

CHHATTISGARH RAJYA GRAMIN BANK
(Head Office: Raipur)

Request for Proposal- Centralized TDS Compliances Services

Ref. No- Ho/FRT/2021-22/11
Date of issue-26.08.2021



CHHATTISGARH RAJYA GRAMIN BANK

(Head Office: Raipur)

A. Important Dates

| S. No | Particulars | Detail |
|-------|--|---|
| 1 | Issuing date for RFP | 27-08-2021 |
| 2 | Last date and time for submission | 10-09-2021 upto 5.00 PM |
| 3 | Date and Time of opening Technical Bid | 13-09-2021 11.30 AM |
| 4 | Date and Time of opening Financial Bid | After Scrutiny of Technical bid |
| 5 | Place of submission & opening of Bid | Chhattisgarh Rajya Gramin Bank, Head Office, Mahadevghat Road, Sunder Nagar, Raipur, 492013 |

B. Important Clarifications: Following terms are used in the document interchangeably to mean:

1. Bank, CRGB means 'Chhattisgarh Rajya Gramin Bank'
2. Recipient, Respondent, Bidder and Vendor means the respondent to the RFP document
3. RFP means the Request For Proposal document
4. Bidder / Vendor, Bank shall be individually referred to as 'Party' and collectively as 'Parties'
5. Bid means RFP response documents prepared by the bidder and submitted to Chhattisgarh Rajya Gramin Bank.



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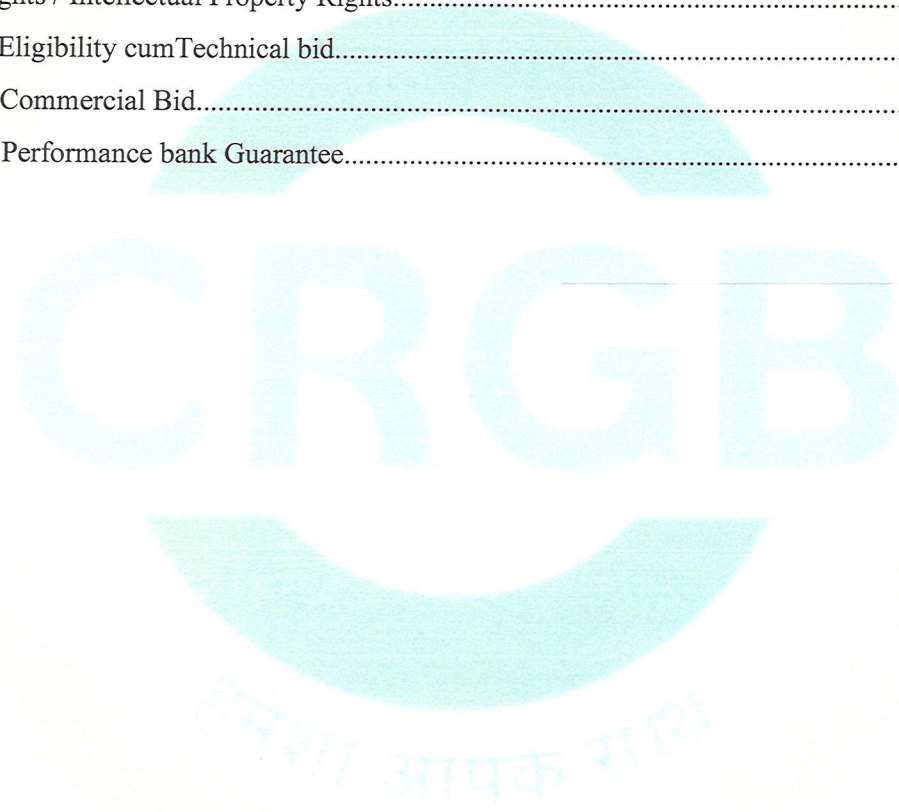
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1. Introduction

1.1 Introduction and Disclaimer

This Request for Proposal (RFP) document has been prepared solely for the purpose of enabling Chhattisgarh Rajya Gramin Bank (“the Bank”) for Centralized TDS Compliances. The RFP document is not recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful bidder as identified by the Bank, after completion of the selection process as detailed in this document.

