

## **REQUEST FOR PROPOSAL (RFP)**

**REQUEST PROPOSAL FOR ENGAGEMENT OF CHARTERED ACCOUNTANT'S FIRMS  
FOR SUBMISSION OF THE VARIOUS TAX RETURN (GST AND TDS ) OF HEAD OFFICE AND ALL  
BRANCHES for the year 2025-26 and 2026-27**

**THE KOLAR AND CHIKBALLAPURA DISTRICT CENTRAL CO-OPERATIVE BANK LTD., KOLAR**

REFERENCE: **KCDCCB/2024-25/SE0006**

DATED 13.03.2025

SCHEDULE OF EVENTS

1	Tenders Document Availability including changes/amendments if any to be issued	RFP may be downloaded from <a href="https://kppp.karnataka.gov.in/">https://kppp.karnataka.gov.in/</a> from 13.03.2025
2	Last date and Time for submission of Tender by the Applicants	24-03-2025 14.00 HOURS
3	Date and Time of opening of the Tenders	25-03-2025 15.00 HOURS
4	Place of opening of proposal	Head Office PB NO 11, DCC BANK ROAD KOLAR -563101
5	The Applicants, who qualify as per mandatory eligibility criteria mentioned in Point V will be treated as eligible for Submission of Tax return of the Bank for 13 branches and Head office and will be engaged as Auditors.	
6	Address for communication (Bank)	Head Office PB NO 11, DCC BANK ROAD KOLAR -563101
7	Tender Fee	Applicable as per KPP Portal *Tender fee will be non-refundable.
8	Earnest Money Deposit	Rs. 10,000/- (Rs. Ten Thousand only) in the form e-payment.

I. Overview

The Kolar and Chikballapura District Central Cooperative Bank ltd., Kolar (herein after referred to as ‘the Bank’), having its Head Office at Kolar, with 13 Branches at Kolar and Chikballapura Districts. This Request for Proposal (RFP) has been issued by the Bank for Submission of Tax returns of the Head office and 13 branches of the Bank.

II. Purpose and Period of Appointment

- i. The Bank invites Request for Proposal (RFP) from eligible Chartered Accountants for Submission of Tax returns for a period of two year and can be extended to three years subject to the satisfactory performance of the Auditor/ Firm.
- ii. The selected Chartered Accountants should start the work with full resources within one week from the date of engagement as Auditors.

III. Invitation

The Bank invites Proposals (the “Proposals”) for selection of Chartered Accountant for Submission of Tax returns.

The Applicants desirous of taking up the project are invited to submit their commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the response to the RFP and subsequent selection of the Chartered Accountants will be entirely at Bank’s discretion. The applicants should have necessary experience, capability and expertise to perform, as per the scope of work and to meet the Bank’s requirements / terms

and conditions outlined in the RFP. The RFP is not an offer by The Kolar and Chikballapura District Central Cooperative Bank Ltd., Kolar but an invitation to receive responses from the applicants. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised official(s) of the Bank.

**IV. Disclaimer**

- (a) The information contained in this RFP or information provided subsequently to the tenders whether verbally or in documentary form/email by or on behalf of the Bank, is subject to the terms and conditions set out in this RFP.
- (b) This RFP is not an offer by The Kolar and Chikballapura District Central Cooperative Bank Ltd., Kolar, but an invitation to receive responses from the tenders.
- (c) The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Tenders upon the statements contained in the RFP.
- (d) The Tender is expected to examine all instructions, forms, terms and specifications in this RFP.
- (e) The bank has the discretion to consider or reject any of the applications based on any of the RBI/Government/ Internal guidelines of the Bank, without assigning any reasons
- (f) The Chartered Audit firm should give their consent in writing in the prescribed format agreeing to comply with and bound by the terms and conditions prescribed by the Bank after allotment of assignment as a Revenue Auditor/ Transaction Process Audit.
- (g) The Audit firm selected shall submit the reports in the prescribed format covering all the Audit areas advised from time to time.

