



**ODISHA GRAMYA BANK**

**CORRIGENDUM TO  
REQUEST FOR PROPOSAL (RFP)  
For**

**Appointment of Goods and Service Tax (GST) consultant in Odisha Gramya Bank to provide end to end services for GST compliances and return filing, under GST Act from Q2(2024-25) to FY 2026-27**

RFP Reference No.	<b>PTD/GST/RFP/ 02/2024-25</b>
Corrigendum Issuance Date	<b>31.05.2024</b>
Last Date of request for Queries/ Clarifications	<b>10<sup>th</sup> June 2024 by 5.00 PM</b>
Date and time of Pre-Bid Meeting	<b>11<sup>th</sup> June 2024 at 3.00 PM</b>
Last Date for receipt of bids	<b>18<sup>th</sup> June 2024 by 5.00 PM</b>
Date and time of opening technical bids	<b>19<sup>th</sup> June 2024 at 4.00 PM</b>

**CORRIGENDUM TO REQUEST FOR PROPOSAL (RFP) for Appointment of Goods and Service Tax (GST) consultant in Odisha Gramya Bank to provide end to end services for GST compliances and return filing, under GST Act from Q2(2024-25) to FY 2026-27**

RFP Reference No. : **PTD/GST/RFP/ 02/2024-25**

<b>Sl No</b>	<b>Page No</b>	<b>Clause Number</b>	<b>RFP Clause (Existing)</b>	<b>RFP Clause (Revised)</b>
<b>1.</b>	6	<b>1.a BID DETAILS – Sl. No. 14</b>	Cost of Bid Documents - Rs.5,900/- (Rs.5,000/- + 18% GST) in the form of demand draft in favour of ODISHA GRAMYA BANK, payable at Bhubaneswar.	Cost of Bid Documents - Rs.5,900/- (Rs.5,000/- + 18% GST) in the form of demand draft in favour of ODISHA GRAMYA BANK, payable at Bhubaneswar.  <b>Micro and Small Enterprises (MSEs) are exempt from submission of Cost of Bid Documents. However, they need to submit a declaration as specified in this tender Document.</b>
<b>2.</b>	11	<b>6. Definitions – d)</b>	“Personnel/ Professional” means full time staff with minimum qualification of Chartered Accountant and on the payroll of the Bidder for at least 3 years.	<b>“Professional / Professional” means full- time staff with minimum qualification of Chartered Accountant /CMA or Cost Accountant/CPA/B.TECH (Computer Science/IT) / on the payroll of the bidder firm.</b>
<b>3.</b>	28	<b>Annexure B-1</b>	Office Address of Chennai (if available) along with date of establishment of office in Chennai. Total number of full time professional staff of the Bidder in Chennai. (Please provide Supporting documents)	Office Address of <b>Bhubaneswar</b> (if available) along with date of establishment of office in <b>Bhubaneswar</b> . Total number of full time professional staff of the Bidder in <b>Bhubaneswar</b> . (Please provide Supporting documents)

**DECLARATION FOR MSE BENEFITS**

(To be submitted on the letter head of the bidder)

To  
The General Manager  
Odisha Gramya Bank  
Planning & Treasury Department  
At - Gandamunda, PO - Khandagiri  
Bhubaneswar - 751 030.

Dear Sir,

**Sub:** Appointment of GST Consultant in Odisha Gramya Bank to provide end to end services for GST compliances and return filing, under GST Act from Q2(2024-25) to FY 2026-27: Technical Proposal

Ref: Your RFP Reference No : **PTD/GST/RFP/ 02/2024-25**

Dear Sir,

This has reference to our bid submitted in response to your RFP ( RFP) Ref. No. RFP No. .... dated ..... floated for the Appointment of GST Consultant in Odisha Gramya Bank to provide end to end services for GST compliances and return filing, under GST Act from Q2(2024-25) to FY 2026-27.: Technical Proposal. We have carefully gone through the contents of the above referred RFP and hereby undertake and confirm that, as per the Govt. Of India guidelines, we are eligible to avail the following MSE benefits in response to your RFP floated, as referred above.

- a) Issue of RFP Documents to MSEs free of Cost
- b) Exemption on submission of bid security

In case, at any later stage, it is found or established that, the above undertaking is not true then the Bank may take any suitable actions against us viz. Legal action, Cancellation of Notification of Award/contract (if issued any), Blacklisting & debarment from future RFP/s etc.