1.2 Information Provided

The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the provision of services.

1.3 For Respondent Only

The RFP document is intended solely for the information of the party to whom it is issued (“the Recipient” or “the Respondent”) and no other person or organization.

1.4 Confidentiality

The RFP document is confidential and is not to be disclosed, reproduced, transmitted, or made available by the Recipient to any other person. The Bank may update or revise the RFP document or any part of it. The Recipient accepts that any such revised or amended document will be subject to the same confidentiality. The Recipient will not disclose or discuss the contents of the RFP document with any officer, employee, consultant, director, agent, or other person associated or affiliated in any way with the Bank or any of its customers or suppliers without the prior written consent of the Bank.

1.5 Cost of Bidding:-

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process

1.6 No Legal Relationship

No binding legal relationship will exist between any of the Recipients / Respondents and the Bank until execution of a contractual agreement to the full satisfaction of the Bank.

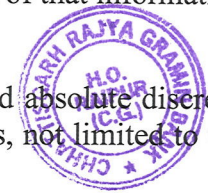
1.7 Recipient Obligation to Inform Itself

The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information.

1.8 Evaluation of Offers

Each Recipient acknowledges and accepts that the Bank may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of organizations, not limited to those selection criteria set out in this RFP document.

The issuance of RFP document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review



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carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this RFP document that it has not relied on any idea, information, statement, representation, or warranty given in this RFP document.

1.9 Errors and Omissions

Each Recipient should notify the Bank of any error, fault, omission, or discrepancy found in this RFP document but not later than last date of receiving clarifications.

1.10 Acceptance of Terms

A Recipient will, by responding to the Bank's RFP document, be deemed to have accepted the terms as stated in this RFP document.

Successful bidder shall be required to accept the contract/order within 7 days from the date of awarding the contract.

1.11 Applicable Laws

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at Raipur.

2. RFP Response terms

2.1 Lodgment of RFP Response

2.1.1 Application Money

Application Money of Rs. 2,000/- (Rupees Two Thousand Only) by way of NEFT/Bankers Cheque / Demand Draft / Pay Order favoring Chhattisgarh Rajya Gramin Bank, payable at Raipur (Chhattisgarh), which is non-refundable, must be submitted separately along with RFP response. The Bank may, at its discretion, reject any bidder where application money has not been furnished with RFP response.

NEFT Details:

Name : Chhattisgarh Rajya Gramin Bank
Account Number : 30106271297
Bank Name : State Bank of India
Bank IFSC : SBIN0000461
Branch : Main Branch (461) Raipur

2.1.2 RFP Closing Date

RFP Response should be received by the officials indicated not later than 5.00 PM of 10th September 2021 at Chhattisgarh Rajya Gramin Bank as per the details given in 2.8.

2.2 Late RFP Policy

RFP responses received after the deadline for lodgment of RFPs may be registered by the Bank and may be considered and evaluated by the evaluation team at the absolute discretion of the Bank. Respondents are to provide detailed evidence to substantiate the reasons for a late RFP submission. It should be clearly noted that the Bank has no obligation to accept or act on any reason for a late submitted response to RFP.



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2.3 Requests for Information

Recipients are required to direct all communications for any clarification related to this RFP to RFP Coordinator.

All questions relating to the RFP, technical or otherwise, must be received by Bank at email ctds.ho@cgbank.in. Interpersonal communications will not be entered into and a respondent will be disqualified if attempting to enter into such communications. The Respondent must communicate the same in writing. The Bank will try to reply, without any obligation in respect thereof, every reasonable query raised by the Respondents in the manner specified. However, the Bank will not answer any communication initiated after 5.00 PM on 10th September 2021 and it will be assumed that all terms are cleared to bidder.

2.4 Notification

The Bank will notify the successful Respondents in writing as soon as practicable after the RFP Evaluation Complete date, about the outcome of the RFP evaluation process, including whether the Respondent's RFP response has been accepted or rejected. The Bank is not obliged to provide any reasons for any such acceptance or rejection.

