

Reply to Pre-Bid Queries

Sr No	Queries	NHB Reply
A	Eligibility Criteria	
1	1.Registration certificate from ICAI	Please refer Para 7.1 of RFP on minium eligibility criteria
B		
1	1. The number of GSTINs of the Company	17 as on date
2	2. What is Annual Turnover of the Company	Pls refer to NHB Annual Report
3	3. Kindly share the number of outward transactions per month per GSTIN	Already explained to your representative during Pre Bid Meeting. However, the no. of transactions will be shared with the selected bidder
4	4. Kindly share the number of Inward transactions per month per GSTIN	Already explained to your representative during Pre Bid Meeting. However, the no. of transactions will be shared with the selected bidder
5	5. The Bank uses which ERP currently? Are there any separate AP/AR modules	SAP
6	6. Whether details of outward, inward, reverse charge mechanism shall be provided in presribed format	To be extracted from SAP
7	7. Please elaborate the services to be provided under Invoice management system.	Already explained to your representative during Pre Bid Meeting
8	8. Whether data extraction is required to be done by the consultant or the same shall be provided by the identified SPOC from NHB?	To be extracted from SAP in assistance with SPOC
9	9. We understand that the bidder shall be required to only share the returns and filing of the same shall be done by NHB	Please refer Para 4 of RFP
10	10. Whether ASP/GSP is presently being used for reconciliation/filing, etc?	Already explained to your representative during Pre Bid Meeting. Details will be shared with the selected bidder.
11	11. We understand that reconciliations for the past period will not be covered under the scope of this RFP. Kindly confirm the same	No, it is included in the scope of RFP. For further clarification Please refer para 4 of RFP.

12	12. Request you to share the litigation tracker with all the relevant fields and information like brief about the case, the forum at which pending, state in which the same is pending and the amount involved.	
13	13. We assume that the cases only till the Appellate Tribunal are required to be represented	Pls refer to NHB Annual Report
14	14. With respect to the services to be provided under indirect tax, we are given to understand that assistance required to be provided shall be restricted GST and erstwhile Service tax matters only.	Yes
15	15. The qualified CA shall be expected to visit which office of NHB?	All the indirect taxes including professional tax and other Acts applicable to NHB
16	16. Whether travel to the regional offices is required? On an average the number of times the visit is expected in a month? Whether the expenses for the hotel/travel and other expenses incurred shall be arranged by NHB?	Yes, At HO and for ROs on requirement basis.
17	17. What is the current process/mechanism and software/technology solutions used by the Company for the compliances	If required , the same shall be borne by the Consultant.
18	18. Whether the work order details and the satisfactory services certificate of the member firm shall be considered in the eligibility criteria	SAP and Compliance Management Tool
		Please refer Para 7 of RFP
C	TDS scope and related Accounting matters / IND AS scope	
19	1. Total number of active vendors for every category, i.e., Contractors, Consultants, Rental vendors / lessor, Non-resident vendors, etc.	Already explained to your representative during Pre Bid Meeting. Details will be shared with the selected bidder.
20	2. What kind of payments are made to Non-residents	Based on Nature of Transactions i.e., Bond interest repayment , Foreign Borrowing repayments etc.
21	3. Total number of deposit and bond holders and the frequency of interest payments / accrual	Please refer Annual Report for outstanding amount/nature of bonds & deposits, etc
22	4. Transaction volumes / count of expense / payment line items for TDS verification (by category of vendors where possible) that we can expect on a monthly basis / quarterly basis	Monthly
23	5. What is the timeline for the scope involving computation / checking, i.e., the TAT expected from service provider? Any cut off considered for month end?	At least one day before due date.
24	6. Basis historical data, what is the average number of correction returns required to be filed for TDS	Based on requirement. Not done frequently.
25	7. Is there a tool / software in use for TDS returns filing?	Filed by Consultant
26	8. Will our scope involve sharing TDS certificates under Form 16A to the vendors (using a generic organization mail id)?	No, Certificate will be provided by the Consultant to the Bank.

