

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**

Phone: 044-28134340, 28134447, 28134538; Fax: 044-28134107

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.



- Bidders seeking the above benefits shall submit the documentary proof for having registered with the above agencies (such as Entrepreneur's Memorandum – EM II) at the time of pre-bid meeting or during submission of the technical bids (only if the bidder is not attending the pre-bid meeting).

The eligible bidders, who would qualify as per the eligibility criteria stated in **Clause No.-4 read with Annexure - III**, would be informed by the Bank through e-mail. Subsequently, these eligible bidders would be invited for presentation to the appointed Internal Committee. The technical proposals including presentation shall be evaluated based on parameters given in **Clause No.-14 read with Annexure-V** and the bidder securing minimum 80% as per the evaluation criteria stated in **Annexure-V** shall be considered as qualified for participating in the reverse auction and indicative price bid for the technically qualified bidders will be opened shortly before the reverse auction.



Meaning of terms used in RFP document:

S.No.	Term	Meaning
1.	Bank	Bank means 'Indian Bank' including its Branches, Zonal Offices, Corporate Office Departments and all other units and establishments etc.
2.	IB	"IB" means Indian Bank , constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 which has invited the bids for TDS services and compliance, and with which the selected bidder signs the contract for the services to be rendered and with whom the selected bidder shall provide services as per the terms and conditions and terms of reference of the contract.
3.	TDS	Tax deducted at Source
4.	RFP	The whole 'Request for Proposal' prepared by Indian Bank (IB) for the selection of bidder
5.	Bidder	The party / firm / organization submitting RFP response / bid offer as per the details mentioned in this document
6.	FI	Financial Institutions
7.	EMD	Earnest Money Deposit
8.	Affiliates / Group Companies	Membership firms working under the common brand name of the bidder and engaged in similar activity of accounting advisory/ financial services, registered in India
9.	Partner	A professional sharing profit in a chartered accounting firm / LLP as defined under Partnership Act and/or Limited Liability Partnership Act
10.	Personnel / Professional	Full time staff with minimum qualification of MCA / B.Tech / CA and on the payroll of the bidder
11.	Proposal / Bid	The technical proposal and the Commercial/Financial proposal
12.	Assignment /job	The work to be performed by the successful bidder pursuant to the contract
13.	Terms of Reference	The document included in the RFP which explains the scope of work, activities, tasks to be performed, etc.
14.	Contract	The contract signed by the parties and all the attached documents and the appendices
15.	Day	Calendar day
16.	Parties	Party or Parties means IB or Bidder /Selected Bidder or both as the case may be
17.	IT (in Capital letters)	Income Tax

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DISCLAIMER

The information contained in this Request for Proposal Document (RFP Document /Bid Document) or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Indian Bank, is provided to the bidder(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which 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 document is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP document does not claim to contain all the information each bidder may require. Each bidder should conduct its own independent investigation and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent information. 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 authorised officers of the Bank with the Selected Bidder (SB).

The Bank, its employees 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.

The issue of this RFP does not imply that the Bank is bound to select a Bidder or to appoint the Selected Bidder (SB), as the case may be, for the Project and the **Bank reserves the right to reject all or any of the Bidders or Bids at any stage without assigning any reason whatsoever.** The decision of Bank in this regard shall be final, conclusive and binding on all the parties.

The Bidder shall bear all 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 demonstration or presentation 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 and/or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. OVERVIEW OF INDIAN BANK

Indian Bank, hereinafter referred to as the “Bank”, established on 15th August, 1907, was nationalized in the year 1969 having its Corporate Office at 254-260, Avvai Shanmugam Salai, Chennai – 600014 and having a network of 2900+ branches/offices as on 31.03.2019, spread across the length and breadth of the country with presence in all the States and Union Territories and with an international presence in Singapore, Colombo including a Foreign Currency Banking Unit at Colombo and Jaffna. The Bank is listed on BSE & NSE. Tamilnadu Grama Bank, Saptagiri Gramaena Bank and Puduvai Bharathiyar Grama Bank are the Regional Rural Bank sponsored by Indian Bank.

2. CONTEXT OF ASSIGNMENT

Bank intends to have an end to end solution relating to Centralised TDS administration and ensuring strict compliance to relevant IT provisions. The tax has to be deducted at source in compliance with the Income Tax Act and Rules, from Depositors, Vendors, Employees, and Pensioners etc. The said deductions are being done at Branches, Zonal Offices, Departments at Corporate Office (CO) and other administrative offices.

