National Bank for Financing Infrastructure and Development

राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक

(संसद के अधिनियम के माध्यम से स्थापित एक अखिल भारतीय वित्तीय संस्था)

(An All-India Financial Institution established through an act of Parliament)

(The Capital, A Wing, 15th Floor, G Block, Bandra Kurla Complex, Bandra (East), Mumbai-400051)

"This notice is being published for information only and is not an open invitation to quote in this Closed RFP. Participation in this RFP is by invitation only and is limited to the selected bidders. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may contact the Institution."

Request For Proposal for appointment of Tax Consultant

National Bank for Financing Infrastructure and Development ("The Institution") is a specialized financial institution established by the Government of India to provide long-term funding for infrastructure projects in India, incorporated through NaBFID Act, 2021. Reserve Bank of India (RBI) vide its letter dated March 8, 2022, has advised that the Institution shall be regulated and supervised by RBI as an All-India Financial Institution (AIFI) under sections 45L and 45N of the RBI Act, 1934, respectively.

The Institution proposes to engage a Tax Consultant having experience in Income tax and GST related matters.

Request for engagement is to be submitted through email/address as mentioned above. The Consulting firms can submit their applications completely in all respects in the prescribed format at the following address or by email.

Address for physical submission of Application:

National Bank for Financing Infrastructure and Development
The Capital, A Wing,
15th Floor – Reception,
G Block, Bandra Kurla Complex,
Bandra (East), Mumbai – 400051.
Landline No. – 022 4104 2000
For email submission: rfp@nabfid.org

No contractual obligation whatsoever shall arise from this advertisement process. This advertisement is being issued with no financial commitment, and the Institution reserves the right to withdraw the advertisement and change or vary any part thereof or abolish the requirement at any stage.

Schedule of Events

Sr. No	Details	Remarks and Timeline
1	Date of issue of RFP	25th August 2026
2	Last date for requesting clarification	Within one week from issue of RFP (Up to 06:00 PM IST 1st September 2026) All communications regarding points/ queries requiring clarifications shall be sent by email to rfp@nabfid.org
4	Last Date for Submission of Bid / Quote	Within 15 days from issue of RFP (Up to 06:00 PM IST 9th September 2026) Shall be submitted to rfp@nabfid.org Any bid received after the deadline for submission of bids prescribed will be rejected and/or may be returned unopened to the bidder.
5	Date and time of opening of Bids / Quote	(At 03:00 PM IST 10th September 2026)
6	EMD Fee	Nil
7	Bid Validity Period	180 days
8	Duration of Assignment	As mentioned in the RFP
9	Address of Correspondence/ for Bid / Quote Submission:	Only through email at rfp@nabfid.org with subject line as **'Application for appointment of Tax Consultant'** or physical submission at below address: National Bank for Financing Infrastructure and Development (NaBFID) The Capital, A Wing, 15th Floor – Reception, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051

- **Mode of Tendering** - Limited e-Tendering to the selected parties
- **Coordinates for Correspondence** –
    - Email ID: rfp@nabfid.org,
    - Landline No. – 022 4104 2000
    - Address: National Bank for Financing Infrastructure and Development (NaBFID) The Capital, A Wing, 15th Floor - Reception, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051

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(1) Introduction

(a) The Institution was set up in 2021, by an Act of the Parliament (The National Bank for Financing Infrastructure and Development Act, 2021), as a specialized Development Finance Institution in India aimed at supporting the country's infrastructure sector.

(b) Reserve Bank of India (RBI) vide its letter dated March 8, 2022, has advised that the Institution shall be regulated and supervised by RBI as an All-India Financial Institution (AIFI) under sections 45L and 45N of the RBI Act, 1934, respectively.

(c) The purpose of this Request for Proposal (RFP) is to seek proposals from applicants for appointment of consultants for Taxation Compliance. The Institution proposes to invite Bids from eligible Bidders for Scope of Work mentioned in Clause 4 of this RFP document.

(d) Interested bidders are advised to go through the entire RFP before submission of bids to avoid any chance of elimination. The eligible bidder desirous of taking up the project for providing the proposed services is invited to submit technical and commercial proposals in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful bidder will be entirely at the Institution's discretion. This RFP seeks proposals from bidders who have the necessary experience, capability and expertise to provide the Bank the proposed services adhering to the Institution 's requirements outlined in this RFP.

(e) This RFP document shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.

(2) Disclaimer

(a) The information contained in this RFP, or information provided subsequently to Applicant(s) whether verbally or in documentary form/email by or on behalf of the Institution, is subject to the terms and conditions set out in this RFP.

(b) This RFP is not an offer by the Institution, but an invitation to receive responses from the eligible applicants. The purpose of this RFP is to provide the prospective Applicants with information to assist preparation of their proposals.

(c) This RFP does not claim to contain all the information each applicant may require. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advice/clarifications. The Institution may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

(d) The Institution, its employees, secondees and deputed employees make no representation or warranty and shall have no liability to any person, including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.

(e) The applicant is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit an application not substantially responsive to this RFP in all respect will be at the applicant's risk and may result in rejection of the application.

(f) The issue of this advertisement does not imply that the Institution is bound to empanel the Consulting firms or to award the contract to the empanelled Consulting firms.

(g) The Institution reserves the right to reject all or any of the proposal submitted by the Service provider without assigning any reason whatsoever. The Institution's decision will be final, and the Institution will not entertain any correspondence in this regard.

(h) The Institution also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever, caused arising from reliance of any applicant/agency upon the statements contained in this RFP

(i) The Institution will not assume any responsibility in case of delay or non-delivery of responses by post, courier, etc. within the stipulated time. Mere response to the tender will not entitle nor confer any right on the vendors for supply/sale to the Institution.

(j) The Institution reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Institution's action.

