

STATE BANK OF BIKANER AND JAIPUR  
HEAD OFFICE, TILAK MARG,  
JAIPUR-302005.

**ANNEXURE-"A"**

**ENGAGEMENT OF JAIPUR BASED C.A. FIRMS FOR DIRECT TAX  
CONSULTANCY ASSIGNMENT**

State Bank of Bikaner and Jaipur intends to engage Jaipur based CA Firms for Direct Tax appeals/issues. CA Firms interested in appointment may forward their proposals in a sealed cover by Registered Post/Speed Post/Courier. The proposal should reach on or before 05.07.2012 on the address given below: -

The Chief Manager  
Taxation  
State Bank of Bikaner & Jaipur,  
Head Office, Tilak Marg, C Scheme,  
Jaipur-302005

DY.GENERAL MANAGER  
(FINANACE & ACCOUNTS)

**Advertisement in local News paper**

State Bank of Bikaner and Jaipur intends to appoint Jaipur based C.A.Firms for Direct Tax issues/ appeals. For full details please visit our website [www.sbbjbank.com](http://www.sbbjbank.com). Last date for receiving applications is 05.07.2012.

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SBBJ



स्टेट बैंक ऑफ बीकानेर एण्ड जयपुर

STATE BANK OF BIKANER AND JAIPUR

(भारतीय स्टेट बैंक का सहयोगी / Associate of the State Bank of India)

प्रधान कार्यालय / Head Office

तिलक मार्ग / Tilak Marg,

पोस्ट बॉक्स नं. / Post Box No.- 154

जयपुर / Jaipur - 302 005

दूरभाष / Telephone (PBX) : 380421 - 380427

टेलिक्स सं. / Telex No.:036-2202,036-2394

तार / Telegram : बिकजय / BIKJAI

## विज्ञापन

### प्रत्यक्ष कर सलाहकार के रूप में सी.ए. फर्म की नियुक्ति

स्टेट बैंक आफ बीकानेर एण्ड जयपुर, प्रधान कार्यालय, जयपुर प्रत्यक्ष कर सम्बन्धि मामलों /अपील हेतु सी.ए. फर्म को सलाहकार के रूप में नियुक्ति करने का इच्छुक है। पूर्ण विवरण हेतु कपया बैंक की वेबसाईट [www.sbbjbank.com](http://www.sbbjbank.com) देखें। प्रस्ताव प्राप्ति की अन्तिम दिनांक **05.07.2012** है।

एसबीबीजे  
SBBJ



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## **ANNEXURE- "B"**

### **ENGAGEMENT OF JAIPUR BASED C.A. FIRMS FOR DIRECT TAX CONSULTANCY ASSIGNMENT**

#### **Work of Scope for appointment of Direct Tax Consultants**

1. Preparation and filing all Direct tax related returns (income tax/wealth tax/interest tax etc.).
2. Preparation of various submissions related to the proceedings before Assessing Officer, CIT (A) and ITAT, rectification for the same
3. Appearance/attending/arguing the Bank's appeals before CIT Appeals, Tribunal and other income tax authorities, till the concerned matter is disposed off relating to all previous years and matters which all arise subsequently.
4. Any other Income tax / Wealth tax / Interest tax / BCTT / FBT related matter e.g. working and opinion required as per specific requirement like tax planning, implementing accounting standards, deferred tax etc.
5. Interaction with Statutory Central Auditors in finalization of Balance Sheet and other tax related matters.
6. Calculations of Advance tax/provision for income tax/interest tax/wealth tax etc as and when required by the Bank.
7. Finalization and working for tax related issues including AS 22 in quarterly/half yearly limited review and annual statutory audit/tax audit of the bank.
8. Any issues raised during proceedings by the Income Tax Department.
9. Vetting of tax related circulars, Tax Audit formats and other such information to be circulated to branches.