For  
Office Seal (Authorised Signatory)  
Place: Name:  
Date:  
Designation:  
Mobile No:  
Business  
Address:  
Telephone  
No:  
E-mail ID:

**Annexure-A**

<b>Sl No</b>	<b>Eligibility Criteria (Revised)</b>	<b>Documents to be submitted</b>
<b>1</b>	<p>The bidder must be either a <b>Proprietorship/</b> registered Partnership Firm or Limited Liability Partnership (LLP) or a Private/Public Limited Company having its own establishment in India for the last 5 years as on 31.03.2024.</p> <p>For MSE and start-ups, they should be in operations since last 3 and 2 years respectively as on 31.03.2024.</p>	<p>The Certificate of Incorporation issued by the Registrar of Companies / registered Partnership deed to be submitted/ <b>GST registration certificate.</b></p>
<b>2</b>	<p>Bidder should <b>preferably</b> have a full-fledged office in Bhubaneswar for at least three years (as on 31.03.2024).</p>	<p>Self-declaration should be submitted with the bid duly signed by the authorized signatory of the bidder.</p>
<b>3</b>	<p>Bidder should be regular Practitioner / Consultant for GST and related matters for Banks / FIs (handled at <b>least one</b> Public Sector/ <b>Private Banks</b> with branch strength of 500 and above for <b>at least</b> one term of engagement for <b>1 year</b>) having GST registrations in one or more states in India and should have been in the business of Tax Consulting in India.</p>	<p>Supported by information on consulting business in India namely assignment/order letters or client references. Confirmation from clients.</p>
<b>4</b>	<p>The Company/ Proprietor/ Firm/LLP should be capable of providing the support / help to all the branches/offices of the bank from a centralised location.</p>	<p>Self-Certificate should be submitted with the bid duly signed by the authorized signatory of the bidder.</p>
<b>5</b>	<p>The bidder should not be involved in any litigation which threatens solvency of the company / <b>proprietor/</b> members of the firm / LLP</p>	<p>Certificate is to be provided by the chartered accountant / statutory auditor of the bidder.</p>

6	Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/ departments during the Last 3 Financial Year.	Bidder should specifically certify in Appendix-A in this regard.
7	The Bidder's firm should not be owned or controlled by any present Director or employee of OGB or its Sponsor Bank (IOB).	A self-declaration by the Bidder on company letter head.
8	The company / <b>proprietor</b> / firm / LLP should have all resources relating to software, hardware and network connections with due licenses	Self-declaration
9	Labour Laws Compliance by the bidders	Undertaking to this effect to be submitted
10	The bidder should submit a letter of undertaking stating to agree to abide by all the terms and conditions stipulated by the Bank in the RFP including all annexures, addendum and corrigendum for the supply of Solution at Banks Head Office, Regional offices, and other branches/ offices located across the State of Odisha based on the requirements, specifications, terms and conditions laid down in this RFP.	Bidder should specifically certify in Appendix-A in this regard.

**Note:**

- Documentary evidence needs to be submitted by the Bidder for each of the eligibility criteria.
- Self-declaration needs to be signed by authorised signatory(s).
- The criteria listed above are the minimum requirements and weightage will be given on certain criteria as enumerated in the RFP.
- Any Bidder who was selected as a successful Bidder in any of the earlier RFPs floated by the Bank and who was subsequently found to have rendered deficient service will be automatically disqualified from participating in the bid.

**The parameters used for technical evaluation**

<b>Sl No</b>	<b>Evaluation Parameters</b>	<b>Maximum Marks</b>
1	<b>Standing of Company / Proprietor / Firm / LLP</b>	<b>20</b>
A)	Minimum <b>1 year</b> of practice as a Service Tax / GST Consultants in Banks/ <b>FI/ PSUs</b>	10
B)	3 Marks for each completed year of practice as an Indirect tax Consultant in the Banks/ <b>FI/ PSUs</b> for <b>more than 1 year</b> subject to maximum of 10 marks	10
2	<b>Experience in existing GST Assignments in Banks/PSUs/FIs which has presence in more than 1 states in India.</b>	<b>20</b>
A)	Minimum assignments with 3 Banks/ <b>FI/ PSUs</b>	10
B)	For assignment with additional Banks/Financial Institution/ <b>PSUs</b> which has presence in more than 1 state in India; 3 marks per Bank/FI/ <b>PSU</b> , subject to maximum of 10 marks	10
3	<b>Key Resources</b>	<b>10</b>
A)	The Company / Firm / LLP/ should have at least 3 CAs/ <b>Cost Accountants (CMAs)</b> as partners / members / full-time employees not less than 3 years' service in the above Company/ Firm/LLP.	5
B)	For each additional full-time qualified CA/ <b>CMA</b> partners / employees or expert in tax, 2 marks subject to a maximum of 5 marks	5
4	<b>Domain Knowledge in information technology</b>	<b>10</b>
A)	At least 1 Partner / Director / Qualified CAs/ <b>CMAs</b> should have passed DISA / CISA	5
B)	At least 2 Partners/Qualified CAs/ <b>CMAs</b> employees should have adequate knowledge on the information technology used in the Banks/ <b>FIs</b> .	5

<b>Sl No</b>	<b>Evaluation Parameters</b>	<b>Maximum Marks</b>
5	<b>Bidder should have full time office in Bhubaneswar</b>	<b>10</b>
6	<b>Presentation</b> Shall be evaluated by an Internal committee identified for the purpose. Bank shall call the bidders for formal presentations on the methodology and service model	<b>30</b>

#Company / Firms / LLP fulfilling all the eligibility criteria mentioned in Annexure-A would only be considered for scoring given above.