(k) The Institution reserves the right to amend, rescind or reissue the RFP at any time prior to the deadline for submission of Bids. The Institution may, on its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP by amendment. Such amendments/clarifications, if any, shall be binding on the participating Bidders. The Institution, at its discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders reasonable time to take the amendment into account. Nothing in this RFP or any addenda/corrigenda or clarifications is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed herein.

(l) No request for change in commercial/legal terms and conditions, other than what has been mentioned in this RFP or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained.

(m) The Institution reserves the right to reject all or any of the proposals without assigning any reason thereof and to restrict the list of Bidders to any number as deemed suitable.

(3) Definitions

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

(a) "AIFI" means All India Financial Institution
(b) "Bidder" means an eligible entity/firm, submitting the Bid in response to this RFP.

(c) “Bid” means the written reply or submission of response to this RFP.

(d) “Contract” means the agreement entered into between the Institution and Agency, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(e) “Eligibility Criteria” means the criteria listed in **Annexure-II**

(f) “The Institution” means the National Bank for Financing Infrastructure and Development (NaBFID) as incorporated under the National Bank for Financing Infrastructure and Development (NaBFID) Act, 2021.

(g) “Non-disclosure Agreement or NDA” means a contract by which the Institution and the Bidder agree not to disclose confidential information that they have shared with each other as a necessary part of doing business together.

(h) “Selected Bidder /Agency” is the successful Bidder found eligible as per eligibility criteria set out in this RFP.

(i) “Services” means all services, scope of work and deliverables to be provided by a Bidder as described in the RFP and include provision of technical assistance, training, certifications, auditing and other obligations of Bidder covered under this RFP.

(j) “Total Project Cost” means the price payable to consultant over the entire period of Agreement for the full and proper performance of its contractual obligations.

(4) Scope of Work

The consultant will assist in the following areas:

A. TDS / TCS Compliances

1. The consultant should provide end to end support for TDS / TCS compliances which includes but is not limited to review of liability as determined by the Institution, filing of returns to issuance of TDS / TCS certificates.

2. The consultant shall undertake following applicable TDS / TCS data validation, and applicable compliance aspects:
    a) Counterparty (e.g.- vendor, employees) database management for TDS / TCS,
    b) Monthly review of books of accounts pertaining to counterparty TDS / TCS compliances, including validating tax groups of deductee details, tax deduction, matching of challans, guidance on corresponding accounting entries (including tax liability, tax credits, tax refunds, etc.) and other relevant aspects.
    c) TDS / TCS compliances pertaining to filing of all periodic (e.g.- transaction based, monthly, quarterly, semi-annual, annual as applicable) regulatory returns in a time bound manner.
    d) TDS / TCS compliances pertaining to filing of rectified / revised returns as applicable including for prior period(s), if any.
    e) Computations / reconciliations / returns / submissions / representations / related filings / arising out of any amendments in the regulations and requiring such compliance.

3. The consultant will assist in preparation of Tax Audit Report along with schedules and providing necessary opinion for satisfaction of Tax Auditor. Major tables of Tax Audit

Report are to be prepared on annual basis. To also assist in maintenance / updation of TRACES / e-filing portal.

4. TDS / TCS certificates to be generated for all deductees including Form 130 / 131.

5. Assist in Preparation of submission for TDS/TDS Audit and filing of replies with Income tax authorities.

6. Validation report of PAN verification, Lower deduction certificate verification, PAN-Aadhar linking status of the customers / vendors / employees / ex-employees / pensioners etc. from the portal / utility provided by Income Tax Department or any other regulatory / statutory authorities for compliance of various income tax provisions including section 262 etc.

7. Guidance on TDS / TCS accounting.

B. GST Compliances:

1) The consultant should provide end to end support for GST compliance which includes but is not limited to review of liability as determined by the Institution, filing of returns, issuance of certificates etc.

2) The consultant shall undertake following applicable GST data validation, and applicable compliance aspects:
    a) Counter-party (e.g.- vendor, third party) database management for GST / TDS on GST
    b) Monthly review of books of accounts pertaining to counter-party GST / TDS on GST, including validating tax groups of deductee details, tax deduction, matching of challans, Analysis of Vendor Statement / Purchase Ledger and bifurcation of entries into eligible ITC, Block Credit, Ineligible ITC, GST on Reverse Charge basis etc., Reconciliation of Vendor Statement / Purchase Ledger with GSTR 2A/2B, GST number Verification and identification of B2B supplies, Identification of Vendors who has not filed GSTR-1, and accordingly advise suitable corresponding accounting entries for closure of GST reconciliation (including tax liability, tax credits, tax refunds, etc.)
    c) GST Reconciliation (Outward Supply Reconciliation & Inward Supply Reconciliation) which includes inconsistencies in ITC claimed by the Institution, vendor GST mismatch requiring for requisite adjustment and reconciliation.
    d) GST / TDS on GST compliance pertaining to filing of all periodic (e.g.- transaction based, monthly, quarterly, semi-annual, annual as applicable) regulatory returns in a time bound manner.
    e) GST / TDS on GST compliance pertaining to filing of rectified / revised returns as applicable including for prior period(s) if any.

f) Computations / reconciliations / returns / submissions / representations / related filings arising out of any amendments in the regulations and requiring such compliance.

g) Assist in Preparation of submission for GST Audit / filing of replies with GST authorities.

h) The consultant will provide validation report of GST verification, Status of the customers / vendors etc. from the portal / utility provided the regulatory / statutory authorities for compliance including follow up with such customers / vendors for proper adjustment and reconciliation.

C. **Professional Tax:** Advising on compliance with Professional Tax requirements including payments and filing of professional tax returns and assisting in Audits.

D. Other Taxation Related Compliances

1) The consultant should provide end to end support for Other Taxation related compliances such as payment to non-residents which includes but is not limited to review of liability as determined by the Institution, filing of returns, issuance of certificates etc.:

a) Preparation/review of Forms 145 and 146 and other related filings.

b) Preparation/review of Forms 165 (SFT) and 166 (FATCA/CRS) and other related filings.