**ENGAGEMENT OF C.A. FIRMS FOR DIRECT TAX  
CONSULTANCY ASSIGNMENT**

**ELIGIBILITY CRITERION:-**

The CA firms must meet the following eligibility requirements -

- i) The firm should have minimum 15 years standing. It should have at least 5 years of experience of dealing in Income Tax matters (Corporate Taxation) of any Public Sector Banking including representation of their matters before various appellate authorities consisting Commissioner (Appeals) and Income Tax Appellate Tribunal.
- ii) The firm should be based at Jaipur where at least 5 FCA Partners must be stationed who are with the firm for at least 5 years. Out of these at least 2 FCA partners should be there who can undertake the Income Tax consultancy work of the bank. The Jaipur office of the firm should also have at least 20 articles assistants and 3 full time paid assistants.
- iii) The firm should have been the Central Statutory Auditor of the Public Sector Bank for at least two full tenures.
- iv) The firm should have gross receipts of more than 200 lacs each for the past two years ended on 31.03.2012 and should have taxable income of above ₹. 50 lacs.
- v) Where there are common partners in more than one firm only one of such firms may be empanelled.
- vi) The CA firm should not have at any time in the past been blacklisted/ removed from the assignments by RBI or any other bank.
- vii) The firms presently on any of our panel or providing any consultancy / services should apply afresh.
- viii) The firm should be able to depute at least one FCA partner and one qualified assistant on whenever required basis.
- ix) The firm will not appear in any case against the Bank and will not provide any legal counsel to any person appearing against the Bank.
- x) The firm will not use Bank's name in their letter heads as consultant/advisor etc.

Applications to be sent in a sealed cover by Registered Post/ Speed Post/Courier to Chief Manager (Taxation), State Bank of Bikaner & Jaipur Head Office, Tilak Marg, C Scheme Jaipur. -302005.

The firm will also submit their expected annual fees for conducting this direct tax consultancy assignment. The fees shall be considered only after fulfilling all the eligibility criteria.

**LAST DATE OF RECEIVING THE APPLICATION:** Within 15 days from the date of advertisement. Applications received after due date will not be entertained.

ANNEXURE "D"

**PROPOSAL FORM FOR C.A. FIRMS FOR DIRECT TAX CONSULTANCY ASSIGNMENT.**

1. Name of C.A.Firm	
2. Date of establishment	
3. Registration No.	
4. Constitution of the Firm.	
5. Details of changes in the constitution in last three years.	
6. Registered Office	
7. Postal Address	
8. Email Address	
9. Number of partners	
10. Names of Partners/Directors (indicating ACA/FCA) and date since a partner/director	
11. Details of Contact Person(s)viz - Name, telephone number, mobile number, Fax No., email address etc.	
12. Brief profile and <b>years of experience</b> in handling the Direct Tax issues/appeals. (Please indicate number of years & furnish documentary proof)	
13. Experience of the CA Firm in handling Direct Tax issues/appeals with any PSB in terms of years and matters handled. (please furnish year wise detail along with documentary proof)	
14. Year wise Details of SBI /Associates Banks/ PSBs/ Private Banks where, worked as Direct Tax consultant alongwith documentary proof.	
15. <b>Year wise detail where the firm has handled Direct Tax issues/appeals in ITAT (Please furnish documentary proof)</b>	
16. Details of present assignments related to Direct tax matters in hand with any Bank/PSU/private sector corporate.	
17. Whether ever been debarred /removed from panel/black listed by any bank/RBI in last 5 years? If yes, details/reason thereof?	
18. Whether required to indemnify any Bank on account of loss/fraud during the course of any assignment, if yes, details of such event?	
19. Details of other firms where partners of CA firm applying for empanelment are also partners.	

20. If any of the partners of the firm are Directors in our Bank or any of the C.A. firm's associate/sister concern doing special assignment in SBBJ?	
21. Expected fees on annual retainership basis	
22. Any other relevant information, the firm intends to give.	

**Wherever space is inadequate, separate sheet may be attached. Documentary proof should be attached to strengthen for selection for empanelment.**

We confirm that the particulars given above are true in all respects and we undertake to furnish necessary proof thereof if and when required by the Bank. We also confirm that all the terms and conditions given in proposal document are acceptable to us.

**We are aware that merely meeting the eligibility criteria would not entitle the firm for engagement. The bank reserves its right to reject any or all the offers without assigning any reasons. Any dispute is subject to jurisdiction of court at Jaipur.**

Place:

Date :

Signature of authorized signatory

Name

Membership No.

Seal of the Firm