**V. DEFINITIONS**

- a. “RFP” means this “Request for Proposal” including all attachments and appendices thereto
- b. “Terms of Reference (TOR) means the document included in the point IX of RFP which explains the scope of work, activities, tasks to be performed, etc.
- c. “Services” means all services, scope of work/TOR and deliverables to be provided by a Tender as described in the RFP and include provision of technical assistance, training, certifications, auditing and other obligation of Service Provider covered under this RFP.
- d. “TDS” means Tax deducted at Source

**VI. Eligibility Criteria**

Applicants fulfilling the criteria as mentioned in point V are eligible to submit their supporting documents duly signed by authorized person of the Applicant. If the Tender is not accompanied with the required supporting documents for eligibility criteria, the same would be rejected.

Sl No	Eligibility Criteria
1.	The Chartered Accountants Firm / Company should have a registered office with legal presence in India. and have valid PAN, GST number as applicable (Supporting documents should enclose)
2.	The Chartered Accountants Firm/ Company should be a partnership firm with “A” categorization having empanelled with Director of Cooperative Audit, Karnataka, Bangalore.

	(Supporting documents should enclose)
3.	The Chartered Accountants Firm/ Company should be empaneled with RBI or Controller & Audit General of India (Supporting documents should enclose)
4.	The Chartered Accountants Firm/ Company Should be in existence having Audit experience of more than 06 years. Firm should produce certified copy of the registration certificate and other relevant documents as supporting evidence at the time of finalization.
5.	The Chartered Accountants Firm/ Company should have at least 2 fellow members of ICAI.
6.	At least one partner of the firm should have completed DISA (ICAI) /CISA(ISACA) qualification.
7.	The Chartered Accountants Firm/ Company should have experience in Concurrent Audit / Statutory audit of any District Central Co-operative Bank in Karnataka or State Co-operative Apex Bank Ltd., Bangalore. (Supporting documents should enclose)
8	The turnover of The Chartered Accountants Firm/Company for the past 3 years ie., FY 2021-22, 2022-23 & 2023-24 should not be less than Rs 25.00 Lakh per Annum.
9	The Chartered Accountants Firm/ Company should not have been Blacklisted / debarred by the Govt. of India or their undertakings, any State Governments or their undertakings previously. In such cases the bid will be summarily rejected and no correspondence in this matter shall be replied by the KCDCCB. An undertaking to this effect
10	The Chartered Accountants Firm/ Company must be a profit-making firm during the last three financial years. Audited/Provisional Balance Sheet and Profit & Loss account for last three financial years should be submitted (Kindly provide the supporting documents)
11	At least one partner of the Chartered Accountants Firm/ Company should have knowledge of writing and speaking Kannada Language.

**VII. Earnest Money Deposit (EMD)**

Applicant shall submit the EMD of Rs. 10,000 (Rs. Ten thousand only) by way E-payment

**VIII. Clarification and amendment of RFP documents**

The Bank reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Tenders. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the RFP, by amendment which will be made available to the Tenderer.

**IX. Validity of Agreement**

The Contract/Agreement/ SLA will be valid for the period of one year and may be extended up to three years. The Bank reserves the right to terminate the Agreement as per the terms of RFP/ Agreement.

**x. Confidentiality**

As the successful consultant will have access to the data of the Bank, the Bank will require the consultant to sign a confidentiality agreement / undertaking indemnity for not disclosing or part with any information relating to the Bank and its data to any person or persons or authorities, without written consent of the Bank. Breach of the same will result in cancellation of the agreement apart from other remedies which shall be available to the Bank against the consultant.

**xI. Termination for Convenience**

The Bank, by written notice of not less than 60 (sixty) days, may terminate the Contract, in whole or in part, or its convenience, without assigning any reason.

