

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

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No. VVTRS/ CA/Enq/ 117

Dated: 03/09/2019

To

M/s -----

Sub: Enquiry for appointment of consultant for statutory TDS/IT works of VVTR society

Dear Sir(s),

1. Sealed computer typed quotations are invited from the C.A. firms for appointment of consultant for statutory work of VVTR society and other associated work as per specification in Schedule-1 enclosed. The detailed scope of work is mentioned in anneure-1. Handwritten, open or overwriting quotations shall be rejected.
2. **DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY :-**
 - (I) Due date and time for receipt : 19/09/2019
Up to 3:00 P.M
 - (II) Due date and time for opening of offer : 19/09/2019
at 3:30 P.M
3. **MODE OF SUBMISSION OF QUOTATIONS :-** The quotation may be sent by post or may be dropped in the Tender Box of the VVTRS placed in the office of DGM (Training) Central Training Institute, SPB-2, Nayagaon Jabalpur on or before due date & time of receipt of offer as indicated above.
Quotations which does not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Discom-EZ or VVTRS will

not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.

4. **VALIDITY:-** The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of quotation.
5. **PRICES :-** The prices shall be FIRM and Payment of any type of Govt, Statutory levies/taxes shall be quoted extra and will be responsibility of the bidders. Please ensure that the rates/prices are filled in strictly in the Schedule-I enclosed herewith.
6. **PAYMENT :-** Subject to completion of all formalities and satisfactory work as per terms of order 100% payment of each assignment inclusive of all charges shall be paid to the firms on assured basis within 30 days from the date of bill on assured basis.
7. **DELIVERY:-**
The assignments to be completed quarterly or annually or within the time limit as prescribed by the statutory or tax authority.
8. **CONSIGNEE:-**The delivery of the documents/returns/reports/filing is to be made to the Tax authority with a copy to Treasurer VVTR Society at Central Training Institute , SPB-2, Nayagaon, Jabalpur M.P.
9. **PENALTY:-**In case of delay in execution of the order, the VVTR Society may at its option either:-
 - (i) Recover from the firm as agreed towards liquidated damages a sum@ ½% (half percent) of the price of work not delivered for a week or part thereof subject to maximum of 10 %.

OR

- (ii) Cancel the contract for part or whole of the quantity on order, with liability.
10. The VVTR Society reserves the right to accept or reject any offer(s) or all offers in part or full without assigning any reason. No correspondence shall be entertained on this account.
11. The delivery period is the essence of the contract and has to be maintained under any circumstances.

Please acknowledge the receipt of enquiry.

Yours faithfully,



Secretary

VVTR Society Jabalpur
Jabalpur

Encl:-

:-I

1. Schedule-I-Price & Quantity Schedule

PRICE & QUANTITY

| S. No. | Particulars | Quantity | Quoted Rate per annum F.O.R. destination rates for delivery to VVTR Society Central Training Institute, MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur |
|-----------|--|---------------|--|
| 1 | 2 | 3 | 4 |
| 1 | Nature of Work:- Recurring Job 1. Filling Quarterly TDS return (Form 26Q/24Q). 2. Issue Form 16/16A. 3. Filling Income Tax Return of period 2017-18. And 2018-19 | 1 job each | |
| 2 | Taxes | | |
| 3 | Total | | |
| | In words Rs. | | |

Signature of C.A. Firm

ANNEXURE-I
TERMS AND CONDITIONS OF ENQUIRY

1. Submission of Bills:

After completion of the work in all respect , The bills in triplicate should be submitted in the office of Payment Releasing Authority i.e. Treasurer , VVTR Society Jabalpur.

2. Penalty for delay in work:

In case of delay in execution of the work, the VVTR Society may at its option either (i) recover from the firm as agreed Liquidate damage, a sum @ ½ % (half percent) of the price of any stores not delivered for a week or part of a week subject to maximum of 10% or (ii) for the work done from other sources on account of and at the cost of the supplier, the stores not delivered or (iii) cancel the contract reserving company's right to recover damages.

3. Acceptance:

It is not binding on the VVTR Society to accept the lowest or any tender. The VVTR Society reserves the right to accept or reject any offer at its option or place order with more than one supplier four full or part quantity of this enquiry and the same shall be binding on suppliers unless otherwise stated in the offer.

4. Extension Order :

In the event of an order the VVTR Society reserves the right to place an extension order for a quantity upto 100% of any item ordered of the placement and acceptance of original order, on the same price, terms and conditions applicable to original order subjected to satisfactory services and mutual consent.

5. Disputes:

All disputes, if any, out of or in respect of this enquiry are to be settled at Jabalpur or be triable only in any competent court situated at Jabalpur. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.



Secretary
VVTR Society Jabalpur

Scope of work:

Nature of Work-: Recurring Job

1. Filling Quarterly TDS return (Form 26Q/24Q).
2. Issue Form 16/16A.
3. Filling Income Tax Return.

Filling Quarterly TDS return (Form 26Q/24Q) and Issue Form 16/16A

1. Data entry, e-filing, submission of Quarterly Return, Generation of Form 24Q, Form- 16 for salaried employees.
2. Data entry, e-filing, submission of Quarterly Return, Generation of Form 26Q, Form-16A in respect of Companies/Contractors/Contract Employees.
3. Data entry and submission of monthly/quarterly return in r/o GST for all relevant companies/contractors as per GoI instructions.
4. Generation of FVU file, NSDL Validation, Generation of Form 27 & 27A etc.
5. Revised/Correction filing of previous years, if any during the period of contract.

Filling Income Tax Return

Data entry, Tax Calculation and e-filing.
Providing advisory for accurate accountancy and to follow legal work.
Coordinate with the Tax auditors during audit (if tax Audit required)