

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

**ANNEXURE-"A"**

**EMPANELMENT OF JAIPUR BASED C.A. FIRMS FOR INDIRECT TAX i.e. SERVICE TAX ISSUES / APPEALS**

State Bank of Bikaner and Jaipur intends to empanel Jaipur based CA Firms for Indirect Tax (Service Tax) appeals/issues at Head Office, Jaipur. CA Firms interested in empanelment may forward their proposals in a sealed cover by Registered Post/Speed Post/Courier. The proposal should reach on or before 09.07.2012 on the address given below in a separate envelope marked "**Application for empanelment of Indirect Taxes**".

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 empanel Jaipur based C.A.Firms for Indirect Tax (Service Tax) issues/ appeals at Head Office, Jaipur. For full details please visit our website [www.sbbjbank.com](http://www.sbbjbank.com). Last date for receiving applications is 09.07.2012.

एसबीबीजे  
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 : विकजय / BIKJAI

## विज्ञापन

### अप्रत्यक्ष कर सलाहकार के रूप में सी.ए. फर्म का पैनल

स्टेट बैंक ऑफ बीकानेर एण्ड जयपुर, प्रधान कार्यालय, जयपुर अप्रत्यक्ष कर सम्बन्धि मामलों /अपील हेतु सी.ए. फर्म को सलाहकार के रूप में पैनल तैयार करने का इच्छुक है। पूर्ण विवरण हेतु कपया बैंक की वेबसाईट [www.sbbjbank.com](http://www.sbbjbank.com) देखें। प्रस्ताव प्राप्ति की अन्तिम दिनांक **09.07.2012** है।

एसबीबीजे  
SBBJ



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## **ANNEXURE- "B"**

### **EMPANELMENT OF JAIPUR BASED C.A. FIRMS FOR INDIRECT TAX (SERVICE TAX) CONSULTANCY ASSIGNMENT**

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

1. Computation of Service Tax liability every month.
2. Verification of the CENVAT Credit to be availed while paying Service Tax liability every month.
3. Furnishing opinion(s) on various issues arising at branches / offices on account of the audits conducted / notices served by the Central Excise & Service Tax Department for the period prior to centralization of Service Tax by the bank and vetting of tax related information, circulars to be circulated to branches.
4. Facilitate interaction with the Central Excise & Service Tax Department, Central Statutory Auditors, Management, whenever required.
5. Responsibility for examining and commenting upon on all areas specified by the Bank / CBEC from time regarding Service Tax laws and assisting the Bank in ensuring their compliance including vetting of monthly data.
6. Assisting in preparation and filing of the Service Tax returns with the Tax department.
7. Follow up with the officials of Service Tax department for pending and other issues relating to Service Tax matters of the Bank.
8. Preparing / appearing/ attending / arguing the Bank's submissions before the Service Tax authorities at Jaipur, for the concerned matter is disposed of relating to all previous years and matters which all arise subsequently.
9. Providing necessary help during departmental audits, visits, surveys and other proceedings.
10. Providing legal opinion on issues having litigation connotations.
11. Providing 3-4 junior assistants for 5-6 days every month for validation / correctness of the about 9000 entries of bills / vouchers received at the department on a monthly basis.

Chief Manager  
(Taxation)

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

**ELIGIBILITY CTITERION:-**

The CA firms must meet the following eligibility requirements -

- i) The firm should have minimum 5 years standing. The firm/partners should have work experience of dealing in Service Tax matters (Corporate Indirect Taxation) of any Public Sector Bank including representation of their matters before various appellate authorities consisting Commissioner (Appeals) Service Tax and CESTAT etc.
- ii) The firm should be based at Jaipur where at least 2 FCA Partners must be stationed. Out of these at least one FCA partner should be there who can undertake the Service Tax consultancy work of the bank.
- iii) Where there are common partners in more than one firm only one of such firms may be empanelled.
- iv) The CA firm should not have at any time in the past been blacklisted/ removed from the assignments by RBI or any other bank.
- v) The firms presently on any of our panel or providing any consultancy / services should apply afresh.
- vi) The firm should be able to depute at least one FCA partner and five assistants on whenever required basis.
- vii) 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.
- viii) 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 marked **"Application for empanelment of Indirect Taxes"**.

The fees shall be considered on individual basis, only if the firm fulfills the eligibility criteria .

**LAST DATE OF RECEIVING THE APPLICATION:** Within 7 days from the date of advertisement. Applications received after due date i.e. 09.07.2012 will not be entertained.

Chief Manager  
(Taxation)

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