

Name of Office : Office of the Chief Engineer, EHV Projects cum O&M Zone, MSETCL, Nashik	
Office address : 2nd Floor, New Administrative building, Old Saikheda Road, Near Durga Mata Mandir, Saillanibaba Stop, Jail Road, Nashik Road :- 422 101	
Contact No	: 0253-2403010, 01, 02 , FAX : 0253 - 2403000
Email Id	: cenashik@mahatransco.in
Website	: www.mahatransco.in

Ref:-CE/EHV PC O&M Zone/ NSK/TECH/T-30/No.1982

Date: 14.09.2017.

SRM e- Enquiry -RFx No.7000006179

Sub: - SRM e-Enquiry for appointment of Chartered Accountant firm/company as a MVAT Auditor for the year 2016-17 and for the year 2017-18 (April 2017 to June 2017) for three Months.

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) All eligible bidders are mandated to get enrolled on SRM E-Tenders (New) portal of MSETCL- <https://srmetender.mahatransco.in> to upload the bids.
- 2) **DUE DATE:** - The online offer for e-enquiry complete in all respects, shall be uploaded on SRM portal <https://srmetender.mahatransco.in> on or before **Dtd: 25.09.2017** up to **18:00 Hrs** positively. Digitally signed & encrypted offer sufficiently in advance of due date and time so as to avoid last minute trafficking at server.
- 3) The rates quoted should be on firm quotation basis.
- 4) No extra charges for Transportation, T&P, and Skilled Workmen etc will be arranged by you only.
- 5) Quantities mentioned in our enquiry are tentative and subject to varied.
- 6) Payment will be effected after completion of work and as per actual work done.
- 7) Validity of your offer should be 120 Days.
- 8) The period of completion of work will be 180 Days from the date of receipt of final work order.
- 9) 5% of the order value as Security Deposit will have to be paid by you within 07 Days from the date of final work order.
- 10) In any loss occurs to MSETCL's property during execution of work; the same will be recovered as per prevailing rates from your Bill.
- 11) MSETCL will not be responsible for any accident or damages to your staff during execution of work.
- 12) All other standard conditions of contract prevailing in MSETCL are applicable in this case also.

- 13) If any disputes arise, the decision of the undersigned will be final and binding on you.
- 14) The price bid shall not be attached in the document format i.e. by preparing the price bid and uploading /attaching the can copy of price bid. The same will be not accepted & tender offer will be liable for rejection.
- 15) The work should be as per the guidelines of MSETCL's prevailing rules & as per MVAT audit rules. Please contact **Assistant General Manager (F&A), EHV PC O&M Zone, Nashik** for detail guidelines. The work should be completed as per given in detailed scope of work i.e. as per **Schedule "A"**.
- 16) The rate should be quoted inclusive of all taxes; and applicable taxes shall be entered in VAT % field.
- 17) Documents to be submitted along with bid;
- Company/Firm's Profile as per ICAI record.
 - List of Employees along with qualification.
 - The Bidder should have the detail experience of such type of Audit and submit the work order copies with experience certificate of execution of works in MSETCL/any other Government offices.
 - Certificate of GST registration.
- 18) Payment will be effected within reasonable period.
- 19) The undersigned reserved the rights for cancellation of any or all offers without assigning any reason.

Thanking You,

Yours faithfully,
-sd-
Chief Engineer
EHV PC O&M Zone, Nashik

Schedule "A"

Sub: - Appointment of Chartered Accountant firm/company as a MVAT Auditor for the year 2016-17 and for the year 2017-18 (April 2017 to June 2017) for three Months.

You have to carry audit by 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.
 4. Subletting or subcontracting will not be allowed.
 5. 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 Service Tax.
 6. The Bidder Firm/Company shall have Head Office in Nashik City only for better co-ordination with MSETCL, Zone Office.
 7. Only qualified Chartered Accountant can render a service of Auditor. One qualified and experience C.A will be required to present as and when required.
 8. Firm must have a minimum 3 years of experience and should have experience of working for a Government / PSU, Experience must be necessarily related to scope of work mentioned in enquiry. Working knowledge of ERP-SAP will be preferable.
 9. List of Offices are attached in Annexure I.

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Assistant General Manager(F&A)
EHV PC O&M Zone, Nashik

Annexure - I

Sub: - SRM e-Enquiry for appointment of Chartered Accountant firm/company as a MVAT Auditor for the year 2016-17 and for the year 2017-18 (April 2017 to June 2017) for three Months.

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

Sr. No.	Profit Center	Name of Office	Location
1	5010	Major Store, Dhule.	Dhule
2	5100	EHV O&M Circle, Nashik.	Nashik
3	5110	EHV O&M Division, Nashik.	Nashik
4	5120	EHV O&M Division, Babhaleshwar.	Babhaleshwar
5	5130	400 kV R. S. Division, Babhaleshwar.	Babhaleshwar
6	5200	EHV O&M Circle, Bhusawal (Khadka).	Bhusawal
7	5210	EHV O&M Division, Jalgaon.	Jalgaon
8	5220	EHV O&M Division, Dhule.	Dhule
9	5230	400 kV R. S. Division, Dhule (Kundane).	Dhule
10	5240	400 kV R. S. Division, Khadka Bhusawal.	Bhusawal
11	5600	EHV Projects Circle, Nashik.	Nashik
12	5610	EHV Projects Division, Nashik	Nashik
13	5620	EHV Projects Division, Jalgaon.	Jalgaon
14	5700	EHV Projects Civil Cum Maintenance Circle. Nashik.	Nashik
15	5710	EHV Projects Civil Cum Maintenance Division Nashik.	Nashik
16	5720	EHV Projects Civil Cum Maintenance Division Jalgaon.	Jalgaon

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Chief Engineer
EHV PC O&M Zone, Nashik