2.5 Disqualification

Any form of canvassing/lobbying/influence/query regarding short listing, status etc shall be a disqualification. Bank shall reject responses to the RFP without assigning any reasons to respondent.

2.6 Withdrawal/cancellation of bid

The Bank reserves the right to cancel the bidding process in whole or in parts without assigning any reason thereof at any time at any stage even after awarding of contract. The Bank also reserves the right to accept or reject any bidder in whole or in parts without assigning any reason thereof. The decision of the Bank shall be final and binding on all the bidders to this document and bank will not entertain any correspondence in this regard.

2.7 Language of bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be in English language only.

2.8 RFP Response Submission Details

Eligibility cum Technical bid and commercial bid shall be submitted in separate sealed sub-envelopes super scribing:

1st Sub envelope: -“ELIGIBILITY CUM TECHNICAL BID FOR CHHATTISGARH RAJYA GRAMIN BANK –RFP for Centralized TDS Compliances” on the top of the sub-envelope containing the Eligibility cum technical Bid as per Appendix-A.

1st sub envelope should also have the Application Money Demand Draft / Banker's Cheque / NEFT Detail.

2nd Sub envelope: -“COMMERCIAL BID FOR CHHATTISGARH RAJYA GRAMIN

BANK –RFP for Centralized TDS Compliances” on the top of the 2nd sub- envelope containing the Commercial Bid as per Appendix B. This sub-envelope should have the hard copy of Financial Bid.

Master envelope:- These two separate sealed sub-envelopes should be put together in another sealed master envelope super scribing “BID FOR CHHATTISGARH RAJYA GRAMIN BANK –RFP

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for Centralized TDS Compliances.

The application should be submitted to:

General Manager (Administration)
Chhattisgarh Rajya Gramin Bank
Head-Office, Mahadeoghat Road, Sunder
Nagar, Raipur - 492013

All the pages of the proposal including annexure and documentary proof should be numbered and be signed by the authorized signatory.

If the space provided for any item in the application format is not sufficient, details may be furnished in a separate sheet to be kept attached to this application.

2.9 Contact Details for Responding to RFP

The Bank has established a RFP coordinator to provide a venue for managing vendor relationship and other requirements through the Bank's decision making body for contract clarification.

All the queries and communication must be addressed to the following RFP coordinator/ contact personnel from the Bank:

Mr. Chandresh Panchal

Tel- 0771-4388832

Email - ctds.ho@cgbank.in

2.10 Performance Bank Guarantee

The successful vendor shall provide a Performance Guarantee within 30 days from the date of signing of the contract to the extent of 3% of the total contract value for the entire period of the contract plus 3 months and such other extended period as the Bank may decide for due performance of the scope of work. The guarantee should be of any public sector bank or nationalized bank other than CRGB as per Appendix-C.

3. Scope of work

Chhattisgarh Rajya Gramin Bank is presently having 614 branches, 10 Regional offices and head office across Chhattisgarh state and the bank is complying TDS compliance at its head-office level with the co-ordination at regional office level.



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3.1 Centralized TDS compliances

As per present setup, bank's head office is depositing TDS under single TAN allotted to head office and submitting TDS returns accordingly. Bank may open in future more branches / reshuffle branches / merge branches / offices and the bidder has to provide the services at such branches without any extra cost to the Bank.

To streamline the process of TDS filing and have uniformity in approach, the successful bidder will provide following services:-