27	9. In relation to the impact of the Indian Accounting Standard (Ind-AS), will the IND AS adjustments be identified and flagged to us or will our scope include identification from the financial statements shared.	As per the applicability of IND AS
28	10. Also will our scope include assistance in preparing the relevant income tax related disclosures in the financial statements.	Yes
29	11. Are there any historical accounting issues with respect to Taxation and / or compliance with Accounting Standards and ICDS, etc.	No
30	12. Are we required to compute any perquisites valuation or such data will be given to us for verification?.Please provide the list of applicable perquisites.	Yes
31	13. Are we required to process the taxes on salary or review the taxes already being computed?	Yes
32	14. What would be timelines of deliverables under both scenarios as mentioned in point (b) above?	Need based requirement
33	15. Do you need any support with respect of deposit of TDS?	The same shall be vetted by Consultant before depositing
34	16. Who will be responsible for preparation and filing of quarterly TDS return (24Q)?	Consultant
35	17. Will our scope of work be limited towards checking of Form-16s issued to the employees?	Please refer Para 4 of RFP
36	18. What would be the estimated number of employees (including leavers) for F.Y. 2025-26?	Approx 280 as on date

S. No.	Section Number	Page Number	Query	Bank Reply
IDT				
1	Para 4, Scope of Work	10	Whether these additional requirement of staff will be deployed at Head office or at any other location of the bank?	Yes, At HO and for ROs on requirement basis.
2	Para 4, Scope of Work	9	At present we understand there are 24 registrations (19 Active and 5 Inactive) registrations. Kindly confirm. Whether bank has obtained any ISD Registration under GST?	At present 17 GSTINs. ISD registration is under process.
3	Para 6.14, Format and Signing of Bids	19	Whether the declarations /undertaking and other documents can be wet-ink signed or digital signature would be required?	Should be signed by Authorized Representative only
4	Para 4, Scope of Work	10	Which software/s are used by the National Housing Bank at present for accounting and maintenance of data?	SAP
5	Para 4, Scope of Work	10	What is the average number of Outward and Inward Supply documents generated/received in a month?	Already explained to your representative during Pre Bid Meeting. However, the no. of transactions will be shared with the selected bidder
6	Para 4, Scope of Work	10	What is the volume of input tax credit for which vendor follow up is done in the month.	Already explained to your representative during Pre Bid Meeting. However, the no. of transactions will be shared with the selected bidder
7	Para 7.1, Minimum Eligibility Criteria	27	Can the bid be submitted by an entity which is not a CA firm but has affiliates/ group entities which are CA firms and employees are CAs working under a common brand? If yes, what additional documents are required to be uploaded with the bid?	Please refer Para 7 of RFP
8	Para 7.2, Evaluation of Technical Bid	31	The presentation is to be made by the eligible firm. Kindly confirm if there are any requirements regarding the number of slides and the time allotted to each eligible bidder for the presentation.	There is no limit however the same should be completed within the allotted time. Which may be normally of 10-15 minutes.
DT				
9	Para 4, Scope of Work: Vetting of Advance Tax under the Income Tax Act on quarterly basis.	8	We understand that our scope would be limited to review of the advance tax working prepared by NHB. Please confirm.	Please refer para 4, scope of work
10	Para 4, Scope of Work: Vetting of tax Deferred Tax Asset (DTA)/ Deferred Tax Liability (DTL) computation for quarterly/ half-yearly/ annual closing of accounts.	8	We understand that our scope would be limited to review of the deferred tax workings prepared by NHB. Please confirm.	Please refer para 4, scope of work
11	Para 4, Scope of Work: Preparation/checking/scrutinizing/filing of the income tax return (including revised returns) of the Bank and any other related returns.	8	We understand this does not include any updated income-tax return to be filed by NHB. Please confirm.	It includes all type of returns. Also, Please refer para 4, scope of work