**XII. Disciplinary action for professional misconduct**

In case of any professional misconduct observed on the part of the selected Applicant, in to the remedies such as to debar such Applicant from any future service to the Bank by intimation of such misconduct to the authorities such as RBI / IBA / GOI, etc., the Bank will also be entitled to approach any Court of law or Governing authority such as ICAI.

**XIII. Liquidated Damage / Penalty**

- i.If the successful Applicant fails to deliver or perform the services as stipulated in the RFP Contract, Bank will reserve the right to deduct penalty from the fees to be paid to the consultant.
- ii.Any loss caused to the Bank made against Bank's owing to non-performance of the services by the successful applicant as per the contract, or non-compliance of regulatory guidelines will attract liquidated damages to the extent that the claim is made against the Bank. If consequential damages are claimed against the Bank, the same should be recovered from the failed audit firm concerned.
- iii.The Bank reserves the right to recover this amount from any dues payable or accrued to the successful applicant in future of any claim.
- iv.Any financial loss to the Bank on account of fraud taken place due to successful applicant its employees or their service provider's negligence shall be recovered from the successful applicant along with damages if any with regard to Bank's reputation and goodwill.

**XIII. GOVERNING LANGUAGE**

The governing language shall be English.

**XIV APPLICABLE LAW**

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at Karnataka state.

**XV TAXES AND DUTIES:**

- I. Service Provider shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Tender by Service Provider shall include all such taxes in the quoted price.
- II. Prices quoted should be exclusive of all Central / State Government taxes/duties and levies but inclusive of all corporate taxes. The quoted prices and taxes/duties and statutory levies such as GST etc. will be as per the concerned Act.

## XVI Tender Fee

Applicable as per KPP Portal \* Tender fee will be non-refundable.

## XVII Scope of Work

Conducting of Submission of tax return and Audit at Head office and 13 branches of the Bank for the FY 2025-26 and 2026-27

### 1. TDS compliance of all branches of Bank for the year 2025-26 and 2026-27 (Quarterly)

- A. Verify the compliance of issues relating to TDS on salary, pension, disbursement, rent, commission, interest, payment to contractors, payment of fees to professional/technical person, etc. in respect of:
  - a) Deduction of TDS at correct rate
  - b) Deposit of TDS within time
  - c) Filing the TDS return in time and as per procedure prescribed
  - d) Issue of TDS certificates
  - e) Receipt of 15G and 15H and entry in system
  - f) Filing of Form 15G/15H with department as per new procedure
  - g) Other works related to TDS as per Income Tax Act.
- B. Responding to Demand Notices from the Income Tax Department to Bank, Staff and Customers
- C. Providing clarifications to Branches and the Head Office concerning TDS.
- D. Assisting Head Office Staff in reconciling the books of accounts related to TDS (in accordance with the Income Tax Portal and the Books of Accounts).
- E. Offering clarifications to Concurrent Auditors and Statutory Auditors.
- F. Submitting reports to the Chief Executive Officer along with the relevant documentation.

### 2. Statement of Financial Transactions for the year 2024-25 and 2025-26 (Annual return)

- a) Gathering information from both the branches and the head office.
  - i. Cash payment purchase of bank drafts or pay orders or banker's cheque,
  - ii. Cash payments for the purchase of pre-paid instruments issued by the Reserve Bank of India,
  - iii. Cash deposits or withdrawals from one or more current accounts of a person
  - iv. Cash deposits in one or more accounts other than a current account and time deposit of a person
  - v. One or more-time deposits (other than renewed time deposit of another time deposit) of a person
- b) Providing guidance to all staff concerning the Statement of Financial Transactions (SFT).
- c) Ensuring the timely submission of the Statement of Financial Transactions.
- d) Performing additional tasks associated with SFT in accordance with the Income Tax Act.
- e) Offering clarifications to Concurrent Auditors and Statutory Auditors.

