

Date: 11.08.2020

## CLARIFICATIONS

**The Bank is in receipt of certain queries from many prospective Bidders. The clarifications to the queries with respect to the EOI are as under:**

1. The Bank has invited the Expression of Interest (EOI) from the prospective bidders. The RFP will be issued separately and will be made available to successful bidders based on EOI pre-qualification criteria etc.;
2. RFP will, *inter-alia*, include Fee for Bid document, EMD amount, Technical and Commercial criteria etc.;
3. The Scope includes Direct and Indirect Tax services and only one bid is required to be submitted for both;
4. The present scope is covering all offices of NHB. Bank has proposed to open four offices and may open more offices in future. Selected firm has to handle the work related to all new offices, if opened during the assignment;
5. The scope of the EOI includes assistance in relation to GST Audit viz., preparation of supporting documents, Form 9 and 9C or any other allied assistance for FY 2018-19 onwards;
6. NHB is using the SAP-ERP. The GST module is yet to be implemented. The scope covers providing assistance for GST implementation in SAP-ERP and guidance on accounting/ tax impact. Further, Ind-AS guidance on Accounting and its tax implication is included in the scope;
7. Service Tax Audit is covered under the scope.
8. Presently, NHB is having 130 regular employees.
9. At present NHB has professional tax registration of all its offices except Delhi (not applicable for Delhi state);
10. No sub-contracting of the contract is allowed including certification from members firms;
11. If any return made applicable by CBDT under Income Tax Act in future, the same will be treated as covered under scope;
12. GST Invoices will be generated by the Bank itself, but according to the future changes in GST law for e-invoicing, the consultant is required to extend assistance for the task completion.
13. Half-yearly training required to be provided to employees of the Bank on the tax compliances and other tax matters such as GST, TDS and Income Tax etc.
14. It is expected from the bidders to furnish the work orders in support of experience;
15. Bank is currently having one TAN;

16. Payroll processing is not part of the scope. Checking of taxability of different heads of Salary, checking of investment proof, calculation of tax, filing of TDS return, generation of form-16 and verification of the same etc. including tax assessment on leave encashment, Gratuity etc.
17. Details of pending income tax matter along with issues involved cannot be shared at this point of time, however, bidder are advised to refer the annual report of the Bank which is available on NHB website for the details;
18. The requirement regarding Certification from client is clearly defined in the EOI.
19. Annexure VII and VIII required to be executed with Bank by the successful bidder.
20. The firm is already empanelled with NHB for Forensic Auditor may apply.
21. NHB will appreciate the submission of Curriculum Vitae (Annexure-V) regarding all the partner, however, in case of difficulty the firms are required to submit CV of five major partners.

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