12	<p>Para 4, Scope of Work: Assist in direct tax & Indirect tax proceedings i.e. preparation of details required to be submitted to the tax department and appearance before the tax authorities. Para 4, Scope of Work: Assessment/ Re-assessment proceedings, Drafting, filing of appeals, refund claims and attending/appearing to assessments / appeals before the appellate authorities (no separate lawyer will be hired by the Bank to represent the case further no additional fees will be paid).</p>	9	<p>(i) We note the pendency in income-tax proceedings as available on page 302 of the Annual Report for FY 2023-24. Request you to provide the status as on date.</p> <p>(ii) We understand that the typical issues involved in corporate tax assessment/ appellate stages are as provided from page 302 of the Annual Report for FY 2023-24. Please let us know if there are any other issues which are typically picked up for scrutiny by the tax department in the case of NHB but not included herein.</p> <p>(iii) Please note that we are chartered accountant firm and not a law firm. Hence, we will be able to represent in cases upto Income Tax Appellate Tribunal level. However, lawyer for representation before High Court and Supreme Court would need to be appointed by NHB. Please clarify if NHB will appoint and pay the lawyer fees in such cases directly.</p> <p>(iv) We note that fixed fee is required to be provided in relation to entire scope of work as provided in RFP. We may be able to provide fixed fee only in relation to assistance in assessment proceedings. For any assistance in new appellate proceedings [not covered under proceedings open as on date basis point (i) above], we may either provide fees on hourly basis or the basis of number of issues involved at higher forums. Please confirm if such approach can be adopted while providing a quote of fees.</p>	<p>All major issues are mentioned in Annual report.</p> <p>All major issues are mentioned in Annual report.</p> <p>The same shall be handled by Bank's Legal Deptt. However, assistance if required for providing data/information need to be done by Consultant.</p> <p>The Fees is inclusive of all.</p>
13	<p>Para 4, Scope of Work: Certification of ECB returns of NHB</p>	10	<p>We understand that this is in relation to the certification required of Form ECB 2 [Reporting of actual transactions of External Commercial Borrowings (ECB) under Foreign Exchange Management Act, 1999]. Please confirm.</p>	<p>Yes. Based on requirement.</p>
14	<p>Para 4, Scope of Work: Providing training to officers/staff of the Bank in Taxation related matters as and when required by the Bank.</p>	10	<p>Please provide the estimated number of hours to be spent in such trainings.</p>	<p>On need basis.</p>
BPS				
15	<p>Para 4, Scope of Work, Calculation of tax liability of staff and verification of Tax Deducted at Source (TDS) in respect of contractors, consultants, rent, payment to NRIs and interest payments etc.</p>	10	<p>1. Please share the Number of contractors, vendors and consultants with average number of invoices raised by them per month. 2. Number and nature of loans taken & frequency of interest payments. 3. Nature of payments to NRIs.</p>	<p>1. Already explained to your representative during Pre Bid Meeting. Details will be shared with the selected bidder. 2. Please refer Annual Report 3. Based on Nature of Transactions i.e., Bond interest repayment, Foreign Borrowing repayment etc.</p>

16	Para 4, Scope of Work, Verification of TDS computation with regard to payment towards salary and perquisite of every employee of NHB and verification of TDS certificate as per Form 16.	10	1. Please share the nature of perquisites paid to employees. 2. Please share the number of employees.	Approx 280 as on date
17	Para 4, Scope of Work, Filing of quarterly TDS Returns including correction returns, if required and Verification of TDS certificate as per Form 16A.	10	Is there any previous demand pending?	Details will be shared with the selected bidder
18	Para 4, Scope of Work, Invoice Management System	10	1. Please confirm the average number of invoices processed per month. 2. Please share the details of current process of invoice generation. Is it automated or manual? 3. Nature of services to be invoiced. 4. Confirm the frequency of invoicing.	Already explained to your representative during Pre Bid Meeting. However, the no. of transactions will be shared with the selected bidder
19	Para 4, Scope of Work, Finalization of form 16 & form 12B or any other related forms as per the prevailing laws for all the employees & Ex-employees of the Bank, Para 4, Tax calculation for any arrear payments to the employee/retired employee of the Bank.	10	Please confirm the number of employees.	Approx 280 as on date
GES				
20	Para 4, Scope of Work, Preparation and filing of required applications with tax authorities.	8	Please let us know if this includes preparing and filing PAN application for employees. Please let us know if this includes preparing Income-Tax Clearance Certificate (ITCC) for employees.	NO

21	<p>Para 4, Scope of Work, Furnishing information/ opinion to NHB on the various day to day tax matters and Promptly advising on queries being received from various Departments/ Regional offices, as referred by the Bank.</p>	8	Please let us know if this includes queries relating to employer-employee tax matters.	The said Para 4 refers the tax issues related to business/operatoion.
22	<p>Para 4, Scope of Work: Assist in direct tax & Indirect tax proceedings i.e. preparation of details required to be submitted to the tax department and appearance before the tax authorities. Para 4, Scope of Work: Assessment/ Re-assessment proceedings, Drafting, filing of appeals, refund claims and attending/appearing to assessments / appeals before the appellate authorities (no separate lawyer will be hired by the Bank to represent the case further no additional fees will be paid).</p>	9	Please let us know open-issues/ notices pertaining to employer-employee tax matters	No