E. Clarifications & Guidance:

a) The consultant should provide clarifications / guidance on TDS / TCS / GST/ other tax compliances on day-to-day transactions upon raising the issue.

b) The consultant should conduct periodic visit (minimum 5 days in a month) to the premises of the Institution for verification of the payments and compliance of the same TDS / TCS / GST guidelines.

F. Compliance Reports and MIS:

a) To provide the necessary support for any information and clarifications for submission to internal auditor, concurrent auditor and statutory auditor

b) Monthly reports on compliance of TDS / GST covering confirmation to the compliances and process requirements as enlisted above including any shortfall, mismatches, excess challan unutilized amount, respectively.

c) Report on regulatory compliances implemented in the systems / processes Institution and guidance on matters arising out of same, including Tax mapping in accounting software, HRMS etc.

d) Maintain detailed and proper records related to payments, return filing and correction/ revisions done in TDS/ TCS returns and provide to the company on quarterly basis.

G. Representations and filings:

a) Clear issues and defaults, if any, pending / arising under the Institution's PAN / TAN / GST.

b) Assistance in maintaining the Institution's profile on TRACES / E-filing / GST portals.

c) Demand notices (TDS / TCS / GST etc.) raised by the authorities and get the matter closed by assisting in proper compliance and assist in filing of appeals before various levels of judiciary.

H. The consultant will assist in compliance with all the TDS / TCS / GST compliance requirements introduced by Income Tax Department / CBDT / GST authorities / any other statutory / regulatory body from time to time.

(5) Price Bid

As per **Annexure-III**, price quoted by Bidder shall remain fixed from the date of contract and rate shall cover all out-of-pocket related expenses but excluding Goods & Service Tax (GST) and other statutory taxes. Bidder shall submit the password protected commercial bid within **last date of submission as per Schedule of Events** on page-2 and shall share the password as per the instruction of the Institution at a later date. All payments to the successful bidder shall be made through electronic mode only in Indian Rupees.

Format of proposal has been given in **Annexure I.**

(6) Terms of Payment

The consultation fee/ service charges for undertaking the assignment would be a lump sum amount on a quarterly basis excluding applicable taxes after meeting all the deliverables and periodic statutory obligations. No overheads such as travel, conveyance, boarding and lodging will be applicable for the discharge of the performance obligations as per the contract.

If for any reason the Institution is dissatisfied with the performance of the service, an appropriate sum may be withheld from any payment otherwise due. In such an event the Institution shall identify the services with which it is dissatisfied and advice the firm together with the reasons for such dissatisfaction. The payment of the amount outstanding will be made by the Institution upon remedy of any unsatisfactory work or resolution of outstanding queries by Service provider.

(7) Applicant Entity Eligibility

Firm of Chartered Accountants having adequate prior experience in Taxation and Finance Matters are eligible only through limited tender.

Minimum Eligibility Criteria

Please refer **Annexure-II** for Eligibility Criteria

(8) Evaluation Process

A single stage two envelope bidding system shall be followed. The bidder shall submit eligibility/technical bid in one envelope and Commercial bid in another envelope. The envelope containing technical bid shall be opened and evaluated first. Those bidders who meet eligibility criteria shall be pre-qualified and Commercial bids of only such prequalified bidders shall be opened and evaluated. No Bidder shall submit more than one bid. If a Bidder submits or participates in more than one bid, all the bids submitted by the Bidder shall be disqualified. On review of the fee quote submitted by the Bidders, if the said fee quote is found to be unreasonably low or otherwise, the Institution reserves its unequivocal right to invalidate the said bid. The lowest bidder shall be selected.

Language of bid

The language of the bid response and any communication with the Bank must be written in English only.

Evaluation of Eligibility Criteria

- All Bids will be evaluated as per the eligibility criteria as per **Annexure II** and **Annexure III**.
- If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected.
- Only those Bidders who qualify for eligibility criteria shall be shortlisted for commercial bid evaluation.

Evaluation of Commercial Bids

- Commercial bids should not have any alteration or overwriting. The Institution may reject or load the financial implication of any alteration, if found into the commercial bid submitted by the respective bidder. If any cost item in the commercial bid is offered at free of Cost, the same shall be filled accordingly. If found to be blank and not filled with any amount, the same shall be treated as defective and shall be rejected. The calculation arrived by the Institution will be final and will be binding on the bidders.
- Commercial Bids of technically qualified bidders only will be opened on a subsequent date.
- The contract shall be awarded to the qualified bidder whose bid is determined to be the lowest evaluated bid (L1), provided that the bidder is meeting the eligibility and commercial requirements. If more than one bidder quotes the same lowest value, the bidder with the highest experience/eligibility shall be reckoned as L1.
- The Institution reserves the right to negotiate the bid amount with the bidders. The Institution shall not give any reasons for not selecting any of the applicants. Decision of the Institution in this regard shall be final and binding on all participating bidders.

Clarification and Amendments on RFP / Pre-Bid Meeting

- A bidder requiring any clarification on RFP may notify the Institution in writing by email within the date / time mentioned in the Schedule of Events.
- The queries received (without identifying source of query) and response of the Institution thereof, will be conveyed to the Bidders via email or any other medium as may be deemed fit by the Institution.

- The Institution reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Institution, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP, by amendment which will be made available to the Bidders by way of corrigendum / addendum. The interested parties / Bidders are advised to check the Institution's email & website and ensure that clarifications / amendments issued by the Institution, if any, have been taken into consideration before submitting the Bid. Such amendments / clarifications, if any, issued by the Institution will be binding on the participating Bidders. The Institution will not take any responsibility for any such omissions by the Bidder. The Institution, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda / corrigenda or clarifications issued in connection thereto.
- Any change in legal terms and conditions will be mutually agreed to only with the successful bidder. No request for change in legal terms and conditions, other than what has been mentioned in this RFP or any addenda / corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore, will not be entertained before award of the contract.
- Queries received after the scheduled date and time will not be responded to/acted upon.

