



Ph: (06622) - 272022 ; 275050; 275022;  
E-mail :- [sundargarhdccb@gmail.com](mailto:sundargarhdccb@gmail.com); [ceo@sdccbsng.com](mailto:ceo@sdccbsng.com)  
Website - [www.sdccbsng.com](http://www.sdccbsng.com)  
GSTIN -21AAAAT8303L1ZM

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**Main Road, Regent Market, Sundargarh – 770 001**  
**Regd. No. 90/ SG / Dt.1.6.1955**

No. SDCCB/FAD/ 153 /2026-27

Date: 15/04/2026

**Expression of Interest for Tax Consulting, Filing & Income Tax Dispute Handling for 16 Branches and Head Office**

**SCOPE OF WORK :-**

The Sundargarh District Central Co-operative Bank regulated under Banking Regulation Act, 1949 of Reserve Bank of India (AACS) with Balance Sheet Size above Rs. 3000 Crore.

Bank is seeking expression of Interest for the below activities:

01. In order to provide TDS filling for all 16 Branches and Head Office (within the District).
02. Handling Income Tax / TDS Disputes of the Bank from time to time.
03. For Point 1 & 2, expressions of Interest are invited separately. Applications shall be deemed disqualify if applied for both.
04. The above engagements are purely temporary and renewal subject to delivery of satisfactory service.

**Part-A**

**1. Income Tax/TDS Advisory & Compliance:**

- Compliance: Ensuring that the Bank complies with all relevant income tax laws and regulations including filing of income tax and TDS returns.
- Tax Planning: Developing strategies to minimize the Bank tax liability through legal means. This might involve optimizing the use of available deductions, credits, and exemptions.
- Structuring: Advising on the most tax-efficient corporate structure based on the nature of the business and its future goals. This could include considerations for proper legal entities/status etc.
- Tax Audits and Investigations: Assisting Bank in preparing for and managing Tax audits or investigations by tax authorities.
- TDS filling for all 16 Branches & Head Office of the Bank should be incorporated at Annexure-D which is static.

**2. Tax Advisory & Compliance:**

- Compliance: Ensuring compliance with regulations, including timely filing of returns.
- Classification and Valuation: Helping to correctly classify purposes and determining the appropriate valuation method.
- Planning: Developing strategies to minimize the impact
- Audits and Investigations: Assisting Bank in preparing for and managing audits or investigations by tax authorities.

**3. Legal and Regulatory Updates:**

- Keeping the Bank informed about changes in tax laws and regulations that may impact its operations.
- Advising on how to adapt to new tax legislation to maintain compliance and optimize tax positions.



Ph: (06622) - 272022 ; 275050; 275022;  
E-mail :- [sundargarhdccb@gmail.com](mailto:sundargarhdccb@gmail.com); [ceo@sdccbsng.com](mailto:ceo@sdccbsng.com)

Website - [www.sdccbsng.com](http://www.sdccbsng.com)

GSTIN -21AAAAT8303L1ZM

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**Main Road, Regent Market, Sundargarh – 770 001**  
**Regd. No. 90/ SG / Dt.1.6.1955**

**4. Dispute Resolution & Assessment including appeals:**

- Assisting the Bank in handling disputes with tax authorities, including preparation of documents for audits and appeals.
- Offering strategies for resolving tax-related conflicts in a manner that is favorable to the Bank.
- Compliances of notices from tax authorities, assessment for Direct and Indirect Taxes.
- The price bidding of dispute of Income Tax/TDS may be varied subject to dignity of the cases which should be incorporated at Annexure – D approximately.

**6. Risk Management:**

- Identifying potential tax risks and providing strategies to mitigate these risks.

**INSTRUCTIONS & LIST OF DOCUMENT TO BE SUBMITTED:**

**A) List of documents to be submitted along with the applications/ EOIs:**

Interested firms are advised to submit self-attested copies of the following documents:

1. Latest registration certificate and constitution certificate of the firm as on 01.12.2025 issued by The Institute of Chartered Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for evaluation of EOIs.
2. Copies of appointment letters/renewal letter/work order/ for tax consulting/advisory work in Government agency/PSUs as proof of experience. A declaration by appointing PSU in regard of the assignment will also be considered provided that tax consulting/advisory/ return service is the core or primary scope of the assignment. For this appointment letters/work order (WO)/certificate by PSU client etc., will be considered.
3. Format for Application as per Annexure-A of this EOI.
4. Certificate of undertaking & compliance Certificate as per Annexure B of this EOI on Applicant's Letter Head.
6. Price Bid format to be filled and to be submitted in a separate sealed envelope as per Annexure-D of this EOI.
7. Self-attested copy of PAN card of Firm.
8. Self-attested copy of GST Registration of Firm.
9. A copy of complete EOI document duly signed by the partner/proprietor of the firm as a token of acceptance of all terms and conditions.