23	<p>Para 4, Scope of Work: Calculation of tax liability of staff and verification of Tax Deducted at Source (TDS) in respect of contractors, consultants, rent, payment to NRIs and interest payments etc. Advising on issues related to international taxation. Certificates, if any, to be issued in pursuance of TDS & Double Taxation Avoidance Agreement (DTAA) in case of foreign remittance like FORM-15CB.</p>	9	<p>Please let us know if there are going to be any expatriate movements.</p>	<p>As and when required</p>
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S No.	Complete description of Relevant Section / Clause	Reference	Queries	NHB Response
1	Assist in Direct tax & Indirect tax proceedings i.e. preparation of details required to be submitted to the tax department and appearance before the tax authorities	Para 4 Scope of work (Page No. 8)	1. Please provide details of all ongoing litigations during the current period including details such as year, forum / authority before which issue is pending, issue under litigation in brief, quantum of tax liability / exposure involved. 2. What are the matters (based on past experience) under which new litigations / assessments are likely to arise? 3. We understand that issues up to the level of Commissioner Appeals / Appellate Authority / Appellate tribunal / Dispute Resolution Panel are only to be handled by the bidder and not issues referred to / contested in HC/SC. Kindly confirm	1 & 2. Pls refer to NHB Annual Report 3. Yes, the same been taken care by Bank's Legal Team.
2	Preparation and filing of required applications with tax authorities.	Para 4 Scope of work (Page No. 8)	Whether preparation and filing of application for advance ruling before Authority for Advance Ruling or advance pricing agreements is also covered in scope of work?	Yes
3	Assessment/ Re-assessment proceedings, Drafting, filing of appeals, refund claims and attending/ appearing to assessments / appeals before the appellate authorities (no separate lawyer will be hired by the Bank to represent the case further no additional fees will be paid).	Para 4 Scope of work (Page No. 8)	Same as 1 above	Yes
4	Should be a Chartered Accountant firm, inter alia, engaged in providing services under direct and indirect tax laws.	SI. NO. a) of 7.1(2) Minimum Eligibility Criteria (Page No. 27)	Please let us know if the credentials of related party be allowed to meet the eligibility criteria.	Not allowed
5	The Bidder's Firm should not be owned or controlled by any Director or Employee of NHB and its subsidiaries/associate institutions.	SI. NO. h) of 7.1(2) Minimum Eligibility Criteria (Page No. 28)	Please do confirm if any specific format is there. If yes, please share the same.	No specific Format, self declaration required as per Para 7 of RFP
6	The Bidder should have served as Tax consultant for PSBs/Govt. FIs/PSUs and other Government Organizations in India	SI. NO. 6 of 7.2(a) Evaluation of Technical Bid (Page No. 31)	Is there any criteria for minimum number of Work Order required?	Pls refer para 7 of RFP
7	Number of Clients (turnover of ₹500 crore and above) Served as tax consultant in last 3 years	SI. NO. 7 of 7.2(a) Evaluation of Technical Bid (Page No. 31)	Please confirm whether only PSB/Govt. FIs/PSU/ other government entity should be considered for clause or any type of entity would suffice	All types of clients
8	Satisfactory Services Certificate from clients	SI. NO. 8 of 7.2(a) Evaluation of Technical Bid (Page No. 31)	Please do confirm if any specific format is there. If yes, please share the same.	No specific Format, self declaration required as per Para 7 of RFP
9	Experience in handling ITAT Cases in last 5 Financial Year (01.04.2019 to 31.03.2024) (Favorable Order only to be reported)	SI. NO. 9 of 7.2(a) Evaluation of Technical Bid (Page No. 31)	Should it include cases where WCC LLP has worked along with Senior counsels?	No (Standalone basis)

10	The selected Bidder shall not enter into a sub-contract or permit anyone other than the Consultant's personnel for the performance of any part of the work, services or other performance required of the Consultant under this Agreement, without the prior approval of NHB in writing.	Para 9.21 Assignment (Page no 38)	Does it mean sub-contracting between the related parties would be permissible, post approval from NHB?	Please refer Para 9 of RFP based on requirement.
11	Confidentiality	Para 3.7 (Page 82)	Bidder propose additional language as follows: "The Bidder may retain such portion of the Confidential Information including its working papers that is required for compliance with its statutory, regulatory or professional conduct obligations"	The modification suggested by the Bidder may not be required as the restriction is on the disclosure of the "proprietary information" and "confidential information" and not regarding the retention.
12	Insurance to be taken out by the Consultant	Para 3.8 (Page 82)	We seek clarification regarding the insurance requirement for this assignment.	The clause is self explanatory
13	Liability of the Consultant	Para 3.9 (Page 82)	We request the NHB to limit the liability of the bidder/consultant to 1x times of the consultancy fee. NHB is requested to include the clause to state that we will not be liable for any indirect or consequential losses or damages. Even the Contract Act, stipulates remote and consequential damages are not payable. The above is as per GFR and MeitY guidelines and the industry standard.	This is the standard format. No changes are acceptable.
14	Terms and Conditions	GeM Portal	We understand that the Buyer Added Bid Specific Terms and Conditions found on the GeM portal will not be applicable, given that this is a consultancy services contract. We request to please note that the proposal which may be submitted by us will be an offer by bidder to provide the proposed services and is in all respects subject to negotiation, agreement and signing of a specific engagement contract with the client and completion of our acceptance and risk management procedures.	Please refer the Terms and Condition of RFP