies of the Confidential Information, including but not limited to magnetic or electronic media containing the Confidential Information, note(s) and paper(s) in whatever form containing the Confidential Information or parts thereof, and any copies of the Confidential Information in whatever form. The Disclosing Party, at its sole option, may request in writing that the Receiving Party destroy all copies of the Confidential Information. If the Disclosing Party requests that such Confidential Information be destroyed, the Receiving Party will destroy the Confidential Information and, within Five (5) business days of the notice from the Disclosing Party to destroy the Confidential Information, will certify in writing to the Disclosing Party that the Confidential Information has been completely destroyed.

#### **5. USE OF INFORMATION BY RECIPIENT**

- (i) The Receiving Party agrees to use the Confidential Information only for the purposes of evaluating the possibility of a future collaboration between the parties and in connection with such future collaboration, if any.
- (ii) The Receiving Party agrees to restrict disclosure of the Confidential Information solely to its employees and agents who have a need to know such Confidential Information and to advise such persons of their obligations of confidentiality and non-disclosure hereunder. Further, the Receiving Party shall not disclose the Confidential Information to third parties, including independent contractors or consultants, without the prior express written consent of the Disclosing Party, and shall advise such third parties of their obligations of confidentiality and non-disclosure hereunder.
- (iii) The Receiving Party agrees to use reasonable means, not less than those used to protect its own proprietary information, to safeguard the Confidential Information.

#### **6. NON-CIRCUMVENTION**



For a period of twelve (12) months after the date of execution of this Agreement and for as long as this Agreement remains in effect, the Receiving Party and its officers and directors, separately and individually, will not make any effort to circumvent the terms of this Agreement in an attempt to gain the benefits or considerations granted to it under the Agreement by taking any actions to indirectly gain the benefits of the Confidential Information, including but not limited to contracting with or contacting directly any target acquisition, client, company, or proposed investor of the other party which the Disclosing Party has identified as having access to as relates to the proposed transaction(s) without the express permission in writing of the Disclosing Party.

## **7. REMEDIES**

The Receiving Party agrees that the unauthorized disclosure or use of Confidential Information will cause irreparable harm and significant injury, which may be difficult to ascertain. The Receiving Party recognizes that its violation of this Agreement could cause the Disclosing Party irreparable harm and significant injury, the amount of which may be extremely difficult to estimate, thus, making any remedy at law or in damages inadequate. Therefore, the Receiving Party agrees that the Disclosing Party may have the right to apply to any court of competent jurisdiction for an order restraining any breach or threatened breach of this Agreement and for any other relief the Disclosing Party deems appropriate. This right may be in addition to any other remedy available to the Disclosing Party in law or equity.

## **8. OWNERSHIP OF INFORMATION**

Each of the parties hereto retains title to its respective Confidential Information and all copies thereof. The Receiving Party hereby acknowledges that the Confidential Information is proprietary to the Disclosing Party. Further, each party represents that it has no agreement with any other party that would preclude its compliance with this Agreement.

## **9. WARRANTIES**

In maintaining confidentiality hereunder the Receiving Party warrants that it shall:

- (i) take at least the same degree of care in safeguarding such Confidential Information and Confidential Materials as it takes for its own Confidential Information and Confidential Material of like importance and such degree of care shall be at least that which is reasonably calculated to prevent such inadvertent disclosure;
- (ii) keep the Confidential Information and Confidential Materials and any copies thereof secure and in such a way so as to prevent unauthorized access by any third party;
- (iii) upon discovery of any unauthorized disclosure or suspected unauthorized disclosure of Confidential Information, promptly inform the Disclosing Party of such disclosure in writing and immediately return to the Disclosing Party all such Information and materials, in whatsoever form, including any and all copies thereof.

## **10. SURVIVAL**

The Receiving Party's duty of confidentiality under this Agreement regarding the Confidential Information shall survive the termination of this Agreement.

## **11. TERMINATION**

Disclosing party may terminate this Agreement at any time by providing the Receiving party with Seven (7) days advance written notice of its intent to terminate this Agreement. Upon termination of this Agreement, the disclosing party may request the receiving party to return all confidential information and the receiving party shall within Fifteen (15) business days following a request from the Disclosing Party deliver to the Disclosing Party all tangible copies of the Confidential Information, including but not limited to magnetic or electronic media containing the Confidential Information, note(s) and paper(s) in whatever form containing the Confidential Information or parts thereof, and any copies of the Confidential Information in whatever form. The Disclosing Party, at its sole option, may request in writing that the Receiving Party destroy all copies of the Confidential Information. If the Disclosing Party requests that such Confidential Information be destroyed, the Receiving Party will destroy the Confidential Information and, within Five (5) business days of the notice from the Disclosing Party to destroy the Confidential Information, will certify in writing to the Disclosing Party that the Confidential Information has been completely destroyed.

## **12. GENERAL**

- (i) This Agreement shall be binding upon and for the benefit of the parties and their respective successors and assigns. Failure to enforce any provision of this Agreement shall not constitute a waiver of any term hereof. This Agreement supersedes and replaces any existing agreement entered into by the parties relating generally to the same subject matter, and may be modified only in writing signed by the parties.
- (ii) This Agreement contains the entire agreement between the parties with respect to the subject matter hereof, and shall be governed by the laws of India. This Agreement may be executed in separate counterparts, each of which shall be an original, but all of which taken together shall constitute one and the same instrument.
- (iii) The courts at Delhi shall have exclusive jurisdiction in respect of any disputes arising out of this Undertaking.
- (iv) Parties may mutually agree to refer any dispute, controversy or claim arising out of or relating to this agreement to and finally resolved by arbitration in accordance with the Indian Arbitration and Conciliation Act 1996 for the time being in force amended as follows: the place of arbitration shall be New Delhi; the parties shall mutually appoint a Sole Arbitrator to adjudicate the dispute between the parties; the language of the arbitration shall be English. This letter and the Terms shall be governed by and construed in accordance with the laws of India.
- (v) This Agreement constitutes the entire Agreement. Any modification shall be in writing and signed by both parties. The Agreement may be executed in counterparts. This Agreement, and its terms and provisions, shall be binding upon, the benefit of the parties, their successors, administrators, executors and

assigns, except as otherwise provided herein. This Agreement will come into effect upon both parties signing this agreement.