(9) Bidding

a) Cost of bidding: The Bidder shall bear all the costs associated with the preparation and submission of its bid and the Institution will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

b) **Rejection of Bid:** The Bid is liable to be rejected if:

- The document does not bear the signature of authorized person in each page and duly stamped.
- It is received after expiry of the due date and time stipulated for Bid submission.
- Incomplete bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for proposal (RFP) are liable for rejection by the Institution.
- It is evasive or contains incorrect information.
- Any form of canvassing / lobbying /influence/ query regarding short listing, status etc. will be a disqualification.
- Bidder should comply with all the points mentioned in the scope of work, technical specifications and all other clauses of RFP. Non-compliance of any point will lead to rejection of the bid.

c) **Sub-Contracting:** The Bidder shall not directly or indirectly sub-contract the work to the other party without prior written permission of the Institution. However, it may be required to depute specialized agencies for a particular work, prior approval of which may be sought from the Institution before appointing. It shall be entirely Bidder's responsibility to pay such agencies in time without any implication on the work.

(10) Modification and Withdrawal of Bids

i. The Bidder may modify or withdraw its Bid after the Bid's submission, provided modification, including substitution or withdrawal of the Bids, is received by the Institution, prior to the deadline prescribed for submission of Bids.
ii. No modification in the Bid shall be allowed, after the deadline for submission of Bids.
iii. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity in this RFP.
iv. Withdrawal of a Bid during this interval may result in appropriate action as per the terms of this RFP.

(11) Timeline for Delivery

The successful bidder shall furnish the deliverables as per the timeline given below -

Sr No	Milestone	Timeline
(A)	Return Filing	2 Days before the due date
(B)	TDS / TCS certificates	15 Days from Return processing
(C)	Day-to-day queries & clarifications	Timeline as mentioned in the query itself
(D)	Any Other Statutory Compliance	2 working days before the due date
(E)	Any Reconciliation/ review	Need basis within the timeline communicated
(F)	Any Other Support	As and when need arises within the defined timelines

(12) Confidentiality

The Institution reserves its right to recall all the Institution's materials including confidential information, if stored in Consulting Firm's system or environment, at any time during the term of the Contract or immediately upon expiry or termination of Contract. Consulting Firm shall ensure complete removal of such material or data from its system or environment (including backup media) to the satisfaction of the Institution.

The successful bidder Service provider/ Consultant shall sign a Non-Disclosure Agreement with the Institution in the form and manner acceptable to the Institution before undertaking the assignment.

(13) Duration of Assignment

This Agreement shall be in force for a period three year(s) from Effective Date, subject to renewal every year, based on performance assessment, unless terminated by the Institution by notice in writing in accordance with the termination clauses of this Agreement.

(14) Right to Verification

The Institution reserves the right to verify any or all the statements made by the Applicant in the application and to inspect the Applicant's facility, if necessary, to establish to its satisfaction about the Applicant's capacity/capabilities to perform the job. The Applicant to extend all necessary assistance in this regard, failing which the Institution reserves the right to reject the Application.

(15) Right to Audit

(A) The Applicant shall be subject to audit by internal/ external auditors appointed by the Institution/ inspecting official from the Reserve Bank of India or peer banks or any regulatory authority, covering the risk parameters finalized by the Institution/ such auditors in the areas of services etc. provided to the Institution and Consultant is required to submit such certification by such auditors to the Institution. Applicant shall facilitate the same. The Institution can make its expert assessment on the efficiency and effectiveness of security, control, risk management, governance system and process created by the Applicant. The Applicant shall, whenever required by the auditors, furnish all relevant information, records/data to them. All costs for such an audit shall be borne by the Institution. Except for the audit done by Reserve Bank of India or any statutory/regulatory authority, the Institution shall provide reasonable notice not less than 7 (seven) days to consultant before such audit and same shall be conducted during normal business hours.

(B) Where any deficiency has been observed during audit of the Applicant on the risk parameters finalized by the Institution or in the certification submitted by the auditors, the Applicant shall correct/resolve the same at the earliest and /or within timelines stipulated by the Institution and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Applicant shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed. The remediation of deficiencies will have to be done to the satisfaction of Auditors and/or the Institution and the decision of the Institution in this regard will be final. Failure to correct/resolve any deficiencies shall entitle the Institution to exercise any remedies available to it under this RFP including the right to terminate.

Applicant further agrees that whenever required by the Institution, it will furnish all relevant information, records/data to such auditors and/or inspecting officials of the Institution/Reserve Bank of India and/or any regulatory authority(ies). The Institution reserves the right to call for and/or retain any relevant information /audit reports on financial and security review with their findings undertaken by the Applicant. However, Applicant shall not be obligated to provide records/data not related to Services under the Agreement (e.g. internal cost breakup etc.).

(16) Conflict of Interest

The Institution requires that Bidder provide professional, objective, and impartial advice and at all times hold the Institution's interest paramount, strictly avoid conflicts with other Assignment(s)/ Job(s) or their own corporate interests and act without any expectations/ consideration for award of any future assignment(s) from the Institution. Without limitation on the generality of the foregoing, Bidder, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:

Conflicting Assignment/ Job:

A Bidder (including its Personnel) or any of its affiliates shall not be hired for any Assignment/ Job that, by its nature, may be in conflict with another Assignment/ Job of the Partner / its personnel to be executed for the same and/or for another Entity / Employer during the currency of the assignment.

