

Date-31-01-2026

Indian Institute of Banking & Finance

Pre Bid Clarification to RFP NO.IIBF/2025-26/GST/01 DATED 19.01.26 (For Appointment of the GST Consultant on Retainership Basis)

A. Clarification sought through e-mail

| <u>Clause no.</u> | <u>Subject</u>                | <u>Sl. no.</u> | <u>Description</u>  | <u>Clarification sought</u>  | <u>IIBF Clarification</u>   |
|-------------------|-------------------------------|----------------|---|--|---|
| 9                 | Technical Evaluation Criteria | 9.4            | Average turnover of Rs. 5 crores from Professional fees (excluding reimbursements) of the Firm/ LLP during the preceding 3 financial years (i.e. 2024-25, 2023-24 and 2022-23).<br><br>a. 5 to 10 crores –5 Marks<br><br>b. Above 10 crores – 10 Marks  | Whether turnover from professional fees for the immediately preceding financial year alone may be considered for awarding technical marks under the scoring criteria, provided the bidder satisfies the minimum eligibility requirement of ₹5 crore. | No change.  |
| 7                 | Earnest Money Deposit         | 7.1            | Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) refundable (without interest), should necessarily be accompanied with the Technical Bid in the form of Demand Draft/ Pay Order drawn in favour of “Indian Institute of Banking & Finance (IIBF)” payable at Mumbai failing which the tender shall be rejected summarily. | Whether MSMEs are exempt from payment of Earnest Money Deposit (EMD) in accordance with the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012, and applicable government procurement guidelines.                          | Public Procurement Policy for Micro and Small Enterprises (MSEs), 2012 is not applicable to IIBF. however IIBF may consider the exemption from EMD payment if bidder submit a valid MSME certificate that clearly specifies exemption from EMD.<br><br>EMD of Rs.10000/- can be submitted with Technical Bid in the form of Demand Draft/ Pay Order or <b>can be remitted through NEFT/any other electronic mode.</b> The details of online |

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|   |                               |     |   |   | remittance should be furnished in the technical bid. For online remittance please contact IIBF for bank account details.   |
| 9 | Technical Evaluation Criteria | 9.2 | <p>Bidder existence is minimum 20 years after its registration.</p> <p>a. 20 to 25 Years – 5 Marks</p> <p>b. Above 25 Years – 10 Marks</p>  | <p>We meet all eligibility criteria except the number of years of firm existence, which currently exceeds 10 years, with a dedicated practice in Indirect Tax/GST since inception. We would be grateful if our experience and credentials could be considered with a lower mark for less existence and if we can be given an opportunity to present our technical bid and methodology using advanced data analytics/reporting tools such as Power Query, Power Pivot, and Power BI.</p> | No change.   |
| 3 | Scope of Work                 |     | <p>This Scope of Work shall be applicable to the Corporate Office of IIBF and all its PDCs, whether existing or established in the future during the tenure of the engagement.</p>  | <p>How many GST numbers does the organization have?</p>   | <p>IIBF currently holds 8 GST registrations , including 1 ISD registration, on a PAN-India basis.</p>  |
| 3 | Scope of Work                 | 3.7 | <p>Drafting, filing of appeals/ replies of notices and representing before the GST appellate authorities. For matters before authorities higher than GST Appellate Authority (GSTAT), appointment of legal counsel shall be as recommended by the</p> | <p>How many notices have been received under GST, and under which sections? Are any appeals currently pending under GST?</p>  | <p><b><u>GST Notices-:</u></b><br/>IIBF has received notice under Section 61 of the CGST Act, 2017(ASMT-10) for the FY-2022-23 for GSTIN of State of Maharashtra Registration and for the FY-2019-20 for GSTIN of State of West Bengal. Notice query is closed based</p> |