- a) The bidder will make dormant existing TAN numbers of the branches /offices.
- b) The bidder will file the revised Tax returns, if any for all the branches and other administrative which were either earlier filed by the branches or there was default of not filing the returns. The rectification procedure for defaults (Present defaults related to previous years) if any, to be carried out by the Bidder. Bidder will file Nil TDS return till all required rectification/revision of previous year/current year has been carried out for its all TAN.
- c) Undertaking data validation / data cleansing exercise and follow up for data correction to comply TDS norms
- d) System assessment and advising on the changes about TDS compliance
- e) Ensuring proper allocation of tax codes, advising tax rates and supervising of the working of TDS system in the Bank (Even for future changes in Income tax Act).
- f) The Bidder has to carry out preparation and filing of various returns, in addition aforesaid:-
 - i) Centralization of TDS under different sections and ensuring timely filing of all TDS returns viz. 24Q, 26Q, 27Q etc. and other reports with the authorities as per the prescribed periodicity by the Income Tax Department.
 - ii) Unlimited correction under TDS returns/revision of form 26Q, 24Q, 27 Q etc and all returns filed by the bidder on behalf of the Bank.
 - iii) Remittance of TDS as well as filing of TDS returns are to be done centrally at head office TAN and generate UIN of Form 15G / 15H on single TAN basis along with return of Form 15G / 15H on a single TAN basis separately.
 - iv) Providing Branch-wise TDS certificates viz. Form 16 / 16A for all branches / offices of the Bank.
 - v) To centrally file return 61/61A/61B and provide TAX Audit data compliance
 - vi) Handle TDS demand notices raised from the authorities and get the matter closed
 - vii) The vendor should assist the Bank to clear old outstanding defaults and ensuring NIL future TDS defaults and to attend to the queries regarding AIR reports filed earlier.
 - viii) Any other service relating to TDS centralization assigned by bank to successful bidder.



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3.2 Others points for consideration

- a) The above list is illustrative and not exhaustive; viz. scope of work shall include providing professional assistance for all activities required for the successful compliance of TDS returns of the Bank i.e. filing periodical returns.
- b) Bidder shall ensure that during various phases of performance, the performance, security, etc. of the existing setup is not compromised.
- c) The bidder should provide end to end support and services for carrying out the activities listed in RFP.
- d) The Bidder has to provide required formats / questionnaire in a manner which can be easily understood by the employees of the Bank.
- e) Bidder/ vendor has to organize a seminars to maintain record and information on the modalities of the centralized TDS filing along with updated taxation law compliances at each regional offices of the Bank and at Head office of the Bank at no extra cost to the Bank i.e. Bank will not pay any fees towards this knowledge sharing program.
- f) All necessary entitlements papers of license, etc., if any should be provided to the Bank.
- g) The bidder/vendor must have a good qualified technical staff to understand the problems of bank and address resolution of problems. Attending to queries, communications complaints and consultation requirement from branches and other administrative offices of the Bank and responding the same within 48 Hours by bidder.
- h) The bidder will present before the Committee of the Bank or any other committee which the Bank may ask to be presented and submit the progress and status in the centralization of TDS returns of the Bank, whenever required.
- i) Assistance and handholding during audits including Tax Audit/assistance or physical presence wherever required, in reply ingot:
 - i) Queries raised during such audits
 - ii) Queries raised by the Income Tax Department pertaining to TDS
 - iii) Show-cause notices if any, in ensuring general compliance till the entire period of contract.



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4. SLA and Payment Terms

4.1 Service level agreement

Bidder has to enter into service level agreement with bank. SLA shall be form part of the terms and condition mentioned in this RFP and to be executed in due course. **The scope of the services is to be provided for 3 years with an option to the Bank to exit after 30 days' notice. Bank may at discretion extend the period of contract/SLA.**

4.2 Payment Terms

- a) Payment shall be made in Indian Rupees.
- b) To be paid on receipt of invoice on quarterly basis after successful completion of the services as per the scope of work under the RFP for the concerned quarter and all returns are filed as per the timelines provided under Income Tax Act 1961 and rules of Income tax.
- c) Invoice will be raised by bidder on Quarterly basis after filing of TDS returns of the bank and providing Form 16 for the respective periods and the payment will be released after the quarterly satisfactory review.

Note: Payments will not be released for any part-filing of return.