Conflicting Relationships:

A Bidder (including its Personnel) that has a material business or close family with a member of the Institution's staff who is directly or indirectly involved in any part of

a) the preparation of the Terms of Reference of the Assignment/job,
b) the selection process for such Assignment/job, or
c) supervision of the Contract, shall not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Institution throughout the selection process and the execution of the Contract. The respondent to RFP is expected to provide complete details of the Institution's staff associated with the Partner in any manner whatsoever.

In case the information is Nil, explicit mention should be made in this regard.

Conflicting Activities:

A firm that has been engaged by the Institution at any time during the past 3 years to provide goods, works or services other than professional services for a program and any of its affiliates, shall be disqualified from providing training services related to those goods, works or services. Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Institution, or that may reasonably be perceived as having this effect. If the Bidder fails to disclose said situations and if the Institution comes to know about any such situation at any time, it may lead to the disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment

Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the bidding process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Institution shall be entitled to forfeit and appropriate the EMD/ Security Deposit (as may be highlighted in the RFP), as mutually agreed upon genuine estimated loss and damage likely to be suffered and incurred by the Institution.

(17) Code of Integrity

a) The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Institution shall reject Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding process.

b) Bidders are obliged under this clause to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFP process or execution of Contract. Failure to do so would amount to violation of this code of integrity.
c) Any Bidder needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.
d) For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:
   - **"Corrupt practice"** means making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
   - **"Fraudulent practice"** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a RFP process or to secure a contract or in execution of the contract;
   - **"Coercive practice"** means harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
   - **"Anti-competitive practice"** means any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more Bidders, with or without the knowledge of the Institution, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
   - **"Obstructive practice"** means materially impede the Institution's or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Institution's rights of audit or access to information.

Debarment/Banning

Empanelment/participation of Applicants and their eligibility to participate in the Institution's procurements is subject to compliance with code of integrity and performance in contracts as per terms and conditions of contracts.

Following grades of debarment from empanelment/participation in the Institution's procurement process shall be considered against delinquent Vendors/Bidders/Applicants:

i. **Holiday Listing (Temporary Debarment - suspension)**
   Whenever a Consultant / Service Provider is found lacking in performance, in case of less frequent and less serious misdemeanours, the Consultant /Service Provider may be put on a holiday listing (temporary debarment) for a period up to 12 (twelve) months. When a Consultant / Service Provider is on holiday listing, he is neither invited to bid nor are his bids considered for evaluation during the period of the holiday. The Consultant / Service Provider is, however, not removed from the list of empanelled Consultant / service providers, if any.

Performance issues which may justify holiday listing of the Consultant / Service Provider are:

- Consultants / Service Provider who have not responded to requests for quotation/tenders consecutively three times without furnishing valid reasons, if mandated in the empanelment contract (if applicable);
- Repeated non-performance or performance below specified standards (including after sales services and maintenance services etc.);
- Consultants / Service Providers undergoing process for removal from empanelment/participation in procurement process or banning/debarment may also be put on a holiday listing during such proceedings.

ii. **Debarment from participation including removal from empanelled list**

Debarment of a delinquent Consultants / Service Provider (including their related entities) for a period (one to two years) from the Institution's procurements including removal from empanelment, wherever such Consultants / Service Provider is empanelled, due to severe deficiencies in performance or other serious transgressions.

Reasons which may justify debarment and/or removal of the Consultants / Service Provider from the list of empanelled Consultant /Service Providers are:

- Without prejudice to the rights of the Institution in this RFP, if an Applicant is found by the Institution to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the application process, such applicant shall not be eligible to participate in any expression of interest/request for proposal issued by the Institution during a period of 2 (two) years from the date of debarment.
- Applicants fail to abide by the terms and conditions or there is change in its production/service line affecting its performance adversely or fails to cooperate or qualify in the review for empanelment.
- If Applicant ceases to exist or ceases to operate in the category of requirements for which it is empanelled.
- Bankruptcy or insolvency on the part of the Applicant as declared by a court of law;
- Banning by Ministry/department or any other government agency.
- Other than in situations of force majeure, technically qualified bidder withdraws from the procurement process or after being declared as successful bidder:
  - withdraws from the process;
  - fails to enter into a Contract; or any other document or security required in terms of the RFP documents.
- If the Central Bureau of Investigation/CVC/C&AG or Compliance/Vigilance Department of the Institution or any other investigating agency recommends such a course in respect of a case under investigation
- Employs a government servant or the Institution's officer within two years of his retirement, who has had business dealings with him in an official capacity before retirement; or
- Any other ground, based on which the Institution considers, that continuation of Contract is not in public interest.

- If there is strong justification for believing that the partners/directors/proprietor/agents of the firm/company have been guilty of violation of the code of integrity, evasion or habitual default in payment of any tax levied by law; etc.

(18) Bidder’s Obligation

a) Bidder is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract/SLA. It will also ensure that any change in its constitution, ownership or any material incident having a bearing on its performance obligation towards the Institution will be immediately brought to the notice of the Institution along with an action plan to cure deficiencies, if any, arising therefrom.
b) Bidder is obliged to work closely with the Institution’s staff, act within its own authority and abide by directives issued by Institution from time to time and complete implementation activities.
c) Bidder will abide by the job safety measures prevalent in India and will free the Institution from all demands or responsibilities arising from accidents or loss of life, the cause of which is bidder’s negligence. Bidder will pay all indemnities arising from such incidents and will not hold the Institution responsible or obligated.
d) Bidder is responsible for activities of its personnel and will hold itself responsible for any misdemeanours.
e) The Bidder shall treat as confidential all data and information about the Institution, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Institution.
f) Without the Institution’s prior written permission, Bidder shall not store or share the Institution’s materials including confidential information outside the geographical boundary of India or in/with a public cloud.
g) Bidder agrees that it shall communicate to the Institution well in advance along with detail plan of action, if any changes in Bidder’s environment / infrastructure is of the nature that may have direct or indirect impact on the Services provided under the Contract or operations of its Services.
h) Bidder shall ensure confidentiality, integrity, and availability of the Institution’s information at all times.