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|   |               |          | GST Consultant and approved by IIBF.  |  | on the response duly submitted.<br><b>GST Appeals-:</b><br>There are no appeals currently pending under GST.                         |
| 3 | Scope of Work | 3.1<br>2 | Preparing GST reconciliation statements-: GSTR - 1 vs GSTR 3B, GSTR – 2B vs Books of Accounts, Reconciliation of Electronic Cash Ledger, Electronic Credit Ledger and Liability Register with Books of Accounts and Inward & outward supplies with financial statements and general ledger, such reconciliations shall be carried out on a monthly / periodic basis as required | Whether any tool is used for ITC Reconciliation with GSTR-2A/2B ?  | No tool is currently being used for ITC reconciliation with GSTR-2A/2B. The reconciliation process is carried out by GST Consultant. |
| 3 | Scope of Work |          |   | Whether IIBF is using in-house or third- party ASP-GSP for compliance and Litigations ?                          | The compliance and litigation work is carried out by GST Consultant.   |
| 3 | Scope of Work | 3.1<br>0 | Provide written opinions/ advisory notes on various GST matters as and when required by the IIBF to ensure compliance of GST.   | Kindly indicate expected frequency of GST advisory/commercial opinions during the tenure.                        | Opinions on GST are sought on a need-basis, depending on the nature and complexity of issues that arise.                             |
| 3 | Scope of Work |          |   | 1.) Please specify the approximate number of taxable transactions/invoices per month or per annum across GSTINs. | <b>Outward supply transactions-:</b><br>IIBF handles approximately 5-6 lakh taxable invoices per annum across all GSTINs.            |

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|  |  |  |  | <p>2.) Please specify the approximate number of inward supply transactions (vendor invoices) per month/per annum, including RCM-liable supplies.</p> | <p><b><u>Inward supply transactions-:</u></b><br/>IIBF handles approximately 400–500 inward supply transactions (vendor invoices) per month across all GSTINs. This amounts to roughly 5,000–6,000 taxable invoices per annum across all GSTINs.</p> |
|  |  |  |  | <p>3.) Please clarify broad transaction categories e.g. Taxable Turnover, Exempt Supplies, Export Transactions</p>                                   | <p>The primary outward supplies under GST are taxable supplies. Majority are B2C transactions. The number of exempt supplies and export transactions are very low.</p>   |

**B. Clarification sought during the Pre-bid clarification meeting held on 30.01.2026**

| <b>Clause no.</b> | <b>Subject</b>  | <b>Sl. no.</b> | <b>Description</b>                             | <b><u>Clarification sought</u></b>   | <b><u>IIBF Clarification</u></b>   |
|-------------------|-----------------|----------------|--|--|--|
| 4                 | Timeline of Bid | 1.4            | Last date for submission of bids.              | Is there any possibility of Extension of timeline for submission of bids?  | No change.   |
| 4                 | Timeline of Bid | 1.6            | Date of Presentation/ Opening of Financial Bid | What will be the date of presentation? Do we need to submit the presentation with Technical bid? What will be mode of presentation ? | <p>The date of the presentation will be communicated only to the bidders who will meet the eligibility criteria.</p> <p>Presentation-related documents are not required to be submitted along with the Technical Bid.</p> <p>The presentation will be conducted in physical mode only. However, due to unavoidable</p> |

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|                   |  |                            |  |   | circumstances, request for virtual presentation may also be considered by the IIBF.   |
| <b>3 &amp; 20</b> | <b>Scope of Work<br/><br/>General Terms &amp; Conditions</b> | <b>3.9<br/><br/>20(XV)</b> | Provide written opinions/ advisory notes on various GST matters as and when required by the IIBF to ensure compliance of GST.  | Whether the Consultancy Fee mentioned under General Terms & Conditions Clause 20(XV) is for all scope of work stipulated under Clause-3 including Advisory services or there is separate fee for Advisory services? | The Consultancy Fee mentioned under General Terms & Conditions – Clause 20(XV) is inclusive of all scope of work specified under Clause 3.                        |
| <b>3</b>          | <b>Scope of Work</b>   | <b>3.9</b>                 | Provide Training to IIBF staff on GST related matters. In case participation is required from other locations, the training will be held through a Video Conference. | What will be the frequency of training?   | The training on GST-related matters will be provided as and when required, depending on updates in GST law, procedural changes, or specific requirements of IIBF. |