



REQUEST FOR PROPOSAL (RFP)

For

Autopay Payroll Processing, Payroll Tax Services and eZlabor Manager Services at

One Park Avenue, New York 10016

Dated: May 12, 2025

Bank of Baroda
New York Branch
One Park Avenue
New York, NY 10016

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**RFP – Autopay Payroll Processing, Payroll Tax Services and eZlabor Manager
Services at One Park Avenue, New York - 10016**

Bank of Baroda, New York Branch is one of the Branch of Bank of Baroda, India located at 1 Park Avenue, New York – 10016. The Bank Premises consist of -2- Floors i.e., Ground Floor and Mezzanine Floor with total area of about 10,600 Sq Feet. Further, the Bank is having total manpower of about 50 employees.

Now, the Bank in order to have Automation of Payroll Processing and its allied activities, Bank is looking for a vendor to provide Autopay Payroll Processing, Payroll Tax Services and eZlabor Manager Services etc., for a staff strength of -50- with an indicative activities detailed below:

- ❖ Auto payment of Payroll processing
- ❖ Time Card and Attendance Management.
- ❖ Reporting of New Hiring to the State Department by filing New Hiring Report on a timely basis.
- ❖ Calculation of various applicable taxes and statutory payment in New York, USA from all the staff members
- ❖ Direct credit of wages to the staff accounts maintained with difference Banks and remittance of deductions in a timely manner.
- ❖ Issuance of Salary Slip, W2 statement and other MIS etc., as per the local guidelines.
- ❖ Any other activities linked to Payroll Processing, Payroll Tax Services and Time Management etc.,

In this regard, kindly send your detailed Proposal (Password Protected) including the scope, timeframe and total fees in US Dollars by May 19th, 2025. Please share the password protected proposal copy to oa.usa@bankofbaroda.com and password to ce.usa@bankofbaroda.com. Please make a reference of the Project Title “Autopay Payroll Processing and its allied activities” with your organization name while sending the emails to the mentioned email-ids.

No proposals would be accepted after the deadline of 5:00 PM on Monday, May 19th, 2025.

The Bank reserves the right to accept any proposal or reject all the proposals, without assigning any reasons whatsoever. The Bank’s decision in this regard shall be final and binding.

If any additional information or clarification is required, kindly contact Mr. Balakumar Sivakumar, Assistant General Manager, Bank of Baroda, One Park Avenue, New York, NY 10016 on Telephone 1 (646) 597-7239 (Office-Direct), 1 (917) 442-9445 (Cell) or e-mail oa.usa@bankofbaroda.com.