(19) Delay in Agency/Service Provider Performance

i. If at any time during performance of the Contract, Agency/Service Provider should encounter conditions impeding timely delivery of the Services, Agency/Service Provider shall promptly notify the Institution in writing of the fact of the delay, its likely duration and cause(s). As soon as practicable after receipt of Agency/Service Provider’s notice, the Institution shall evaluate the situation and may, at its discretion, extend Agency/Service Provider s’ time for performance, in which case, the extension shall be ratified by the parties by amendment of the Contract.

ii. Any delay in performing the obligation/ defect in performance by Bidder may result in imposition of penalty, liquidated damages and/or termination of Contract (as laid down elsewhere in this RFP document).

(20) Penalty for delay in implementation

If Successful bidder fails to deliver any or all of the service(s) or perform the services within the time period(s) specified in the RFP/Contract / Agreement, the Institution shall, without prejudice to its other rights and remedies under and in accordance with the RFP/Contract / Agreement, levy Liquidated Damages (LD) from payments, which are due to the Successful bidder.

For calculation of LD:

LD for delay in the Service(s) rendered for delay beyond the scheduled date or part thereof will be a sum equivalent to 1% of the total payout per month. After attaining the maximum penalty of 3% of total project cost during implementation, the Institution may consider termination of the contract or purchase order.

The contract price for calculation of LD is Total Contract Price. The overall LD during implementation will be to a maximum of 12 % of the total cost of the project. NaBFID reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by NaBFID to the company. Part of month will be treated as a month for this purpose. However, NaBFID may, at its discretion, waive the liquidated damages, in full or part, in case the delay cannot be attributed to the Successful Bidder. NaBFID will deduct the amount of liquidated damages from the payment due of the same project from the successful bidder. NaBFID may also withhold the amount to be recovered from the payment due from other projects held by the same bidder. Any such recovery or liquidated damages shall not in any way relieve the Successful bidder from any of its obligations to complete the works / service(s) or from any other obligations and liabilities under the Contract/Agreement/Purchase Order. NaBFID reserves the right to condone the delay, if it is not attributable to the Successful bidder.

(21) Termination for Default

The Institution may, without prejudice to any other remedy for breach of Contract, written notice of not less than 30 (thirty) days, terminate the Contract in whole or in part:

i. If the bidder fails to deliver any or all of the obligations within the time period specified in the RFP/Contract, or any extension thereof granted by the Institution.
ii. If the bidder fails to perform any other obligation(s) under the RFP/Contract.
iii. Violations of any terms and conditions stipulated in the RFP.
iv. On happening of any termination event mentioned in the RFP/Contract.

In the event of failure of the bidder to render the Services/goods or in the event of termination of Contract or expiry of term or otherwise, without prejudice to any other right, the Institution at its sole discretion may make alternate arrangement for getting the Services/goods contracted with another bidder. In such case, the Institution shall give prior notice to the existing bidder. The existing bidder shall continue to provide services/goods as per the terms of the Contract until a 'New bidder' completely takes over the work. During the transition phase, the existing bidder shall render all reasonable assistance to the new bidder within such period prescribed by the Institution, at no extra cost to the Institution, for ensuring smooth switch over and continuity of services, provided where transition services are required by the Institution or New bidder beyond the term of this Contract, reasons for which are not attributable to bidder, payment shall be made to bidder for such additional period on the same rates and payment terms as specified in this Contract.

(22) Termination for Convenience

The Institution, by written notice of not less than 90 (Ninety) days, may terminate the Contract, in whole or in part, for its convenience, provided same shall not be invoked by the Institution before completion of half of the total Contract period.
In the event of termination of the Contract for the Institution's convenience, the bidder shall be entitled to receive payment for the Services rendered (delivered) up to the effective date of termination.

(23) Disputes / Arbitration / Mediation (Applicable only in case of successful bidders)

(A) All disputes or differences whatsoever arising between the parties out of or in connection with the Contract (including dispute concerning interpretation) or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of the Contract, abandonment or breach of the Contract), shall be settled amicably. If however, the parties are not able to solve them amicably within 30 (thirty) days after dispute occurs as evidenced through the first written communication from any party notifying the other regarding the disputes, either party (the Institution or Applicant), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to an arbitration panel; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws and arbitration proceeding shall be conducted in accordance with Arbitration and Conciliation Act 1996 and any amendment thereto. Any appeal will be subject to the exclusive jurisdiction of courts in Mumbai.

(B) Applicant shall continue to work under the Contract during the arbitration proceedings unless otherwise directed by the Institution or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

Any dispute of value Rupees 10 Crores or above which remains unresolved between the parties will be referred to the Mediation as per the Mediation Act 2023.

(C) Arbitration / Mediation proceeding shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

(24) Indemnity

The vendor will indemnify, protect and save the Institution against all claims, losses, costs, expenses, action suits and other proceedings, resulting from infringement of any intellectual property, patent, trademarks, copyrights etc. in respect of the products / items supplied by them.

(25) Limitation of Liability

1) The maximum aggregate liability of the Agency in respect of any claims, losses, costs, or damages arising out of or in connection with this RFP/Contract shall not exceed the Project Cost (governed by the subsequent Terms of Reference) paid by the Institution for the applicable work order that resulted in a claim.
2) Under no circumstances the Institution shall be liable for any indirect, consequential or incidental losses, damages or claims including loss of profit, loss of business or revenue.
3) The limitations set forth herein shall not apply with respect to:
    - Claims that are the subject of indemnification pursuant to infringement of third-party intellectual property rights.
    - Damage(s) occasioned by the Gross Negligence or Wilful Misconduct of Agency/Service Provider
    - Damage(s) occasioned by Agency /Service Provider for breach of confidentiality obligations,
    - Regulatory or statutory fines imposed by a government or regulatory agency for non-compliance of statutory or regulatory guidelines applicable to the Institution, provided such guidelines were brought to the notice of Consultant /Service Provider.