In order to comply with the Income tax rules, Bank has to file different types of statements periodically viz., 24Q, 26Q, 26QAA, 27Q, Form15G/15H, Form 61 and Statement of Financial Transactions (SFT) on Form 61A / 61B (FATCA) if required.

At present, all branches, zonal offices and certain Corporate Office Departments are having Tax Deduction Account Number (TAN) and the bank is responsible for deduction of tax at source and all compliance including filing of TDS returns/ correction returns, issuance of TDS certificates etc. In the case of interest paid on NRO Savings Bank accounts / Domestic Senior Citizen / RBI Bonds, etc., TDS is deducted manually by branch/branches at their end and remitted to Government Treasury through OLTAS / Online payment by themselves. These entries / details are entered in the existing software by those branch/branches.

All expenses attracting TDS are to be reported by the branches to their controlling Zonal Offices through the existing software who in turn process those entries. Accounting aspects are taken care by the respective zonal offices.

However, the TDS is being paid centrally by Corporate Office-Accounts Department in respect of TDS deducted on interest paid on deposits at branch level by the system under the Branch TAN and TDS on Non Interest Non Salary Expenditure deducted at Zonal Office level in the TAN of Zonal office.

TDS on Salary is being deducted centrally at Corporate Office and remitted by CO: HRM and by other CO Departments in respect of TDS deducted by them in respect of non interest & non salary expenditure, to the Government Treasury.

Now, Bank intends that remittance / filing of TDS returns is to be done centrally, Branch TAN wise / Zone TAN wise. Bank also intends:

- To upload Form 15G/15H on Branch TAN basis along with return of Form 15G/ 15H on Branch TAN / Zone TAN every quarter.
- To centrally file Form 61 every half year

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- To centrally file Form 61A every year.
- Integration of all branch expenditure including Interest on Deposits to the respective Zonal TAN.
- Filing of e TDS returns 26Q / 27Q by Zonal Offices under their TAN.
- Provision for Branches to enter manual TDS deduction details in case of SB NRO accounts in Web based software.
- Provision of a Web based software for entering TDS data and linking the deduction particulars with the respective challans by branches / Zonal Offices.
- To streamline the Tax Audit and provision of all the required inputs for the preparation of Annual Tax Audit reports as per provisions of IT Act.

The Bank requires Enterprise level End to End solution to file various TDS and related returns in compliance with the Income Tax guidelines without any limitation in respect of number of Branches/ Circle Offices / Zonal Offices/ TAN numbers, no. of employees etc

The Bank invites bids from experienced and reputed Software Service Providers (hereinafter referred to as 'Bidder') having requisite software solution / application and technical expertise for providing "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" in our Bank.

3. PRE-BID MEETING

- a. A pre-bid meeting is scheduled to be held at the following address at 12.00 PM on 12.06.2019 at
Indian Bank Corporate Office,
254-260, Avvai Shanmugam Salai,
Chennai – 600014
- b. The purpose of the pre-bid meeting is to clarify the doubts of the bidders, if any.
- c. In case the probable bidder wants to participate in the Pre-bid Meeting to be held on the date specified in this bid, they should register themselves with the Bank by sending the **cost of bid document i.e. Rs. 20,000/- (Rupees Twenty Thousand) (Non-refundable)** by way of Demand Draft in favour of Indian Bank payable at Chennai. Only those Bidders or their Representatives (Maximum 2 persons) who have registered with the Bank will be allowed to participate in the pre-bid meeting. Such Bidders who have submitted DD for attending pre bid meeting are not required to submit the DD for cost of Bid Document along with technical bid (Part I).
- d. The Bidder is requested to submit any queries/clarifications to the Bank at least two working days before the date of meeting in the format as mentioned in Annexure - XX.
- e. The text of the questions raised (without identifying the source of enquiry) and the responses given, together with amendment(s) to the bid document, if any, will be mailed to all the bidders.

4. PRE-QUALIFICATION CRITERIA

Only those Bidders who fulfil the Eligibility Criteria mentioned in **Annexure - III** are eligible to respond to the RFP. Offers received from the Bidders who do not fulfil any of the eligibility criteria mentioned are liable to be rejected.



