

INDIAN BANK
(A Government of India Undertaking)

REQUEST FOR PROPOSAL (RFP)

FOR

**PROVIDING END TO END SOLUTION FOR
SWITCHING TO A CENTRALIZED WEB BASED E-TDS SYSTEM
AND ENSURING COMPLIANCE TO TAX PROVISIONS**

Ref. No. IB/ACCOUNTS/RFP/TDS/01/2019-20

Date of Issue: 06.06.2019

Issued by

**INDIAN BANK
ACCOUNTS DEPARTMENT, CORPORATE OFFICE,
254-260, AVVAI SHANMUGAM SALAI, CHENNAI-600014**

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Website: www.indianbank.in; Email- hoaccounts@indianbank.co.in

[Non Refundable Bid Fee of Rs. 25000/- (Rs. Twenty five thousand Only)]

This document is meant for the exclusive purpose of Bidding as per the Specifications, Terms, Conditions and Scope indicated and shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.



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KEY INFORMATION

1.	RFP reference	IB/ACCOUNTS/RFP/TDS/01/2019-20
2.	Department Name	Accounts Department
3.	Purpose	For supply of end to end solution to TDS related compliance with regard to filing of Form 26Q, Form 27Q, Form 15G, Form 15H, Form 61/61A & B etc including carrying out rectification of past TDS defaults / streamlining of tax audit
4.	Tender Details	Request for Proposal (RFP) for Providing End To End Solution for switching to a Centralized Web Based E-TDS System and ensuring compliance to Tax Provisions under Income Tax Act
5.	Mode of Tender	Offline Technical Bid and online reverse auction for commercial bid. It is mandatory for Bidders to submit the Technical Bid and indicative Commercial Bid in two different envelopes in Physical Documents.
6.	Type of Contract	Supply of end to end solution for entire TDS administration including rectification of past TDS defaults, ensuring Compliance to Income Tax provisions under Income Tax Act and streamlining Tax Audit
7.	Bidding type	Open Bid
8.	Consortium	Not allowed
9.	Download Tender documents	Tender document can be downloaded from our Bank's Website www.indianbank.in and the Tender document fee needs to be submitted along with the technical bid.
Important Dates		
	Date of commencement of downloading RFP	06.06.2019 01:00 PM IST
	Last Date and time for submission of Pre Bid queries by e mail	11.06.2019 05:00 PM IST hoaccounts@indianbank.co.in
	Date of pre bid meeting with the bidders	12.06.2019 11:00 AM IST
	Last date of time of submission of Bid (Technical Bid and indicative Commercial bid in two separate envelopes in physical form)	21.06.2019 03:00 PM IST
	Date & time of opening Technical bids	21.06.2019 03.30 PM IST
	Date & Time for Presentation by bidders	Will be informed to eligible bidders after initial scrutiny of bids
	Date & Time of Reverse Auction	Will be informed to all eligible bidders after final



		evaluation of bids
	Place of submission / opening of bids	Expenditure Department, Indian Bank, Corporate Office 2nd Floor, Accounts Department, C Wing 254-260, Avvai Shanmugam Salai, Chennai – 600014
	Place for making presentation	Accounts Department, Indian Bank Corporate Office 2nd Floor, C Wing 254-260, Avvai Shanmugam Salai, Chennai – 600014

Details of payment		
14.	Cost of RFP (Non-refundable)	Demand Draft for Rs.20,000/- (Rupees Twenty Thousand only) in favour of “Indian Bank”
15.	Earnest Money Deposit (EMD) (Refundable)	Demand Draft (DD)/Bank Guarantee (BG) for Rs. 7,50,000/- (Rupees Seven lakhs and Fifty Thousand only) in favour of “Indian Bank”. The BG should be valid for 225 days (180 days bid validity + 45 days) .
16.	Validity period of the Proposal/Bid	180 days from the last date of submission of proposal/bid.
<p>Note: In the event of any holiday is declared on the above date, the bids shall be received / opening on the next working day at the same time and venue unless otherwise specifically communicated</p>		
	General Terms and conditions	<ol style="list-style-type: none"> 1. The bid document is the property of Indian Bank and is not transferable. 2. The bidders must fulfill the eligibility criteria to be able to bid. 3. The terms and conditions for the bidders who participate in this RFP are specified in the section named “Terms and Conditions”. Responding to this RFP and submission of the bid by the Bidder will be deemed as consent from the Bidder to all the terms and conditions mentioned in this RFP and the contents of the RFP along with the Annexure(s)/Forms, clarifications issued, if any, will be contractually binding on the bidders. All these terms and conditions and the contents of the RFP along with the Annexure(s)/Forms, clarifications issued will form the part of the purchase orders /any resulting Contracts, to be issued to the successful bidder/s from time to time as an outcome of this Tender Process. 4. The EMD on account of tender security fees along with a physical copy of the RFP offer along with all supporting documents as stated in the RFP must



	<p>be received at the following address as per the timelines mentioned above. Expenditure Department, Indian Bank, Corporate Office Accounts Department, 2nd floor, C Wing, No 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014 E-mail: hoaccounts@indianbank.co.in</p> <p>5. The responses/modifications made based on the suggestions and clarifications of queries shall be uploaded on the Bank's corporate website https://www.indianbank.in and shall be deemed to be part of the RFP documents</p> <p>6. The subject of the e-mail containing the bid queries should be given as "Bid queries for RFP Ref. No. "IB/ACCOUNTS/RFP/TDS/01/2019-20".</p> <p>7. No suggestions or queries shall be entertained after the last date for receipt of queries via e-mail as stated above.</p>
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Benefits to Micro and Small Enterprises (MSEs) as per the guidelines of Public Procurement Policy issued by Government of India:

- As per the above policy, Bank reserves the rights to procure 20% of the total requirements, from Micro and Small Enterprises (MSEs) provided such MSEs are complying with the eligibility criteria and technical specifications of the RFP, quote their price within the price band of L1+15% and agree to bring down their price to L1 price.
- If L1 bidder is an MSE, 100% procurement will be done from the L1 bidder subject to the other terms and conditions of the RFP.
- In case of more than one such MSE, the supply shall be shared proportionately to tender quantity.
- Special provision for Micro & Small Enterprises owned by Scheduled Castes or Scheduled Tribes. 4% out of the 20% shall be allotted to such MSEs, if participated in the tender.
- MSEs are also exempted from payment of cost of bid documents and submission of bid security.
- To avail the above benefits, the bidder should have registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