"Gross Negligence" means any act or failure to act by a party which was in reckless disregard of or gross indifference to the obligation of the party and which causes injury, damage to life, personal safety, real property, harmful consequences to the other party, which such party knew, or would have known if it was acting as a reasonable person, would result from such act or failure to act for which such Party is legally liable. Notwithstanding the foregoing, Gross Negligence shall not include any action taken in good faith.

"Wilful Misconduct" means any act or failure to act with an intentional disregard of any provision of this RFP, which a party knew or should have known if it was acting as a reasonable person, which would result in injury, damage to life, personal safety, real property, harmful consequences to the other party, but shall not include any error of judgment or mistake made in good faith

(26) Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at Mumbai.

(27) Taxes & Duties

(A) Applicant shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the commercial price bid by bidder shall include all such taxes in the quoted price.

(B) All expenses, stamp duty and other charges/ expenses in connection with the execution of the Contract as a result of this RFP process shall be borne by consultant. The Contract would be stamped as per Maharashtra Stamp Act, 1958 and any amendment thereto.

(28) Tax Deducted at Source

Wherever the laws and regulations require deduction of such taxes at the source of payment, the Institution shall effect such deductions from the payment due to applicant. The remittance of amounts deducted and issuance of certificate for such deductions shall be made by the Institution as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve Applicant from his responsibility to pay any tax that may be levied in India on income and profits made by consultant in respect of this Contract.

(29) Notices

Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by email and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date, whichever is later.

(30) No Employer-Employee Relationship

The selected Bidder/Agency or any of its holding/subsidiary/joint-venture/ affiliate / group / client companies or any of their employees / officers / staff / personnel / representatives/agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the Institution or any of its employees/officers/ staff/representatives/ personnel/agents.

(31) Termination For Insolvency

The Institution may, at any time, terminate the Contract by giving written notice to applicant, if applicant becomes bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to applicant, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institution.

(32) Force Majeure

Notwithstanding the provisions of terms and conditions contained in this RFP, neither party shall be liable for any delay in performing its obligations herein if and to the extent that such delay is the result of an event of Force Majeure.

For the purposes of this clause, 'Force Majeure' means extraordinary events or circumstances beyond human control such as an act of God (like a natural calamity) or events such as acts of war, insurrections, revolution, civil disturbance, riots, terrorist acts, political disruptions, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, acts of Government in their sovereign capacity, impeding reasonable performance of Bidder but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

If a Force Majeure situation arises, the Bidder shall promptly notify the Institution in writing of such conditions and the cause thereof within 7 calendar days. Unless otherwise directed by the Institution in writing, the Bidder shall continue to perform Bidder's obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of 15 days, the Institution and Bidder shall hold consultations in an endeavour to find a solution to the problem.

If the Force Majeure situation continues beyond continuous period of 30 (thirty) days, either party shall have the right to terminate the Contract by giving a notice to the other party. Neither party shall have any penal liability to the other in respect of the termination of the Contract as a result of an event of Force Majeure. However, the Bidder shall be entitled to receive payments for all services actually rendered up to the date of the termination of the Contract.

(33) Authorized Signatory

The Vendor shall indicate the authorized signatories who can discuss and correspond with the Institution, with regard to the obligations under the contract. The Vendor shall submit at the time of signing the contract, a certified copy of the resolution of their Board, authenticated by Partner, sign agreements/contracts with the Institution. The Vendor shall furnish proof of signature identification for above purposes as required by the Institution.

(34) Waiver

No failure or delay on the part of either party relating to the exercise of any right power privilege or remedy provided under this RFP document or subsequent agreement with the other party shall operate as a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this RFP document all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to either party at law or in equity.

(35) RFP Ownership

The RFP, proposals by bidders and all supporting documentation are the sole property of the Institution and should NOT be redistributed without prior written consent of the Institution. Violation of this would be a breach of trust and may, inter-alia cause the bidders to be irrevocably disqualified. The aforementioned material must be returned to the Institution when submitting the proposal, or upon request; however, bidders can retain one copy for reference.

(36) Tender/RFP Cancellation

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

(37) Miscellaneous Terms

a) **Intellectual Property Rights:** All copyrights, intellectual property rights, and any other legal rights arising out of the proposed scope of work (SOP and Product Note) shall vest exclusively with the Institution. The selected agency shall have no claim, title, or interest in such rights.
b) **Publicity:** The vendor shall not advertise or publicly announce that he is undertaking work for the Institution without written consent of the Institution.

Annexure I

FORMAT FOR PROPOSAL

DETAILS OF AGENCY

Particulars	Details
Name of the Consultant	
Office Address	
Name Of Contact Person (Pls provide Senior Personnel Contact)	
Designation	
Email ID	
Mobile No	
Date of Establishment	
If already working / worked with the Institution (if yes, please provide details)	

Annexure-II

BIDDER'S ELIGIBILITY CRITERIA

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr No.	Eligibility Criteria	Compliance (Yes/No)	Documents to be submitted
1	The entity should be in the consulting business for the last 5 years.		Constitution Certificate issued by ICAI and full address of the registered office along with details of Partners and paid assistant.
2	Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking / State or Central Government or their agencies/ departments on the date of submission of bid for this RFP.		Bidder should specifically certify in **Annexure-IV** in this regard.
3	The Bidder's Firm should not be owned or controlled by any Director or Employee (or Relatives) of the Institution.		A Self-Declaration as per the Format enclosed (**Annexure -VI).**
4	The entity should have provided similar services and expertise in handling the taxation related matters or has been engaged in carrying out related exercise for NBFC/Public Sector Bank (PSB)/ Private Sector Bank/MDB/AIFI.		Please submit details as per **Annexure-VII**. Copy of the order and/or Certificate of completion of the work. The Bidder should also furnish a user acceptance report.
5	The entity should have key personnel on its rolls who have the requisite experience in doing the above activities and possess sound relevant functional and technical		Supporting credentials to be submitted with atleast 2 resources with more than 10 years of experience in the relevant area.

	knowledge and who shall be involved in carrying out the validation exercise.		
6	Client references and contact details (email/ landline/ mobile) of customers for whom the Bidder has executed similar projects in India.		Bidder should specifically confirm on their letterhead in this regard.
7	Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Institution).		Brief details of litigations, disputes related to product/services being procured under this RFP or infringement of any third party Intellectual Property Rights by prospective Bidder or disputes among Bidder's board of directors, liquidation, bankruptcy, insolvency cases or cases for debarment/blacklisting for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking / State or Central Government or their agencies/ departments or any such similar cases, if any are to be given on firm's letter head.