Ph: (06622) - 272022 ; 275050; 275022;  
E-mail :- [sundargarhdccb@gmail.com](mailto:sundargarhdccb@gmail.com); [ceo@sdccbsng.com](mailto:ceo@sdccbsng.com)  
Website - [www.sdccbsng.com](http://www.sdccbsng.com)  
GSTIN -21AAAAT8303L1ZM

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**Main Road, Regent Market, Sundargarh – 770 001**  
**Regd. No. 90/ SG / Dt.1.6.1955**

**Important information regarding Expression of Interest (EOI):**

1	Publish date	15 April, 2026
2	Last date & time of submission of expression	23th April 2026, 05:00 PM
3	Address for submission of expression	The Sundargarh District Central Cooperative Bank Ltd., Regent Market, Sundargarh 770001, Odisha
4	Fees for EOI	Nil
5	Contact detail for any Clarification	The Sundargarh District Central Cooperative Bank Ltd., Regent Market, Sundargarh 770001, Odisha, Email :- <a href="mailto:sundargarhdccb@gmail.com">sundargarhdccb@gmail.com</a> , <a href="mailto:ceo@sdccbsng.com">ceo@sdccbsng.com</a>
6	Website	<a href="http://www.sdccbsng.bank.in">www.sdccbsng.bank.in</a>

  
**Chief Executive Officer**



Ph: (06622) - 272022 ; 275050; 275022;  
E-mail :- [sundargarhdcdb@gmail.com](mailto:sundargarhdcdb@gmail.com); [ceo@sdccbsng.com](mailto:ceo@sdccbsng.com)  
Website - [www.sdccbsng.com](http://www.sdccbsng.com)  
GSTIN -21AAAAT8303L1ZM

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**Main Road, Regent Market, Sundargarh – 770 001**  
**Regd. No. 90/ SG / Dt.1.6.1955**

**Annexure-A**

**Format of Application For EOI**

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office:  
(Enclose Self attested copy of Registration/Constitution)  
Head Office:

Address	Date of Establishment	Contact Person/Mobile number/Landline Nos.	E-mail

**5. Details of CA Qualified Assistants:**

**6. Details of Experience of firm as a Tax Consultant.**

(Enclose copies of appointment letter/Experience certificate from client).

Sl.No.	Name of the Company/Unit	Scope of work

7. Turnover of Audit Firm (preceding three years)(Enclose Copy of Income Tax returns filed for previous three Years (i.e. FY 2022-23, 2023-24, 2024-25), P&L Account and Balance Sheet of the period)

8. PAN No. of the Firm:
9. GST Registration No. of Firm:

Date:

**Signature of the  
Authorized Signatory of the Proprietor/  
Firm with Seal**



Ph: (06622) - 272022 ; 275050; 275022;  
E-mail :- sundargarhdccb@gmail.com; ceo@sdccbsng.com

Website - www.sdccbsng.com  
GSTIN -21AAAAT8303L1ZM

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**Main Road, Regent Market, Sundargarh – 770 001**  
**Regd. No. 90/ SG / Dt.1.6.1955**

---

**Annexure-B**

**Certificate of Undertaking & Compliance Certificate On Applicant's Letter Head**

We M/s. \_\_\_\_\_ partnership/LLP Firm of Chartered Accountant do hereby verify and declare that:

- We have read and understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/allotment of tax consulting assignment.
- Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- The constitution of our firm as on date of application is the same as that as per ICAI records.

Date:

Place:

**Signature of the Authorized Signatory**  
**of the Proprietor/ Firm with Seal**



Ph: (06622) - 272022 ; 275050; 275022;  
E-mail :- [sundargarhdccb@gmail.com](mailto:sundargarhdccb@gmail.com); [ceo@sdccbsng.com](mailto:ceo@sdccbsng.com)

Website - [www.sdccbsng.com](http://www.sdccbsng.com)

GSTIN -21AAAAT8303L1ZM

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**Main Road, Regent Market, Sundargarh – 770 001**  
**Regd. No. 90/ SG / Dt.1.6.1955**

---

**Annexure-D**

**Price Bid Format**

Firms having the above eligibility criteria are requested to submit their fees for the assignment in the following manner.

1. TDS filling Fees:(16 Branches and Head Office) Rs. \_\_\_\_\_(including GST)
2. For Income Tax/TDS cases Dispute approximate Rs. \_\_\_\_\_(including GST)

This offer should be submitted in a separate sealed cover.

\* Figures in words and in letter of Total Amount must match, otherwise the bid proposal will be summarily rejected.