- (vi) This Agreement shall not be assignable to any third party by the Receiving Party without the prior written consent of the Disclosing Party.
- (vii) This Agreement may be executed in two numbers of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the authorized representatives of the Parties have executed this Agreement effective as of the Effective Date:

**For IFCI Limited**

**For Bidder**

**(Authorised Signatory)**

**(Authorised Signatory)**

**Place:**

**Place:**

**Date:**

**Date:**

**Witness**

**Witness**

1. \_\_\_\_\_

1. \_\_\_\_\_

\_\_\_\_\_  
**(Name & Address)**

\_\_\_\_\_  
**(Name & Address)**

2. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
**(Name & Address)**

\_\_\_\_\_  
**(Name & Address)**

**Annexure 17****Income Tax**

<b>PartA: Refund Cases</b>				<b>Amount in Crore</b>
<b>Sr. No</b>	<b>Type of Case</b>	<b>AY</b>	<b>Forum</b>	<b>Estimated Amount</b>
1	Refund	2001-02	Assessing Officer (AO)	17.4
2	Refund	2006-07	Assessing Officer (AO)	3.92
3	Refund	2007-08	Assessing Officer (AO)	27.37
4	Refund	2008-09	Assessing Officer (AO)	5.77
5	Refund	2009-10	Assessing Officer (AO)	0.49
6	Refund	2010-11	Assessing Officer (AO))	2.21
7	Refund	2011-12	Assessing Officer (AO)	0.75
8	Refund	2014-15	ITAT & VSV (High court-WRIT)	4.91
9	Refund	2015-16	CIT(A) & VSV (High court-WRIT)	1.78
10	Refund	2016-17	CIT(A) & VSV (High court-WRIT)	70.56
11	Refund	2017-18	Assessing Officer (AO)	4.2
12	Refund	2019-20	CIT(A)	25.58
13	Refund	2020-21	Assessing Officer (AO)	0.49
14	Refund	2023-24	Assessing Officer (AO)	0.14

**Indirect Tax**

<b>Part B: Refund Cases</b>				<b>Amount in Crore</b>
<b>Sr. No</b>	<b>Type of Case</b>	<b>AY</b>	<b>Forum</b>	<b>Expected Amount</b>
1	Refunds	Mar'2023	Assistant Commissioner	0.18
2	Refunds	Jan'2023	Assistant Commissioner	0.09

**Income Tax**

<b>Part A: Litigation Matters</b>			
<b>Sr. No</b>	<b>Type of Case</b>	<b>AY</b>	<b>Forum</b>
1	Litigation Matter (Appeal by Department)	1995-96	High Court
2	Litigation Matter (Appeal by Department)	1997-98	High Court
3	Litigation Matter (Appeal by Department)	1998-99	High Court
4	Litigation Matter (Appeal by Department)	1999-00	High Court
5	Litigation Matter (Appeal by IFCI)	2013-14	High Court
6	Litigation Matter (Appeal by Department)		ITAT
7	Litigation Matter (Appeal by IFCI)	2014-15	High Court
8	Litigation Matter (Appeal by IFCI)		ITAT
9	Litigation Matter (Appeal by IFCI)	2015-16	High Court
10	Litigation Matter (Appeal by IFCI)		ITAT
11	Litigation Matter (Appeal by IFCI)		CIT (A)
12	Litigation Matter (Appeal by IFCI)	2016-17	High Court
13	Litigation Matter (Appeal by IFCI)		CIT (A)
14	Litigation Matter (Appeal by IFCI)	2019-20	CIT (A)
15	Litigation Matter (Assesment U/s 147)	2021-22	NFAC
16	Litigation Matter (Assesment U/s 143(3))	2024-25	NFAC

**Indirect Tax**

<b>Part B: Litigation Matters</b>			
<b>Sr. No</b>	<b>Type of Case</b>	<b>AY</b>	<b>Forum</b>
1	Litigation Matter (Appeal by IFCI)	2008-11	CESTAT, New Delhi -V

2	Litigation Matter (Appeal by IFCI)	2019-20	First Appellate Authority
3	Litigation Matter (Appeal by IFCI)	2020-21	First Appellate Authority
4	Litigation Matter (Appeal to be file IFCI)	2021-22	First Appellate Authority

## Annexure 19

Assessment Year	Income as per ITR	Income u/s 143(1)	Income u/s 143(3)	Income u/s 154 / A.E u/s 250/254	Book Profit as per last order	Income Tax Liability on Normal Income	Income Tax Liability/Paid on Book Profit u/s 115JB (MAT)	Availability of MAT Credit	Utilisation of MAT Credit	Tax Paid	Availability of MAT Credit (alongwith documentary evidence)
2002-03											
2003-04											
2004-05											
2005-06											
2006-07											
2007-08											
2008-09											
2009-10											
2010-11											
2011-12											
2012-13											
2013-14											
2014-15											
2015-16											
2016-17											
2017-18											
2018-19											