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the Bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

<u>Name & Signature of authorised signatory</u>

<u>Seal of Firm/LLP</u>

Commercial Evaluation

1. The Commercial evaluation will take place based on the Commercial price bid **(Annexure-III)** submitted by the bidder. The Commercial price bid will be considered only if the bidder fulfils the Eligibility Criteria as per **Annexure II**.

2. Lowest responsive priced bid (L1) would be declared as successful and shall be awarded the Contract.

3. No deviation in the format is allowed. No terms and conditions shall be added in the format by the bidder.

4. In case of any deviation from terms and conditions of the RFP/bid documents, the bids are voidable and may be disqualified in the process. Please provide details of any deviation in **Annexure-V**.

Annexure III

COMMERCIAL BID FORM

The Bidders are advised to note and ensure compliance with the payment terms while quoting their rates. The rate quoted by the Bidder shall remain fixed from the date of contract and rate shall cover all out-of-pocket related expenses but excluding Goods & Service Tax (GST).

[On Bidder's letter head]
Date: _________________
To,
National Bank for Financing Infrastructure and Development (NaBFID)
The Capital, A Wing, 15th Floor - Reception,
G Block, Bandra Kurla Complex,
Bandra (East), Mumbai – 400051

Dear Sir,
We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications modifications/ revisions, if any, furnished by the Institution and we offer to undertake tax compliance and consultancy services in Income tax/GST/ TDS related matters. Our attached Financial Proposals are for the sum of:

[Insert amount(s) in words and figures]

This amount is inclusive of prices i.e., Total professional fees (INR) excluding applicable taxes. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to the financial proposal shall result in rejection of our financial proposal.

Details	Bidding Amount (in INR Lakh)
Undertaking detailed work related to Income tax/GST/ TDS related matters including return filing and related consultancy services and submission of the same to the satisfaction of the Institution	

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., till 180 days from the last date of submission of the proposal.

We understand that you are not bound to accept any Proposal you receive.

Dated this .... day of 2026

(Signature) (Name)
(In the capacity of)
Duly authorized to sign Bid for and on behalf of

____**Seal of the Firm**

Annexure -IV

BID SECURITY DECLARATION

To,

National Bank for Financing Infrastructure & Development (The Institution)

The Capital, A wing, 15th floor – Reception, G block

BKC, Bandra, Mumbai - 51

Dear Sir,

Subject: Request for Proposal (RFP) for ___________________

We_________________________ (bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the Institution for 5 years from the date of submission of Bid in case of any of the following:

1. If the bid submitted by us is withdrawn/modified during the period of bid validity.
2. If any statement or any form enclosed by us as part of this Bid turns out to be false / incorrect at any time during the period of prior to signing of Contract.
3. We hereby certify that on the date of submission of Bid for this RFP, we do not have any past/ present litigation which adversely affect our participation in this RFP, or we are not under any debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/departments.
4. In case of we, becoming successful bidder and if:
   a) we fail to execute Contract within the stipulated time.
   b) we fail to furnish Performance Bank Guarantee, if any, within the timelines stipulated in this RFP document.

Yours faithfully,

Date: For __________________________

Signature ____________________

Name ________________________

Authorized Signatories

(Name & Designation, seal of the firm)

Annexure -V

DECLARATION FOR COMPLIANCE

(On Firm's letterhead)

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Institution in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature:

Name:

Date:

Seal of Firm:

Technical Specification:

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you with the following deviations:

List of deviations

1) ____

2) ____

3) ____

4) ____

Signature:

Name:

Date:

Seal of Firm:

(If left blank it will be construed that there is no deviation from the specifications given above)

Annexure -VI

(To be submitted by the bidders)

Date:

To,
National Bank for Financing Infrastructure & Development (The Institution)
The Capital, A wing, 15th floor – Reception, G-Block
BKC,Bandra , Mumbai - 51

Subject: Undertaking Regarding Ownership and Control of the Bidder’s Firm

Dear Sir/Madam,

We, _________________having our registered office at _________________________, do hereby undertake and confirm that our firm is not owned or controlled by any Director, Employee, or their relatives of the Institution.

We further declare that:

1. No Director or Employee of the Institution, or their relatives as defined under Sec 2 (77) Companies Act, 2013, has any ownership, controlling interest, or financial stake in our firm.
2. We have disclosed any potential conflict of interest, if any, and confirm compliance with all applicable guidelines related to procurement and bidding.
3. In case any such conflict of interest is discovered at a later stage, we accept that the Institution reserves the right to disqualify our bid or take any appropriate action, as deemed necessary.

For and on behalf of
[Name of the Bidder’s Firm]
Authorized Signatory

Annexure -VII

WORK ORDER

Sr. no.	Parameters	Details
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees), as applicable	
6	Period of Services rendered by the Agency (Start and end date)	
7	Other Information relating to Project	
8	Copy of the work order, completion certificate to be submitted	

**Please use separate sheet for single project*

Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)

Note: Documentary proof (Work Order along with Completion Certificate etc of related projects) with project citation