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Office of the
The Chief Engineer,
Administrative Building,
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Pune – 400 011.

Ref No. CE/EHV PC O&M/Zone/Pune/T/
RFX No. 7000009507

1384

Date: 1 JUL 2018

Enquiry through SRM RFX No.

Sub:-Compliance under Income Tax Act & GST Act i.e. TDS/-TCS (Non-Salary) for FY 2018-19 for offices
In Pune district under Pune Zone.

-----Floating of enquiry on firms of expert professional Chartered Accountant.

Dear Sir,

An online offer is invited for the above work as per enclosed Schedule 'A' Annexure I & II. You are requested to quote your lowest rate for the above work. The terms and conditions are as follows.

- 1) **DUE DATE:** - The offer (technical bid & price bid both) complete in all respects, shall be submitted against the said RFX on or before 17.07.2018 up to 11:00 Hrs positively. Probable date of Technical bid opening dtd. 17.07.2018 at 12:00 hrs & Price bid shall be opened on dtd. 17.07.2018 at 15:00 hrs if possible.
- 2) The work should be as per the guidelines of MSETCL's prevailing rules & as per TDS/TCS, WCT Act. Please contact AGM (F&A), EHV CC 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 as per estimate enclosed h/w.
- 5) This is two bid system i.e. **1) Technical Bid 2) Price 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 work.
- Other related documents as mentioned in **general minimum qualifying requirements.**

Documents to be submitted along with Price Bid.

- Duly Authorized signed Bid for this Enquiry as per format mentioned in **Annexure II.**
- 6) The qualification/disqualification shall be made as per technical bid **general minimum qualifying requirements.**
 - 7) Payment will be effected within reasonable period.
 - 8) The undersigned have the reserve right for relaxation of any condition mention above.
 - 9) The undersigned reserved the rights for cancellation of any or all quotations without assigning any reason.

Yours faithfully,


Chief Engineer
EHV PC O&M Zone, Pune


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SCOPE OF WORK

You have to **compulsorily visit our offices** for data collection and checking the require data which are listed in Annexure-I

Detail Scope of Work of Consultancy.

I. TDS/-TCS (Non-salary) COMPLIANCE UNDER INCOME TAX ACT:-

- Issuing guidelines regarding applicable provisions under Income Tax Act for information of the officials of MSETCL for their day to day working and guiding them whenever required.
- Extracting the information required for TDS/-TCS (Non-Salary) Returns under Income Tax Act from books of accounts.
- Checking the said information for correctness with respect to statutory provisions, informing the corrections required to concerned profit centre in-charge.
- Reconciling the amount of TDS/-TCS with the invoices, books of accounts, challans etc.
- Preparation of TDS/-TCS (Non-Salary) Returns as per statutory requirement and
- Submission/-uploading the same with concerned statutory authority for each profit centre before due date.
- Extracting and submitting the information required in prescribed format for Tax Audit u/s 44AB of Income Tax Act.
- **Reconciliation of filled Challans with due Checking of Cash Vouchers & Docket Vouchers**
- Any other work related therewith as required by corporate Office.
- Monthly visit to each office.
- Submission of quarterly MIS of each office to zone office.

II. TDS/-TCS COMPLIANCE UNDER GST ACT(From the applicable date)

- Issuing guidelines regarding concern applicable sections under GST Act for information of the officials of MSETCL for their day to day working and guiding them whenever required.
- Extracting the information required for GST Returns under GST Act, from books of accounts.
- Checking the said information for correctness with respect to statutory provisions, informing the corrections required to concerned profit centre in-charge.
- Reconciling the amount of GST with the invoices, books of accounts, challans etc.
- Preparation of GST Returns as per statutory requirement and submission of the same in soft copy as well as hard copy for each profit centre well before due date for submission of the same to Corporate Office for consolidation and filing of return before due date
- Preparation of agency-wise/-contractor-wise GST Certificates duly reconciled with invoices, GST Returns etc.
- Extracting and submitting the information required in prescribed format for GST Audit.
- Reconciliation of filled Challans with due Checking of Cash Vouchers & Docket Vouchers.
- Any other work related therewith as required by corporate Office.
- Monthly visit to each office.
- Submission of quarterly MIS of each office to zone office.

Following are general minimum qualifying requirements for enquiry/RFX.

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 FCA, can render a service of Consultant. One qualified and experience CA/CWA will require to be present as and when demanded.
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 Taxes if any.
7. Bidder shall submit their offer in **Annexure II**


Chief Engineer
EHV PC O&M Zone, Pune



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Annexure I

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


Sr. No.	Loc. Code	Name of Office	Location
1	6100	EHV O&M Circle, Pune	Pune
2	6120	EHV O&M Dn.I Parvati	Pune
3	6130	400KV RS O&M Dn. Lonikand	Pune
4	6140	EHV O&M Dn.II Pune(RS Dn)	Pune
5	61Y0	EHV O&M Dn.Pimpri Chinchwad	Pune
6	61Z0	EHV O&M Dn.Manchar	Pune
7	6600	EHV Projects Circle, Pune	Pune
8	6610	EHV Projects Dn. I, Pune	Pune
9	6620	EHV Projects Dn.II, Pune	Pune
10	6700	EHV CCCM Circle Pune	Pune
11	6720	EHV CCCM Dn. Pune	Pune

Annexure II

Sub:-Compliance under Income Tax Act & GST Act i.e. TDS/-TCS (Non-Salary) for FY 2018-19 for offices In Pune district under Pune Zone.

Sr. No.	Particulars	Qty (no of office)	Est. Rate - Unit/per year	Amount
1	Compliance under Income Tax Act i.e. TDS/-TCS (Non-Salary) and MVAT Act i.e. WCT Returns, WCT Certificates etc for FY 2018-19 for offices in pune district under Pune Zone.	11	21,000/-	2,31,000/-
	GST @18%			41,580/-
	TOTAL			2,72,580/-

You are requested to quote your rate as, AT PAR/.....%Above OR% Below the above estimated rates.


 Chief Engineer
 EHV PC O&M Zone, Pune