4.3 Other points for consideration

- a) Filing of returns is a continuous process, at no point of time any delay should be made as per the timelines provided for different type of returns under the relevant act(s) and / or rules.
- b) Any interest and or penalty raised by the Income Tax Department on the Bank on account of deviations from the scope of work mentioned in RFP shall be recovered 100% from the vendor from the outstanding dues payment. Bank reserves right to recover the penalty from the Invoices raised under the performance of services as per the RFP or Bank may ask bidder / vendor to pay the penalty amount as and when demanded by the bank, within 15 days from the demand date, otherwise bank reserves the right to invoke Performance Bank Guarantee for recovery of the penalty amount.
- c) The successful Bidder will have to submit Non-disclosure Agreement (The Parties acknowledge that in the course of performing the obligations under this RFP and subsequent Agreement, each party shall be exposed to or acquire information of the other party, which such party shall treat as confidential. Neither party shall disclose the Confidential Information to a third party), Performance Bank Guarantee for the amount and validity as desired and strictly on the lines of format given with acceptance of all terms and conditions of RFP.
- d) Non exclusive clause- Bank will not be bound by consultation of bidder on any question of law/fact. Bank can take consultation from other consultants and bidder will be bound by bank management decision.
- e) The bidder/vendor should not outsource the contract to sub-contractor. The relationship between Service provider and the Bank is on Principal- to-Principal basis and nothing set for thin this Agreement will be construed to create the relationship of principal and agent, joint venture, partnership or employee-employer between the Bank and the Service provider.

5. Eligibility Criteria



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The invitation to bid is open to all Bidders whom this RFP has been shared and who qualify the eligibility Criteria as given below:-

1. The Bidder should be a Registered Company / Firm with qualified professionals dealing in Income tax related issues and with the standing of 5 years as on 31.03.2021 and having positive net worth consecutively for last three financial years i.e. 2017-18, 2018-19 and 2019-20.(Copy of the audited financial statement for required financial year and certificate from statutory auditor for preceding/current year may be submitted.)
2. The Bidder should have at least 5 year Professional experience for Centralized TDS Tax compliance in any PSU/Bank/Financial institutes and relevant certificate issued by such PSU/Bank/FI as on 31.03.2021.
3. The bidder should have a minimum Turnover of Rs. 2.00 Crore in last three consecutive financial years .The necessary supporting document has to be submitted along with the Bid. (Copy of Audited Balance sheet to be enclosed with Technical bid-Copy of the audited financial statement along with profit and loss statement for corresponding years and / or Certificate of the statutory auditor should be submitted)
4. The Bidder company / firm should not be owned or controlled by any Director or Employee (or Relatives) of CRGB. A self-declaration by the Bidder on Company's / firm's Letter Head should be enclosed with Technical bid.
5. The bidder should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions in the last three years. An undertaking on the same is to be provided by the bidder on Rs50/- non judicial stamp.
6. The bidder should have permanent office in India.
7. The Bidder's account should not have been declared as a Non-Performing Asset (NPA) in the Books of any bank or financial institution for last three consecutive financial years. A certificate to this effect should be obtained from the Auditor who has signed the Balance Sheet of the Bidder as on 31-03-2020 and submitted along with the Bid.
8. If the bidder/ Vendor appear on the panel list of the Bank's Statutory/Branch Auditors as on 31.03.2021 and subsequently, the proposal for work of the Statutory Audit of the Bank should not be accepted by the Vendor till the validity of the contract period. An irrevocable undertaking by the bidder to be submitted along with the bid documents agreeing for non-acceptance of Statutory Auditors work of the Bank. Further, Bidder/ Vendor will not be allowed by the Bank to exit from the Contract in such cases, an undertaking to this effect should also be provided along with the Bid Document. In case Bidder/ Vendor exit from the Contract this will be treated as breach of contract and Performance Guarantee submitted by the vendor will be invoked and forfeited by bank.

Bidder should submit detailed response along with documentary proof for all of the above eligibility criteria. The eligibility will be evaluated based on the supporting documents submitted. Bids not meeting the above eligibility criteria will be rejected.



6. Evaluation process

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The competitive bids shall be submitted in two stages::

Stage 1 –Eligibility cum Technical Bid evaluation

Stage 2 - Commercial Bid

6.1 Eligibility cum Technical Bid Evaluation

Bidder should submit valid documentary proof of the following in Eligibility cum Technical Bid as per Appendix-1. The Bidder will demonstrate/substantiate all claims made in the qualification/technical Bid along with supporting documents to the Bank.