5. TERMS OF REFERENCE (SCOPE OF WORK) – As per Annexure I(2)**6. GENERAL PROVISIONS**

- a) Successful Bidder will undertake to indemnify the Bank and keep the Bank and its officers/employees/Directors fully indemnified and harmless from and against all the consequences of any of its actions and/or its representatives, employees leading to breach of any of the provisions of law faced, suffered or incurred by the Bank.
- b) Similarly, in the event of any claims being made on the Bank, on account of any breach or non-compliance of any applicable law, unauthorized act, fraud, deed or things done or omitted to be done or undertaking made or deficiency in service by Successful Bidder, its employees, officers, agents, Successful Bidder undertakes to pay on first demand made by the Bank of any amount on this account without any demur, contest, protest whatsoever within 7 working days of the demand being made. The Bank may at its discretion settle any or all claims made on it and recover the amount so paid from Successful Bidder and /or make deductions from the amount payable by the Bank to Successful Bidder.
- c) Neither the contract which will be entered by the Bank with the successful bidder nor any action taken by the Successful Bidder shall constitute as between the Parties as partnership, association, joint venture or other common enterprise. The relationship between Successful Bidder and the Bank hereunder is on Principal-to-Principal basis. Successful Bidder is to ensure that no nexus, either direct or indirect, shall be established between its personnel and the Bank which may lead to any presumption or conclusion to the effect that the personnel may be treated as the employees of the Bank.
- d) That the Bank, its representatives, its Regulators including RBI or persons authorized by the Regulator, its internal/ external/ other Auditors, shall, whenever required/called for, have access to i) All books, records, information of the Successful Bidder; ii) Any documents, records of transactions and other necessary information processed/ stored by, given to the Successful Bidder; and iii) Any document/information given by the Bank to the Successful Bidder and / or relevant to the outsourced activities available with the Successful Bidder pertaining to the services provided under this Agreement by the Successful Bidder. Bank shall provide a reasonable prior notice before such audit and the cost of the audit shall be borne by the bank.
- e) The access shall also extend to the books, records, information held by/available with any person/firm agent/company engaged by Successful Bidder or any documents records of transactions and other necessary information given/stored or processed provided by the Bank, to Successful Bidder and in turn provided by Successful Bidder to another agency, in order to render the required Services to the Bank.
- f) Successful Bidder shall ensure preservation of documents and data in accordance with legal/regulatory obligation of the Bank communicated to Successful Bidder in writing by the Bank, provided to Successful Bidder by the Bank, in order to render the required Service to the Bank.
- g) That due diligence/KYC/physical verification of employees of the firm/company will be done and proper record of the same will be maintained.

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- h) Those adequate steps will be taken to build strong safeguards to avoid the commingling of information/documents records and assets of the Bank with other organizations for whom Successful Bidder undertakes similar services.
- i) That the Successful Bidder will ensure to get its security, practices and control process audited on a regular basis and disclose security breaches, if any, to the Bank. The copy of such audit report including the steps taken to address the issues raised by the auditors should be provided to the Bank.
- j) The Successful Bidder will conform to the laws, rules and regulations as stipulated by the Central/State Government/Reserve Bank of India/ and/or any regulatory authority in regard to employment of agents/associates/employees etc including the Minimum Wages Act.
- k) The Bank shall have the right to cancel the RFP process at any time prior to award of Contract, without thereby incurring any liabilities to the Bidder(s). Reasons for cancellation, as determined by the Bank, in its sole discretion, may include but are not limited to, the following:
- i) Services contemplated are no longer required;
 - ii) Scope of work was not adequately or clearly defined due to unforeseen circumstances and/or factors and/or new developments;
 - iii) Proposed fees are unacceptable to the Work;
 - (iv) The Project is not in the best interests of the Bank;
 - (v) Any other valid reason.

Until a formal contract is prepared and executed, this offer together with Bank's written acceptance and notification of award shall constitute a binding contract with the bidder.

7. INSTRUCTIONS TO BIDDERS

7.1 BIDDING DOCUMENT

The Bidder is expected to examine all instructions, forms, terms and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidders' risk and may result in the rejection of its bid without any further reference to the bidder. Bidder should submit the bid strictly as per RFP failing which bid will be rejected as nonresponsive. Bid valid for shorter period than 180 days shall be rejected by the bank as non-responsive. Bidding shall be made in Indian Rupees only.

