

Name of Office : Office of the Chief Engineer, EHV Project cum O&M Zone, M.S.E.T.C.L., Pune
Office address : Administrative Building, 3rd Floor, Block No.401 & 402, Rasta Peth, Pune-411 011.
Email Id : cepune@mahatransco.in
Website : https://srmetender.mahatransco.in

Ref: - CE/EHVPCO&M/Zone/Pune/Tech/

7838

Date:

23 OCT 2017

SRM - Enquiry

RFX No - 7000006490

Sub: - Enquiry for engaging Chartered Accountant/Cost Accountant firm/company as an Auditor for MVAT Audit for FY 2016-17 and FY 2017-18 till 30th June 2017.

Please offer your reasonable rates for the subject work. The detailed scope of work are given as per Schedule "A" and as given below.-

- 1) **DUE DATE:** - The quotations complete in all respects, duly sealed & super scribed, shall be submitted to this office on or before **30.10.2017** up to **15:00 Hrs** positively.
- 2) The work should be as per the guidelines of MSETCL's prevailing rules & as per MVAT audit rules. Please contact AGM (F&A), EHV PC O&M Zone, Pune for detail guidelines.
- 3) The work should be completed as per given in detailed scope of work.
- 4) The rate should be quoted exclusive of GST.
- 5) This is two bid system i.e. **1) Technical Bid 2) Commercial Bid.**

Documents to be submitted along with Technical Bid.

- Company/Firm's Profile.
- List of Employees along with qualification.
- Detail experience of such type of Audit.
- Other related documents as mentioned in general minimum qualifying requirements.

Documents to be submitted along with Commercial Bid.

- Duly Authorized signed Bid for this E- Enquiry as per format mentioned in **Annexure II.**

- 6) Payment will be effected within reasonable period.
- 7) The undersigned have the reserve right for relaxation of any condition mention above.
- 8) The undersigned reserved the rights for cancellation of any or all Bids without assigning any reason.

Yours faithfully,



Chief Engineer
EHV PC O&M Zone, Pune

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Schedule "A"

You have to carry audit by **compulsorily visiting our offices** which are listed in **Annexure-I**

Detail Scope of Work for Audit.

1. Virtual assessment

- 100% Verification of correctness of returns filed
- Verification of complete Purchase Register
- 100% Verification of complete Sales Register
- Verification of Sales and Sales Tax liability
- 100% Verification of Purchases, all vouchers
- Verification of CST purchases and CST Sales
- Identifying URD purchases and contravention of purchases against C forms
- Computation of set-off / input tax credit in any.
- Verification of compliance viz filing of returns
- Verification of WCT Registers
- Verification of correctness of WCT Returns
- Determination of differential tax liability or refund if any.

2. Audit Report: Form 704

- Part I - Certificate of Audit
- Part II - 23 Sections for Verification and Reporting - Sections A to V
- Effectively an assessment of tax liability with recommendation to deposit differential tax or claim additional refund.
- Any additional report as per MVAT Act 2002 and its amendments.
- Any additional report as required by our HO's MVAT Auditor.

3. Co-ordination with HO's MVAT Auditor for Consolidation of MVAT Audit Report.

Following are general minimum qualifying requirements for said SRM - enquiry.

1. The Bidder Firm/Company shall have Head Office or Branch Office in Pune district only, for better co-ordination with MSETCL, Zone Office Pune.
2. Only qualified Cost Accountant/Chartered Accountant, who should be **Fellow member of Institute**, can work as an Auditor. One qualified and experience CA/CMA will require to be present as and when required.
3. Firm must have a minimum **10 years** of experience in practice from the date of enquiry and should have experience of working for a Government / PSU. Working knowledge of ERP-SAP will be preferable.
4. Minimum last three year's average turnover should not be less than **10 lacs**.
5. Subletting or subcontracting will not be allowed.
6. Travelling expenses, Hoteling charges/residence charges will be borne by bidder. We will not pay any out of pocket expenses i.e. Bidder should quote their fees inclusive of all, except GST.


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Annexure I

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List of offices under EHV PC O&M Zone, MSETCL, Pune.


Sr. No.	Loc. Code	Name of Office	Location
1	6010	Major Stores "A" Baramati	Baramati
2	6100	EHV O&M Circle, Pune	Pune
3	6120	EHV O&M Dn.I Parvati	Pune
4	6130	400KV RS O&M Dn. Lonikand	Pune
5	6140	EHV O&M Dn.II Pune(RS Dn)	Pune
6	61Y0	EHV O&M Dn.Pimpri Chinchwad	Pune
7	61Z0	EHV O&M Dn.Manchar	Pune
8	6200	EHV O&M Circle Solapur	Solapur
9	6210	EHV O&M Dn. Solapur	Solapur
10	6230	EHV O&M Dn. Baramati	Baramati
11	6600	EHV Constn.Circle, Pune	Pune
12	6610	EHV Constn.Dn. I, Pune	Pune
13	6620	EHV Constn.Dn.II, Pune	Pune
14	6630	EHV Constn. Dn. III Solapur	Solapur
15	6700	EHV CCCM Circle Pune	Pune
16	6720	EHV CCCM Dn. Pune	Pune
17	6710	EHV CCCM Dn. Solapur	Solapur
18	6000	Consolidation of reports	Pune

Annexure II

Sub: - Enquiry for carrying out MVAT Audit for FY 2016-17 & 2017-18 till 30th June 2017 under EHV PC (O&M) Zone, Pune.

Sr. No.	Particulars	Unit	Rate/Unit/2016-17	Rate/Unit/2017-18
1	Offices in Pune District under EHV PC O&M Zone, MSETCL, Pune	Per Office.		.
2	Offices outside of Pune District under EHV PC O&M Zone, MSETCL, Pune	Per Office.		

GST shall be quoted separately.


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