6.2 Commercial Bid

The commercial quotes are required to be submitted along with bid submission by the bidders as per appendix-2. Commercial Bid Evaluation will be evaluated for only qualified bidder in technical bid evaluation.

6.3 Award Criteria:-

The Bank will award the Contract to the successful Bidder who has been determined to qualify to perform the Contract satisfactorily and whose Bid has been determined to be responsive and is evaluated based on the technical and commercial scores and has got least price (L-1price). After technical evaluation, Bank reserves right to negotiate price with the bidders for the services under the RFP and Bank reserves right to award contract to bidder.

During evaluation of the bid, the Bank, at its discretion, may ask the Bidder for clarification in respect of its bid. The request for clarification and the response shall be in writing, and no change in the substance of the bid shall be sought, offered, or permitted.

7. Termination of Contract

Bank may terminate the Contract of the Vendor in case of the occurrence of any of the events specified below:

- If the Vendor becomes insolvent or goes into compulsory liquidation.
- If the Vendor, in the judgment of Bank, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- If the Vendor submits to Bank a false statement which has a material effect on the rights, obligations or interests of Bank.
- If the Vendor fails to provide the quality services as envisaged under this Contract or violates any of the clauses of the contract. Reasons for the same would be recorded in writing
- If the Vendor fails to provide the services of filing any or all of the returns within the period(s) specified as per various Taxation Act/ Rules or obligatory rules and amendment from time to time, or within any extension thereof granted by the department/bank.
- If the bank suo-moto want to cancel the contract in the interest of bank without assigning the reason thereof.

In such an occurrence Bank shall give a written advance notice of 30 days before terminating the Contract of the Vendor. If the Contract is terminated under any termination clause, Service Provider shall handover all documents/ executable/ Bank's data or any other relevant information to the Bank in timely manner and in proper format as per scope of this RFP and shall also support the orderly transition to another vendor or to the Bank.

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8. Force Majeure

1. The Bidder shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
2. For purposes of this Clause, "Force Majeure" means an event explicitly beyond the reasonable control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, Acts of God or of public enemy, acts of Government of India in their sovereign capacity and acts of war.
3. If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such conditions and the cause thereof within 24 hours. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform Bidder's obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
4. In such a case the time for performance shall be extended by a period (s) not less than duration of such delay.

9. Liquidated Damages

If the bidder fails to file any or all of the returns or perform the Services within the time period(s) specified in the Contract or in tax laws, the Bank may, without prejudice to its other remedies under the Contract, and unless otherwise extension of time is agreed upon deduct penalties levied from the annual bid price as liquidated damages a sum equivalent to 1.0% of total contract value for the entire period for delay of each week or part thereof maximum up to 10% of total contract value for the entire period.

10. Arbitration

In the event of a dispute or difference of any nature whatsoever between Bank and the Bidder during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by a Board of Arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise of two arbitrators and an umpire. Bank and Bidder will each nominate an arbitrator to the Board and these arbitrators will appoint the umpire. Arbitration will be carried out at Bank's office that placed the order. The provisions of Indian Arbitration Act 1996 as amended from time to time, shall apply to the Arbitration proceeding.

10.1 Patent Rights / Intellectual Property Rights

In the event of any claim asserted by a third party of infringement of trademark, trade names, copyright, patent, intellectual property rights or industrial design rights arising from the use of the Products or any part thereof in India, the Vendor shall act expeditiously to extinguish such claim. If the Vendor fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the Vendor shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Bank will give notice to the Vendor of such claim, if it is made, without delay.



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Appendix-A Eligibility cum Technical bid

1. Name of the Firm/Company :
2. Date of Incorporation :
3. Registered Address :
4. Phone & mobile number :
5. Fax No. & E-mail
6. GST No and PAN
7. Brief description of the Bidder including details of its main line of business :
8. Company website URL :
9. Other Details :
10. Past Experience of Such work/Services Provided - (Copy of assignments/Certification from customer to be enclosed)
11. Any other details:
12. Details for EMD Refund:-
 - a) Account No.
 - b) Name of accountholder
 - c) Name of Bank
 - d) IFSC Code

(Provide all documents/certification to prove to qualify eligibility cum technical criteria)

I/We hereby confirm that the details / information furnished above are/is true and correct (if any detail furnished above is found incorrect later on, the Bank has right terminate the assignment, if given any without giving any notice).

I/We will undertake to do the tasks entrusted to us in the best interest of the Bank.

I/We abide by the rules and regulations of the Bank in force from time to time and will always keep the Bank's interest foremost in mind.

I/We will undertake to enter Service level agreement as per RFP and submit Performance bank guarantee as per bank norms.

Place:

Signature of authorized signatory of

Applicant Date:

Name



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PARAMETERS FOR TECHNICAL EVALUATION MATRIX THE MINIMUM CUT OFFMARKS FOR THE BIDDER TO QUALIFY IS 70

| S No | Parameter | Basis of evaluation | Marking System | Max marks |
|------|---|--|---|-----------|
| 1 | Standing/existence of the company | Certificate of incorporation | A. 5 Yrs to less than 7 Yrs-6 marks B. 7 Yrs to less than 10 Yrs-8 marks C. 10 Yrs and above-10 marks | 10 |
| 2 | No of branches handling TDS related work of Banks/Branches | Certificate from Banks | No of branches Marks Branches>1000 20 Branches>500 10 Branches<500 5 | 20 |
| 3 | Handling Centralized TDS- Number of Banks in India where the bidder has Successfully Implemented and handled the centralized compliance | Client Credential Letter/ Completion/ Certificate of Implementation. | Centralized TDS Bank Marks Bank>10 20 Bank>5 10 Bank≤2 5 | 20 |
| 4 | Adequacy of manpower to take care of Bank's requirements for successful migration | | 2 Marks for each Professional staff maximum of 20 marks * Professional Staff' means full-time staff with minimum qualification of Chartered Accountant/Cost Accountant | 20 |
| 5 | Presentation(On paper) covering the proposed implementation plan along with proposed process flow For TDS. | | Shall be evaluated by the internal Committee formed in the Bank for this purpose | 30 |



CHHATTISGARH RAJYA GRAMIN BANK

(Head Office: Raipur)

Appendix -B Commercial Bid

(To be included in Commercial Price Proposal Envelope)

To,
The General Manager
Chhattisgarh Rajya Gramin Bank
Head Office, Raipur

Dear Sir,
Sub: Financial Bid for End to End TDS compliance

| Sr. No | Description | Financial Bid Amount (Rate Per Year) |
|--------|--|---|
| | Assignment for Engagement of consultant for End-to-end TDS centralization Compliance (Price must be inclusive of all taxes) | -----/- |

Place:

Signature of authorized signatory of

applicant Date:

Name



CHHATTISGARH RAJYA GRAMIN BANK

(Head Office: Raipur)

Appendix -C Performance bank Guarantee

(To be on letter head of bank issuing bank guarantee)

1. THIS BANK GUARANTEE AGREEMENT executed at _____ this _____ day of _____ 2021 by _____ (Name of the Bank) having its Registered Office at _____ and its Branch at _____ (hereinafter referred to as "the Guarantor", which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and permitted assigns) IN FAVOUR OF Chhattisgarh Rajya Gramin Bank , a Statutory Corporation constituted under the RRB Act, 1976 having its Head Office at Raipur hereinafter referred to as "CRGB" which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to mean and include its successors and assigns).
2. WHEREASM/s _____ having its registered office at _____ and principal place of business at _____ (Hereinafter referred to as "Service Provider/ Vendor" which expression shall unless repugnant to the context or meaning thereof shall include its successor, executor & assigns) has agreed to Centralized TDS Compliances (hereinafter referred to as "Services") to CRGB in accordance with the Request for Proposal (RFP) No. _____ dated _____.
3. WHEREAS, CRGB has agreed to avail the Services from Service Provider for a period of Two year(s) subject to the terms and conditions mentioned in the RFP.
4. WHEREAS, in accordance with terms and conditions of the RFP/Agreement dated _____, Service Provider is required to furnish a Bank Guarantee for a sum of _____/- (Rupees _____ only) for due performance of the obligations of Service Provider in providing the Services, in accordance with the RFP/Agreement guaranteeing payment of the said amount of ₹ _____/- (Rupees _____ only) to CRGB, if Service Provider fails to fulfill its obligations as agreed in RFP/Agreement.
5. WHEREAS, the Bank Guarantee is required to be valid for a total period of _____ months and in the event of failure, on the part of Service Provider, to fulfill any of its commitments / obligations under the RFP/Agreement, CRGB shall be entitled to invoke the Guarantee