- f) Reporting to the Chief Executive Officer along with the relevant documentation.
3. GST Return and compliance for all branches and the Head Office of the bank for the fiscal years 2025-26 and 2026-27 (Monthly) will involve the following tasks:
- a) Gathering data from both the branches and the Head Office,
  - b) Providing guidance to all staff members concerning GST,
  - c) Offering clarifications to branches and the Head Office regarding GST matters,
  - d) Ensuring the timely filing of GST returns,
  - e) Executing additional GST-related tasks in accordance with the GST Act,
  - f) Assisting Head Office personnel in reconciling the books of accounts related to GST, as per both the portal and the accounting records,
  - g) Addressing inquiries from Concurrent Auditors and Statutory Auditors,
  - h) Reporting to the Chief Executive Officer along with the relevant documentation.
4. Annual GST Return Submission under the Goods and Services Tax Act for the fiscal years 2024-25 and 2025-26 (Yearly)
- a) Annual filing of GST returns
  - b) Gathering data from both Branches and Head Office concerning GST Annual returns
  - c) Additional tasks related to GST compliance under the Goods and Services Tax Act
  - d) Providing clarifications to Concurrent and Statutory Auditors
  - e) Reporting to the Chief Executive Officer and ensuring submission of the report by the specified deadline.

PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF ENGAGING THE  
CHARTHERED ACCOUNTANT’S FIRM FOR CONDUCTING TAX AUDIT AND  
SUBMISSION OF TAX RETURN

Sl.No.	Description	
1	Name of the Applicant	
2	Firm No. allotted by ICAI*	
3	Address	
4	Email	
5	Contact number/s (Tel / Mobile)	
6	Year of establishment	
7	No. of completed years of practicing in India as on 31.03.2024	
8	Person(s) proposed to be assigned for the services and his / their profiles	
9	Name, address, and account number of the applicant’s banker(s)	
10	PAN of the applicant *	
11	GST registration number of the applicant *	
12	Number of Employees	
13	Number of C.A. Employees/Partners in the Applicant (out of above)	
14	Number of Employees who have done DISA / CISA	
15	Net worth as on	
	31.03.2022	
	31.03.2023	
	31.03.2024	
16	Turnover during previous financial years	
	2021-22	
	2022-23	
	2023-24	
17	Details of major assignments.	

· \*(Please attach separate sheets if space is not sufficient in any row,  
· duly mentioning the row number and description) Place:

· Authorized signatory:

· Date:

· (Name)

Seal

Self-attested copies in support of the information should be submitted \*include detailed profile of the firm.

NON-DISCLOSURE AGREEMENT

THIS RECIPROCAL NON-DISCLOSURE AGREEMENT (the “Agreement”) is made at \_\_\_\_\_ between: The Kolar and Chikballapura District Central Cooperative Bank Ltd., Kolar (herein after referred to as ‘the Bank’), having its Head Office at Kolar with 13 branch offices at two Districts of the State namely ; \_\_\_\_\_ Kolar and Chikballapura managed by the Bank This Request for Proposal (RFP) has been issued by the Bank for and Submission of All tax returns of the branches and Head office.

And

\_\_\_\_\_ a private/public limited Company /LLP/Firm ~~<strike off whichever is not applicable>~~ incorporated under the provisions of the Companies Act, 1956/ Limited Liability Partnership Act 2008/ Indian Partnership Act 1932 ~~<strike off whichever is not applicable>~~, having its registered office at \_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_” which expression shall unless repugnant to the subject or context thereof, shall mean and include its successors and permitted assigns) of the OTHER PART;

And Whereas

1. \_\_\_\_\_ is carrying on \_\_\_\_\_ business of \_\_\_\_\_ providing \_\_\_\_\_, has agreed to \_\_\_\_\_ for the Bank and other related tasks.

2. For purposes of advancing their business relationship, the parties would need to disclose certain valuable confidential information to each other (the Party receiving the information being referred to as the “Receiving Party” and the Party disclosing the information being referred to as the “Disclosing Party. Therefore, in consideration of covenants and agreements contained herein for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder.