

Annexure-I

S.no	Return Requirements
1	Monthly TDS Calculation, Generating Challan & initiating Payment with in Due date.
2	Quarterly TDS return Preparation & filing Follow-up the branch Staff and occasionally training the staff. Salaries and Non salaries, Issuing TDS certificate Soft copy is sufficient.
3	Filing 15 g and 15 H Preparation & Filing As per requirement
4	Yearly special report on Cash Transaction, SFT Returns.
5	GST monthly Calculation & initiating Payment.
6	GST E – filing Monthly 3B,1&ect. in future.
7	GST Input collection from Branches.
8	Training and Educating staff initially for smooth functioning of the work at Branch & HO level.
9	Consultation/Advise to Bank relating to TDS, GST and giving replies to department on behalf of bank. (For hearing separate fee can be charge if any)
10	The consultant has to ensure that timely payment & filing of TDS, GST, SFT, 15G, 15H& any other filing relating to GST & IT within the stipulated time . HO level staff will assist the consultant for day to day activities of TDS & GST work.
11	The Consultant shall ensure that there should not be any default in TDS & GST compliance in all aspects of remittance, filing & reporting .
12	The consultant has to train and educate the HO & branch level staff occasionally to comply with TDS & GST regulations.
13	The Consultant can utilise the Concurrent auditor monthly report for complaining with TDS & GST provisions.
14	The proposed Consultant fee will be paid on monthly basis including GST & TDS will be applicable.
15	The Consultant has to spend time for initial period for training staff and educating branch managers for training, creating systems & procedures.
16	The Consultant has to ensure to close all pending things relating to earlier years including GST-9 and GSTR-9C preparation & filing if any (All the pending ST/GST/TDS related to issues of the Bank).
17	Tax issues that may arise, if any during the current financial year 2025-26 which relates to previous years.