

**Request for Proposal**  
**for**  
**“TDS Return Late Filing Levy – Appeal to Income tax”**

**for**  
**Dakshin Bihar Gramin Bank,**  
**Head Office-Patna**



S.No	Particulars	Details
1.	Tender Reference :	Accounts 02/2020-2021
2.	Date of commencement of issue of RFP	14/01/2021
3.	Last date for Bid Submission of RFP	21/01/2021
4.	Opening of RFP	22/01/2021
5.	Document (non-refundable)	Rs 1000/-
6.	EMD (Bid Security, Refundable)	Rs 30000

**DAKSHIN BIHAR GRAMIN BANK**

**Head Office- Patna**

**REQUEST FOR PROPOSAL**

For Engagement of consultant for “TDS Return Late Filing Levy – Appeal to Income tax” for all branches and offices of Dakshin Bihar Gramin Bank (DBGB).

**Ref. No. Accounts 02/2020-2021**

**Date of Issue: 14/01/2021**

**Issued by :**

**Dakshin Bihar Gramin Bank**

**Address for submitting RFP for TDS Return Late Filing Levy – Appeal to Income Tax**

DAKSHIN BIHAR GRAMIN BANK  
HEAD OFFICE  
ACCOUNTS & INVESTMENT DEPARTMENT  
SRI VISHNU COMMERCIAL COMPLEX  
NH – 30, NEW BYPASS, NEAR BP HIGHWAY SERVICES PETROL PUMP  
ASOCHAK, PATNA – 800030

MOB: 9771464401

Email id: accounts\_mbgb@yahoo.in

## **DISCLAIMERS**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form / email by or on behalf of Dakshin Bihar Gramin Bank (DBGB), is subject to the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advices / clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder (Vendor).

The Bank, its employees, Board of Directors and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Bank is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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**Broad Scope of Work:-**

1. To evaluate total TDS default for all branches and offices of DBGB and number of appeals to be filed as on date.
2. Complying with the TDS late filing levy Intimation demand raised by Traces for FY 2012-13, FY 2013-14 and FY 2014-15
3. Preparation and Filing of Appeal before Commissioner of income Tax (CIT) in respect of late filing Levy demand raised by Traces. The Appeals shall be filed to CIT having jurisdiction over respective Branch of the Bank.
4. Preparation and payment of CIT Appeal fees challan for respective Appeal.
5. Submission of Hard copy documents in respect of CIT Appeals filed to respective CIT offices.
6. Attending Hearings in person and filing of necessary replies in respect of Notices issued during course of CIT Appeal Hearings.
7. Providing CIT order copies to Head office after completion of Filing and hearings of CIT Appeals.
8. If Order passed by CIT is not in favour of Bank, then Filing of Appeals before Income Tax Appellate Tribunal (ITAT) in respect of Late filing Levy demand raised by Traces. The Appeals shall be filed to ITAT having jurisdiction over respective Branch of Bank.
9. Preparation and payment of ITAT Appeal fees challan for respective Appeal.
10. Submission of Hard copy documents in respect of ITAT Appeals filed.
11. Attending Hearings in person and filing of necessary replies in respect of Notices issued during course of ITAT Appeal Hearings.
12. Providing ITAT order copies to Head office after completion of Filing and hearings of ITAT Appeals.

**Eligibility Criteria:-**

The Eligibility Criteria will apply to the Bidder along with its Affiliates / Group companies / member firms working under the common brand name. The bidder should have neither failed to perform on any agreement during the last three years, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against the bidder or its Affiliates or its member firms, nor been expelled from any project or agreement nor had any agreement terminated for breach by such bidder or its Affiliates or member firms.

- a) The Bidder should be a Registered Company / Firm with qualified professionals dealing in Income tax related issues and with the standing of 3 years as on 31.03.2020 and having positive net worth consecutively for last three financial years i.e. 2017-18, 2018-19 and 2019-20.
- b) 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.
- c) The bidder should be handling similar activity i.e. e-filing of TDS returns, TDS default rectification, for any two Public Sector Banks all Branches/ RRB (all Branches) at the Bank level in any of the last three consecutive financial years. Copy of appointment letter / experience certificate indicating nature of activity performed, number of branches and period of assignment to be enclosed as part of technical bid.
- d) The bidder should not be involved in any litigation which threatens solvency of company. Certificate is to be provided by the statutory auditor of the Firm / Company, who has audited the latest Financial Statements. It should be enclosed with Technical Bid.
- e) 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.

**A. Technical Evaluation of Bids:-**

- a) Only those Bidders and Bids who have been found to be in conformity of the eligibility terms and conditions during the preliminary evaluation would be taken up by the Bank for further detailed evaluation. Those Bids who do not qualify the eligibility criteria and all terms during preliminary examination will not be taken up for further evaluation.
- b) The Bank reserves the right to evaluate the bids on technical & functional parameters, etc.

## B. Technical Scoring Chart

The scoring methodology for technical bid components is explained in the following paragraphs of this section. The proposal submitted and presentation made by the Bidders shall, therefore, be evaluated on the following parameters:

Sl. No.	Evaluation Criteria	Basis of Evaluation	Scoring Methodology*	Maximum Score
1	Standing/existence of the company	Certificate of incorporation	A. 3 Yrs to less than 5 Yrs-5 marks B. 5 Yrs to less than 7 Yrs-8 marks C. 7 Yrs and above-10 marks	10
2	The bidder should have a minimum Turnover of Rs. 2.00 Crore in last three consecutive financial years.	Copy of Audited Balance sheet to be enclosed	Minimum Turnover in Last 3 Yrs is less than Rs. 2.00 Cr – 5 marks  Minimum Turnover in Last 3 Yrs is Rs. 2.00 Cr or more – 10 marks	10
3	Doing TDS rectification work for PSBs & RRBs	Client Credential Letter/ Completion Certificate stating the status of implementation of PSBs or RRBs.	Performance Certificate/Work Order 1 Bank – 5 marks B. 2-5 Banks – 10marks C. More than 5 banks –20 marks	20
4	Successfully performing assignment for late Filing Levy Rectification	Order copy to be submitted for minimum 100 appeals filed at H.O. Level for any PSB or RRB	15 marks each for order copy of any PSB or RRB.	30
5	Already associated with DBGB for TDS related assignment	Order copy to be submitted for relevant assignment at HO Level	10 marks for TDS related work order by DBGB H.O.	10



6	Presentation	Power point presentation of service offered regarding this RFP	A. Outstanding- 20 B. Very Good- 15 C. Good- 10 D. Satisfactory- 5 E. Not Satisfactory- NIL	20
	Total			100

**\*Minimum qualifying marks required to the Bidder for technical eligibility is "60".**

Self attested Documents supporting the above criteria should be submitted by the bidder.

**C. Final Scoring :** Final scoring for selection of a Consultant will be as follows:

Sr. No.	Bids/Parameters	Weightage %
1.	Technical Bid	80
2.	Commercial Bid	20
	Total	100

For example: Three consultants namely A, B and C participated in the bid process and their technical score are as under:

A=490, B=630 C=560

After converting them into percentile, we get A=

$$(490/630)*100 = 77.77$$

B= (630/630)\*100= 100 C=

$$(560/630)*100=88.89$$

The quoted prices i.e. commercial bid for consultants are as

under: A = Rs.8000/-, B = Rs.9000/-, C = Rs10000/-

The final cost (lower cost quoted in price bid, in this case it Rs.8000/-) quoted by the bidders, shall be converted into percentile score as under:

$$A = (8000/8000)*100 = 100.00$$

$$B = (8000/9000)*100 = 88.89 \text{ C} =$$

$$(8000/10000)*100 = 80.00$$

As the weight age for technical parameter and commercial parameters are 80% and 20% respectively, the final scores shall be calculated as under:

$$A = (77.77*80%)+(100.00*20%)= 82.22 \text{ B} =$$

$$(100*80%) + (88.89*20%) = 97.78$$

$$C = (88.89*80%) + (80.00*20%) = 87.11$$

After qualifying in technical bids and opening of their financial bids, the lowest two financial bidders i.e. L-1 and L-2 will be decided. L-2 will be asked to match their rate as per the rate quoted by L-1 bidder. If they do so, 60% work will be allotted to the highest scorer bidder of the technical bid and

40% work will be allotted to the 2<sup>nd</sup> highest scorer bidder of the technical bid and if both the bidders get equal scores in technical bids, 50% work will be allotted to each of the bidder. If L-2 bidder does not agree to revise their quoted rate equal to the rate quoted by L-1 bidder, the entire work will be allotted to the L-1 bidder at the rate quoted by them.

Note: Bank may at its sole discretion, decide to seek more information from the bidders in order to normalize the bids. However, bidders will be notified separately, if such normalization exercise (as part of technical evaluation) is resorted to.

Marks will be awarded based on the criteria above. Minimum qualifying marks shall be 60 and should also fulfil the mandatory compliance.

During evaluation and comparison of bids, the Bank may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

**Payment terms :**

- 50% payment to be released after filing of appeal is done for each category
- 50% payment to be released after receipt of order of appeal for each category

### Annexure A – Details of the Bidder

Sl.	Item	Details
1.	Name of Company	
2.	Postal Address	
3.	Telephone/Mobile and Fax numbers	
4.	Constitution of the Company	
5.	Name and designation of the person authorized to make commitments to the Bank	
6.	Email Address	
7.	Year of commencement of Business	
8.	Turnover of the company (not of group)  2017-18 2018-19 2019-20	
9.	Profit of the company (not of group)  2017-18 2018-19 2019-20	
10.	i) Goods and Services Tax (GST) No.  ii) PAN No.	

**ANNEXURE - B**  
**SERVICE LEVEL AGREEMENT T&C**

- a) Bidder has to enter into service level agreement with bank. SLA will include the terms and conditions mentioned in this bid along with the uptime and resolution commitments by the bidder.
- b) Bidder must have service to support the following:
- c) 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. In addition to this, Bank will deduct a sum equivalent to 1% of the Invoice value for the related quarter under which the delay is made.
- d) This amount of penalty so calculated shall be deducted at the time of making payment. In case the delay is beyond one month, in addition to the penalty mentioned above, Bank may blacklist the vendor and debar from the future participation in Bank's RFP.
- e) The Bank also reserves the right to cancel the Purchase Order and forfeit the EMD. In the event of such cancellation, the vendor is not entitled to any compensation. Please note that the timelines prescribed for filing returns under the Income tax Act and Rules should be strictly adhered too and delay shall be viewed seriously and penalty shall be levied.
- f) Bidder has to enter into service level agreement with bank. SLA will include the terms and conditions mentioned in this bid along with the uptime and resolution commitments by the bidder.
- g) Bidder must have service to support the following:
- h) 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.
- i) If the bidder/ Vendor appear on the panel list of the Bank's Statutory Auditors as on 31.03.2019 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.

Dated this ..... day of.....2021

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(Signature)

(Name)

(In the capacity of)

Duly authorised to sign Bid for and on behalf of

**Annexure-C**  
**Commercial Bid Format**

<b>PARTICULARS</b>	<b>AMT.</b>
Fees for Filing of CIT Appeal	
Fees for Filing of ITAT Appeal	
Total Fees	

**\*Governmental Appeal Filing Fees to be charged extra.**

Prices quoted should be inclusive all taxes, duties, levies etc. except GST.  
GST Will be paid at actuals.