

CIN No. U40109MH2005SGC153646

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD

**Superintending Engineer ,
EHV Projects Circle, Pune**

Admn. Building .III Floor, Block No.405, Rasta Peth, PUNE - 411 011.

☎ : [020] 26065713 (O), 26061502 (P) Fax: 26062248

email id: se6600@mahatransco.in

SE/EHV/PC/Pune/HR/Enquiry/

NO - 1890

Date:

11 SEP 2017

E-Enquiry

Subject: E-Enquiry for providing professional services for filing of E-TDS return (24Q) relating to employees salary (For 2nd, 3rd and 4th Quarter) & online generation of Form 16 for Financial Year 2017-18

Dear Sir,

Please quote your lowest rates for the works indicated in schedule "B" enclosed on following Terms & Conditions:

Terms & Conditions:

- 1) Rate shall be quoted on firm quotation basis inclusive of all taxes & the rates shall be given in words & figures separately & showing applicable GST rate.
- 2) The quotation should be sent under sealed cover duly superscripted as QUOTATION FOR SUPPLY OF (Enquiry no. _____ be quoted)
- 3) Your quotation should reach this office on or before 19.09.2017 upto 17.30 Hrs and the same will be 'opened' on the same day, if possible.
- 4) Income tax will be recovered as per prevailing rules.
- 5) Payment will be effected by this office by Account Payee cheque after satisfactory completion of work.
- 6) The undersigned reserves right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.
- 7) Please quote your PAN & GST No. in the quotation.
- 8) The applicant / Bidder must have valid GST and PAN issued by the Income Tax Department and submit registration certificate.
- 9) The Income Tax Annual return contract will be for one year for FY 2017-18 (for 2nd, 3rd and 4th Quarter) .

10) Scope of work:

- i. Scrutiny of Income Tax working for individual employee with saving details along with docket vouchers.
- ii. Preparation of E-TDS return (24Q) (For 2nd, 3rd and 4th Quarter) in prescribed format.
- iii. Filing of E-TDS return (24Q) (For 2nd, 3rd and 4th Quarter) on due date.
- iv. Filing of Annual E-TDS return (24Q) on due date along with quarterly return.

- 11) Timely Guidelines relating to Amendments/Change of rate etc. of Income Tax Act.No transport charges will be paid to you.
- 12) Payment :- Payment will be made after completion of E-TDS return (24Q) and submission of bill and advance stamped receipt.
- 13) All term's and conditions as per MSETCL rules including those in MSETCL's Booklet "Tender and contract for works" are applicable in this case also.
- 14) In case of any delay in filing of return from your part, the penalty or interest on it, if any, will be recovered from your bill thereof.

Thanking you,

Yours faithfully,

S.S. Kumbhar
(Mrs. S.S. Kumbhar)

**Superintending Engineer ,
EHV Projects Circle, Pune.**

Encl. : Schedule "B"

Copy to :-

The Sr. Manager (F & A) EHV Projects Circle, Pune.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
EHV PROJECT CIRCLE, PUNE

SCHEDULE "B"

Name of Work :- Floating of e- enquiries for providing professional services for filing of E-TDS return (24Q) relating to employees salary (For 2nd, 3rd and 4th Quarter) & online generation of Form 16 for Financial Year 2017-18

Sr. No..	Description	Quantity	Rate per profit centre per year	Amount
1.	Providing professional services for filing of E-TDS return (24Q) relating to employees salary (For 2 nd , 3 rd and 4 th Quarter) & online generation of Form 16 for Financial Year 2017-18 for EHV Project Circle Pune	1 Nos.		
			Total Rs.	

(Rate should be inclusive of all taxes)

S. Kumbhar
Superintending Engineer
EHV Project Circle, Pune.