

REQUEST FOR PROPOSAL

For Engagement of consultant for providing end to end solution towards TDS compliance and switching to centralized e- TDS system for all branches and offices of Madhyanchal Gramin Bank, Sagar (M.P.)

Ref: MGB/ TDS/2019/03 Dated: 01/03/2019

With reference to above, we have received few queries from the bidders in pre bid meeting held on 12/03/2019, accordingly, we place corrigendum as under. Remaining queries are self explicit in RFP itself and need no further clarification. There is no change in the schedule of the event.

Corrigendum-I

<u>Sr. No.</u>	<u>Page No.</u>	<u>Clause No.</u>	<u>Existing Clause</u>	<u>Revised Clause</u>
	<u>6</u>	<u>Definition</u>	Point No. 13 added	Point No. 13 added: "Contract period" means three years from the date of awarding the contract.
	<u>8</u>	<u>Clause 3.1</u> <u>Broad Scope of Work</u>	To streamline the process of TDS filing and have uniformity in approach, Bank initiated the process of centralization of filing return is to be carried out under a single TAN number.	To streamline the process of TDS filing and have uniformity in approach, Bank initiated the process of centralization of filing return is to be carried out under single TAN number/ Different heads under different TAN which Bank will decide in consultation with the Vendor for ease of operation.
	<u>8</u>	<u>Clause 3.1</u> <u>Broad Scope of Work (a)</u>	The bidder has to initiate and conclude the process of surrendering of existing TAN numbers of the branches / offices.	The bidder has to initiate and conclude the process of surrendering of existing TAN numbers of the branches / offices in consultation with the Bank.
	<u>9</u>	<u>Clause 3.1</u> <u>Broad Scope of</u>	Point: Remittance of TDS as well as filing of TDS returns are to be done initially Branch	Remittance of TDS as well as filing of TDS returns are to be done initially Branch TAN wise which will be subsequently consolidated

		<u>Work (g)</u>	TAN wise which will be subsequently consolidated Region-wise TAN / Circle wise TAN or Bank-wise single TAN centrally.	Region -wise TAN / Circle wise TAN or Bank-wise single/multiple TAN centrally.
	<u>10</u>	<u>New Clause added as 3.1 (v)</u>	-----	The vendor has to provide onsite support at Madhyanchal Gramin Bank during the first week of every month for coalition, completion and timely submission of various Statutory returns related to TDS and Income Tax.
	<u>13</u>	<u>3.7.2</u>	While submitting the Technical Bid, literature on the services offered if any, should be Segregated and kept together in one section / lot. The other papers like EMD, Forms as Mentioned above etc. should form the main section and should be submitted in one lot, Separate from the section containing literature.	While submitting the Technical Bid, the literature on the services offered if any, should be Segregated and kept together in one section / lot. The other papers like EMD/ registration certificate as per the provisions of MSME Act mentioned under clause 3.13, Forms as mentioned above etc. should form the main section and should be submitted in one lot, Separate from the section containing literature.
	<u>14</u>	<u>3.10 (e)</u>	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 to and delay shall be viewed seriously and penalty shall be levied.	The Bank also reserves the right to cancel the Purchase Order and forfeit the EMD/ Bank will forfeit the PBG in case of an exemption granted to the bidder registered as per the provisions of MSME Act, 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 to and delay shall be viewed seriously and penalty shall be levied.

	<u>15</u>	<u>3.11</u> <u>Sub clause (o)</u> <u>added</u>		If the Bidder is registered with the approved agencies /department as per the Ministry of Micro, Small and Medium Enterprises of Govt. of India, the bidder is exempted from submission of EMD. The registration certificate issued by such department/agencies as per the provisions of MSME Act for exemption from EMD should be submitted by the bidder and it must be valid for 180 days from the date of opening of Bid.
	<u>15</u>	<u>3.11</u> <u>Sub clause (g)</u> <u>added</u>		The vendor has to provide onsite support at Madhyanchal Gramin Bank during first week of every month for coalition, completion and timely submission of various Statutory returns related to TDS and Income Tax. An undertaking on the letterhead of the bidder should be provided confirming the onsite support as mentioned.
<u>1</u>	<u>16</u>	<u>3.13</u>	The Bidder shall furnish, as part of its Bid, an EMD of Rs.3,00,000/- (Rupees Three Lakh only)	The Bidder shall furnish, as part of its Bid, an EMD of Rs.3,00,000/- (Rupees Three Lakh only). If the Bidder is registered with the approved agencies/department per the Ministry of Micro, Small and Medium Enterprises of Govt. of India, the bidder is exempted from submission of EMD. The registration certificate issued by such agencies/department as per the provisions of MSME Act for exemption from EMD should be submitted by the bidder and it must be valid for 180 days from the date of opening of Bid.
<u>2</u>	<u>17</u>	<u>New Clause</u> <u>added 3.13 (h)</u>		In the case of the bidder where exemption is available for submission of EMD, in the event of happening any one of the conditions mentioned under clause 3.13 (g), the Bank reserve right to blacklist the bidder from the Bank's for the existing as well as the future tender process and Bank may write to concerned department/ agency about the debarment/blacklisting of the bidder.

	<u>24</u>	<u>Clause 3.30 (f)</u>	The Vendor shall treat as confidential all data and information about SBI, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank as explained under 'Non-Disclosure Agreement' in Annexure-5.11 of this document.	The Vendor shall treat as confidential all data and information about Madhyanchal Gramin Bank, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank as explained under 'Non-Disclosure Agreement' in Annexure-5.11 of this document.
	<u>26</u>	<u>4.8</u>	New Clause added (c)	<p>The rates discovered through online reverse auction shall be for one financial year, the prorated price for month /quarter /half yearly /yearly shall be arrived at for each line item depending upon the frequency of the return to be filed (eg. Monthly/ Quarterly/ Half Yearly/Yearly) by dividing the price for one financial year by the number of frequency of the returns in a financial year. The price per Branch per line item shall arrive thereafter in the same manner.</p> <p>Example:</p> <p>24 Q is submitted quarterly. Price discovered for 24 Q for one FY year per branch through online reverse auction is Rs. 1000/- So price for one quarter shall be (1000/4) Rs. 250/-</p>
	<u>26</u>	<u>4.8</u>	New Clause added (d)	The price quoted for each line item as per the Indicative Price bid Annexure 5.2.2 and the price quoted after online reverse auction as per Annexure 5.2.3 should be in proportion i.e. say if the total cost of all the line items for one year AS PER Annexure 5.2.2 is Rs. 50,000/- and out of which if the price for sr no. 1 is Rs. 1000/- sr no. 2 is Rs.1500, Sr. No. 3 is Rs. 2000/- and

				so on that means for sr no. 1 Rs. 1000/- is 2.0% of Rs. 50000/- Sr. No. 2 is 3.0 % for Sr. No. 3 it is 4.0%. . The Price break up quoted after the online reverse auction in Annexure 5.2.3 for each line item should be in the same proportion in % terms of the total cost discovered through online reverse auction.
	<u>26</u>		New Clause added (e)	<p>For the existing defaults if any in branches/offices towards TDS return filing 24Q / 26Q / 27Q / 27EQ, 15H / 15 G, Form 61, For, 61 A to be identified and necessary procedure for rectification of the same to be provided to the Bank. The Bidder has to file the existing tax returns in default, and revisions if any. The cost towards for filing fresh such tax returns will be paid by the Bank at extra at the discounted rate on the price discovered for each line item after online reverse auction as per Annexure 5.2.3. The discount % will be as under:</p> <p>Form 24Q, Form 26Q, Form 27 Q, Form 27 EQ, 15G/15H Submission & UIN Generation, Form 16/ 16A- 25%</p> <p>Form 61, Form 61 A, Form 61 B- 30%</p> <p>The price per branch per line item will be discovered through online reverse auction as mentioned in clause 4.8 (c).</p>
	<u>41</u>	<u>Annexure 5.3 (g)</u>	<p>The Bank also reserves the right to cancel the Purchase Order and forfeit the EMD.</p> <p>In the event of such cancellation, the vendor is not entitled to any compensation.</p> <p>Please note that the timelines</p>	<p>The Bank also reserves the right to cancel the Purchase Order and forfeit the EMD. Bank will forfeit the PBG in case of exemption granted to the bidder registered as per the provisions of MSME Act. In the event of such cancellation, the vendor is not entitled to any compensation.</p> <p>Please note that the timelines prescribed for filing</p>

		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.	returns under the Income-tax Act and Rules should be strictly adhered too and delay shall be viewed seriously and penalty shall be levied.
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Annexure 5.6

COMPLIANCE CERTIFICATE FOR ELIGIBILITY CRITERIA

Following point added.

<u>Sr. No.</u>	<u>Criteria</u>	<u>Compliance(Yes/No)</u>	<u>Document to be submitted/ Remarks</u>
<u>18</u>	<u>New Criteria added:</u> The vendor has to provide onsite support at Madhyanchal Gramin Bank during first week of every month for coalition, completion and timely submission of various Statutory returns related to TDS and Income Tax.		An undertaking on the letterhead of the bidder should be provided confirming the onsite support as mentioned.
<u>19</u>	<u>New Criteria added:</u> If the Bidder is registered with the approved agencies/department as per the Ministry of Micro, Small and Medium Enterprises of Govt. of India, the bidder is exempted from submission of EMD		The registration certificate issued by such department/ agencies as per the provisions of MSME Act for exemption from EMD should be submitted by the bidder and it must be valid for 180 days from the date of opening of Bid.

Page No. 19- Clause 3.22- Technical Evaluation- (b)

Existing Clauses

Particulars		No .of Marks	Maximum Marks
TECHNICAL ABILITY			
At least one Director of a company / Private Company / CA firm should have qualified Chartered Accountancy Course.			5
Profit of the firm /company in last three financial years.	=> 5 lakh<10 lakh =>10 lakh<20lakh =>20 lakh<30 lakh >30	2 4 6 10	10
a) Presence of onsite support at Sagar. b) Presence of offsite support in M.P.	Only a) Only b) Both a) and b)	7 3 10	10

Revised Clauses

Particulars		No .of Marks	Maximum Marks
TECHNICAL ABILITY			
At least one Director of a company / Private Company / CA firm should have qualified Chartered	=1 =>2	3 5	5

Accountancy Course.			
Average of Net Profit of the firm/company in the last three financial years. (Net Profit of last three Financial years will be added and average will be calculated)	=> 1 lakh<2.5 lakh =>2.5 lakh<5.0lakh =>5.0 lakh<10 lakh >10	2 4 6 10	10
a) Presence of onsite support at MGB Head office at Sagar to be provided during the first week of every month(undertaking to be submitted) b) Presence of offsite support in M.P.	Only a) Only b) Both a) and b)	7 3 10	10

Annexure-5.2.2

INDICATIVE PRICE PROPOSAL

(To be included in Indicative Price Proposal Envelope)

Date:

To:
General Manager (Admin),
Madhyanchal Gramin Bank,
Ground Floor,
Poddar Colony,
Tili Road,
Sagar (M.P.) 470001

Dear Sir,

Ref: RFP No. MGB/ TDS/2019/03 dated 01/03/2019

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our Indicative Price Bid of Rs. _____ (Rupees _____) *(Total Proposal amount in words and figures)* for various services offered under the RFP at the sites without any extra cost to the Bank in conformity with the said bidding documents

The Existing Clause is as under:

Sr. No	Line item	Branch / Office	Basic Price for one FY inclusive of all things (A) in INR per Branch	GST in INR (B)for one FY per Branch	Total (A)+ (B) in INR for one FY per branch	Total price for one FY in INR (TAX+BASIC) for all 462 branches/ offices
1	24Q	454+08				

2	26Q	454+08				
3	27Q	454+08				
4	27EQ	454+08				
5	Form-61	454+08				
6	Form-61A	454+08				
7	Form 16/16A	454+08				
8	Tax Audit Data and TDS compliance	454+08				
9	UIN Generation	454+08				
10	15G/15H Submission	454+08				
11	61B	454+08				
12	Others (Please specify and quote point by point.	454+08				
	Total Cost					

Dated this day of 2019

Price detail:-

Basic price ----- Per unit

GST ----- Per unit (@-----%)

(Signature)

(Name)

(In the capacity of)

Duly authorised to sign Bid for and on behalf of

Annexure-5.2.2

INDICATIVE PRICE PROPOSAL

(To be included in Indicative Price Proposal Envelope)

Date:

Revised is as under:

To:
General Manager (Admin),
Madhyanchal Gramin Bank,
Ground Floor,
Poddar Colony,
Tili Road,
Sagar (M.P.) 470001

Dear Sir,

Ref: RFP No. MGB/TDS/2019/03 dated 01/03/2019

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our Indicative Price Bid of Rs. _____ (Rupees _____) *(Total Proposal amount in words and figures)* for various services offered under the RFP at the sites without any extra cost to the Bank in conformity with the said bidding documents

Sr. No	Line item	Branch / Office	Basic Price for one FY inclusive of all things (A) in INR per Branch/office/	GST in INR (B)for one FY per Branch/office/ Per Notice	Total (A)+ (B) in INR for one FY per branch /office/ Per Notice	Total price for one FY in INR (TAX+BASIC) for all 462 branches/offices/notices
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			Per Notice			
1	24Q	454+08				
2	26Q	454+08				
3	27Q	454+08				
4	27EQ	454+08				
5	Form-61	454+08				
6	Form-61A	454+08				
7	Form 16/16A	454+08				
8	15G/15H Submission & UIN Generation	454+08				
9	61B	454+08				
10	Notices Attending to notices (Upto Rs.1.00 lakh)					
11	Notices Attending to notices (above Rs.1.00 lakh)					
12	Others (Please specify and quote	454+08				

	point by point.					
	Total cost					

The rates to be quoted above should be for one financial year, the prorated price for month /quarter /half yearly /yearly shall be arrived at for each item depending upon the frequency of the return to be filed (eg. Monthly/ Quarterly/ Half Yearly/Yearly) by dividing the price for one financial year by the number of frequency of the returns in a financial year.