AND WHEREAS, the Guarantor, at the request of Service Provider, agreed to issue, on behalf of Service Provider, Guarantee as above, for an amount of ₹ _____/- (Rupees _____ only).

NOW THIS GUARANTEE WITNESSETH THAT

1. In consideration of CRGB having agreed to entrust Service Provider for rendering Services as mentioned in the RFP/SLA, we, the Guarantors, hereby unconditionally and irrevocably guarantee that Service Provider shall fulfill its commitments and obligations in respect of providing the Services as mentioned in the RFP/Agreement and in the event of Service Provider failing to perform / fulfill its commitments / obligations in respect of providing Services as mentioned in the RFP/Agreement, we (the Guarantor) shall on demand(s), from time to time from CRGB, without protest or demur or without reference to Service Provider and notwithstanding any contestation or existence of any dispute whatsoever between Service Provider and CRGB, pay CRGB forthwith the sums so demanded by CRGB not exceeding ₹ _____/- (Rupees _____ only).

CHHATTISGARH RAJYA GRAMIN BANK

(Head Office: Raipur)

2. Any notice / communication / demand from CRGB to the effect that Service Provider has failed to fulfill its commitments / obligations in respect of rendering the Services as mentioned in the Agreement, shall be conclusive, final & binding on the Guarantor and shall not be questioned by the Guarantor in or outside the court, tribunal, authority or arbitration as the case may be and all such demands shall be honored by the Guarantor without any delay.
3. We (the Guarantor) confirm that our obligation to the CRGB, under this Guarantee shall be independent of the agreement or other understandings, whatsoever, between the CRGB and Service Provider.
4. This Guarantee shall not be revoked by us (the Guarantor) without prior consent in writing of the CRGB.

WE (THE GUARANTOR) HEREBY FURTHER AGREE & DECLARE THAT

1. Any neglect or forbearance on the part of CRGB to Service Provider or any indulgence of any kind shown by CRGB to Service Provider or any change in the terms and conditions of the Agreement or the Services shall not, in any way, release or discharge the Bank from its liabilities under this Guarantee.
2. This Guarantee herein contained shall be distinct and independent and shall be enforceable against the Guarantor, notwithstanding any Guarantee or Security now or hereinafter held by CRGB at its discretion.
3. This Guarantee shall not be affected by any infirmity or absence or irregularity in the execution of this Guarantee by and / or on behalf of the Guarantor or by merger or amalgamation or any change in the Constitution or name of the Guarantor.
4. The Guarantee shall not be affected by any change in the constitution of CRGB or Service Provider or winding up / liquidation of Service Provider, whether voluntary or otherwise
5. This Guarantee shall be a continuing guarantee during its validity period.
6. This Guarantee shall remain in full force and effective for a period of ___ year(s) month(s) from the date of the issuance i.e. upto _____. Unless a claim under this Guarantee is made against us on or before _____, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.
7. This Guarantee shall be governed by Indian Laws and the Courts in Raipur, India alone shall have the jurisdiction to try & entertain any dispute arising out of this Guarantee.

Notwithstanding anything contained herein above:

1. Our liability under this Bank Guarantee shall not /-_____ only)
2. This Bank Guarantee shall be valid upto _____
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if CRGB serve upon us a written claim or demand on or before _____

Yours faithfully,

For and on behalf of bank.

Authorized official

