

<b>CIN No. U40109MH2005SGC153646</b>	
<b>MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD</b>	
<b>Superintending Engineer , EHV Projects Circle, Pune</b>	
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/ <b>NO 1 0 5 9</b>	Date: <b>2 0 JUN 2018</b>

**E-Enquiry**

**Subject:** E-Enquiry for providing professional services for filing of E-TDS return (24Q) relating to employees salary (For 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarter), registration and filing of monthly return of Professional Tax & online generation of Form 16 for Financial Year 2018-19

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 **04.07.2018** upto 17.30 Hrs and it 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)
- 7) The undersigned reserves right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.
- 8) Please quote your PAN & GST No. in the quotation.
- 9) The applicant / Bidder must have valid GST and PAN issued by the Income Tax Department and submit registration certificate.
- 10) The Income Tax Annual return contract will be for one year for FY 2018-19 (for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarter).

**11) Scope of work:**

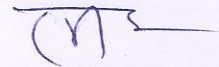
- i. Scrutiny of Income Tax working for individual employee with saving details along with docket vouchers.
- ii. Preparation of E-TDS return (24Q) (For 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarter) in prescribed format.
- iii. Filing of E-TDS return (24Q) (For 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarter) on due date.



- iv. Filing of Annual E-TDS return (24Q) on due date along with quarterly return.
  - v. Registration of PT and filing monthly return of PT for the Fin. Yr. 2018-19
  - vi. Attending and complying with income tax notices received regarding scope as mentioned above.
- 12) Timely Guidelines relating to Amendments/Change of rate etc. of Income Tax Act. No transport charges will be paid to you.
- 13) Payment :- Payment will be made after completion of E-TDS return (24Q) and submission of bill and advance stamped receipt.
- 14) All terms and conditions as per MSETCL rules including those in MSETCL's Booklet "Tender and contract for works" are applicable in this case also.
- 15) 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,



(Charuta N. Bendre)  
Superintending Engineer ,  
EHV Projects Circle, Pune.

Encl. : Schedule "B"

Copy to :-

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

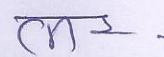
**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.  
EHV PROJECTS CIRCLE, PUNE**

**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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarter), Registration of PT and filing monthly return of PT for the Fin. Yr. 2018-19 & online generation of Form 16 for Financial Year 2018-19

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 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter	1 Nos.		
2.	Registration of PT and filing monthly return of PT for the Fin. Yr. 2018-19.			
3.	Online generation of Form 16 for Financial Year 2018-19 for EHV Project Circle Pune			
	Total Rs.			

(Rate should be inclusive of all taxes)

  
(Charuta N. Bendre)  
Superintending Engineer  
EHV Projects Circle, Pune.