Example:

24 Q is submitted quarterly. Price discovered for 24 Q for one FY year through online reverse auction is Rs. 1000/- So price for one quarter shall be (1000/4) Rs. 250/-

For The existing defaults if any in branches/offices towards TDS return filing 24Q / 26Q / 27Q / 27EQ, 15H / 15 G to be identified and necessary procedure for rectification of the same to be provided to the Bank. The Bidder has to file the existing tax returns in default, and revisions if any. The cost towards for filing fresh such tax returns will be paid by the Bank at extra based on the price breakup provided by the bidder/vendor for line items for different returns after the reverse auction as per Annexure5.2.3. The cost for filings revisions if any for the same will be paid proportionately depending on the nature of return

For the existing defaults if any in branches/offices towards TDS return filing 24Q / 26Q / 27Q / 27EQ, 15H / 15 G, Form 61, For, 61 A to be identified and necessary procedure for rectification of the same to be provided to the Bank. The Bidder has to file the existing tax returns in default, and revisions if any. The cost towards for filing fresh such tax returns will be paid by the Bank at extra at the discounted rate on the price discovered for each line item after online reverse auction as per Annexure 5.2.3. The discount % will be as under:

Form 24Q, Form 26Q, Form 27 Q, and Form 27 EQ, 15G/15H Submission & UIN Generation, Form 16 / 16A- 25%

Form 61, Form 61 A, Form 61 B- **30%**

The price per branch per line item will be discovered through online reverse auction as mentioned in clause 4.8 (c).

Dated this day of 2019

Price detail:-

Basic price ----- Per branch/office/ per notice for one Financial Year.

GST ----- Per branch/office/ per notice for one Financial Year (@-----%)

(Signature) (Name) (In the capacity of)

Duly authorised to sign Bid for and on behalf of

Existing:

ANNEXURE – 5.2.3
PRICE BREAKUP SCHEDULE
(To be submitted after Reverse Auction)

Ref: RFP No. MGB/TDS/2019/03 dated 01/03/2019

Sr. No	Line item	Branch / Office	Basic Price for one FY inclusive of all things (A) in INR per Branch	GST in INR (B)for one FY per Branch	Total (A)+ (B) in INR for one FY per branch	Total price for one FY in INR (TAX+BASIC) for all 462 branches/ offices
1	24Q	454+08				
2	26Q	454+08				
3	27Q	454+08				
4	27EQ	454+08				
5	Form-61	454+08				
6	Form-61A	454+08				
7	Form 16/16A	454+08				
8	Tax Audit Data and TDS compliance	454+08				
9	UIN Generation	454+08				

10	15G/15H Submission	454+08				
11	61B	454+08				
12	Others (Please specify and quote point by point.	454+08				
	Total Cost					

Note: specifications are given in annexure the quantities can be increased or decreased at the discretion of the Bank.

Dated this day of 2019

Price detail:-

Basic price ----- Per unit

GST ----- Per unit (@-----%)

(Signature) (Name) (In the capacity of)

Duly authorised to sign Bid for and on behalf of

Revised:

ANNEXURE – 5.2.3
PRICE BREAKUP SCHEDULE
(To be submitted after Reverse Auction)

Sr. No	Line item	Branch / Office	Basic Price for one FY inclusive of all things (A) in INR per Branch/office / Per Notice	GST in INR (B)for one FY per Branch/office/ Per Notice	Total (A)+ (B) in INR for one FY per branch /office/ Per Notice	Total price for one FY in INR (TAX+BASIC) for all 462 branches/offices/notices
1	24Q	454+08				
2	26Q	454+08				
3	27Q	454+08				
4	27EQ	454+08				
5	Form-61	454+08				
6	Form-61A	454+08				
7	Form 16/16A	454+08				
8	15G/15H Submission & UIN Generation	454+08				
9	61B	454+08				

10	Notices Attending to notices (Upto Rs.1.00 lakh)					
11	Notices Attending to notices (above Rs.1.00 lakh)					
12	Others (Please specify and quote point by point.	454+08				
	Total cost					

Note: The price discovered shall be fixed for the entire contract period. The requirement is given in Annexure, the number of branches/offices may increase or decrease at the discretion of the Bank.

Dated this day of 2019

Price detail:-

Basic price ----- Per branch/office/ per notice for one Financial Year.

GST ----- Per branch/office/ per notice for one Financial Year. (@-----%)

(Signature) (Name) (In the capacity of)

Duly authorised to sign Bid for and on behalf of