The Bidder shall bear all the costs associated with the preparation and submission of their 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.

Bidder should individually participate in the bidding process. Joint bidding is not allowed.

The applicable taxes on the fee will be paid as per the tax rate prevailing at the time of actual payment. No out of pocket expenses shall be borne by the Bank. The Commercial proposal shall not include any conditions attached to it. Any such conditional Commercial proposal shall be liable for rejection. Payment will be made after deducting tax deductible at Source as per applicable tax laws.

The selected bidder will be associated with the Bank till the completion of assignments. The payments terms are as given in the **Clause 7 of Annexure-I (1)**. The payments shall be made only

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upon the completion of the work / assignment to the satisfaction of the Bank in each of the phases/stages.

The Bank reserves the right to reject any or all of the responses to this RFP without assigning any reason. The proposal will be the basis of contract to be signed with the selected bidder. The contract shall be finalized within 30 days from the date of issuance of the final selection letter.

The Bank is not bound to accept any proposal, and reserves the right to annul the Selection process without assigning any reason(s), at any time prior to signing of contract, without incurring any liability towards the bidder.

Any effort by a bidder to influence the Bank in evaluation of the Bank's bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Bank's decision will be final and without prejudice and will be binding on all parties.

The bids prepared by the bidder and all correspondence and document relating to the bids exchanged by the bidder and the Bank, shall be written in English.

7.2 SIGNING OF BID DOCUMENT

Each page of the bid shall be made in a legal name of the bidder and shall be duly stamped. An authorized representative/signatory of the bidder shall initial all pages of the original technical and commercial proposals. The proposals should include a copy of board resolution / power of attorney of the company to sign the Bid documents is to be submitted with bid documents. The signed technical and commercial proposals shall be marked "original".

7.3 AMENDMENT OF BIDDING DOCUMENTS

At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the Bank. All amendments shall be uploaded on the Bank's websites (www.indianbank.in) and will be binding on all those who are interested in bidding.

In order to provide prospective Bidders a reasonable time to take the amendment, if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.

7.4 SUBMISSION OF BIDS

The Proposal shall be in two parts:

- I. Technical Proposal
- II. Commercial Proposal.

Both the Technical and Commercial proposals shall be submitted in Separate Sealed envelopes super scribing " **Technical Proposal 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: Tender Reference No. IB/ACCOUNTS/RFP/TDS/01/2019-20**" on top of the envelope containing technical bid and "**Indicative Commercial Proposal 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: Tender Reference No.**

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IB/ACCOUNTS/RFP/TDS/01/2019-20” on top of the envelope containing Indicative Commercial Bid.

These two separate sealed envelopes should be put together in a master envelope duly sealed and super scribing **"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. (Do Not Open Before _____) IB/ACCOUNTS/RFP/TDS/01/2019-20"** and should be sent at the following address:

**Asst. General Manager
Expenditure Department
Indian Bank,
Corporate Office,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600 014.**

Bids must be submitted not later than the specified date and time mentioned in the Bid Document. Any bid received by the Bank after the deadline for submission of bid will be rejected. If the specified date of submission of bids being declared a holiday for the Bank, the bids will be received up to the specified time in the next working day. The Bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Bank and bidders, previously subject to the deadline, will thereafter be subject to the deadline extended.

The original proposal, both technical and commercial proposals, shall contain no interlineations or overwriting. Any inter-lineation, erasures or overwriting shall be valid only if the person(s) signing the bid initial(s) them or authenticated by the concerned authorized authority.

The bidders are expected to examine their technical proposal in detail and material deficiencies, if any, in providing the information requested may result in rejection of technical proposal. However, the Bank may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

The Bank shall not be responsible for postal delay, misplacement, loss or premature opening, if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a reason for rejection of the proposal.

The Sealed master envelope containing the technical proposals and commercial proposals should be submitted at the above mentioned address not later than prescribed time limit mentioned under "Key Information". Any proposal received by the Bank after the deadline for submission shall not be accepted.

The sealed master envelope containing the technical and commercial proposals shall be opened on the date mentioned under the "Key Information". The sealed envelope of technical proposal shall be opened while the commercial proposal shall be kept in the sealed envelope to be opened on the date decided by the bank later on. Representative(s) of Bidders may be present during opening of the Technical proposals. However, Technical Proposals would be opened even in the absence of any or all of the bidder's representatives.