



Ref No/MSRLM/SMMU/Proc./Local shopping/Accounts/1274/2017-18

Date: 05/06/2017

To,

Sub: Invitation for quotations for Tax return filling and related services.

Dear Sir/Madam,

1. DAY - National Rural Livelihoods Mission is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. Maharashtra State Rural Livelihoods Mission is established to implement National Rural Livelihoods Mission (NRLM). A special component under National Rural Livelihoods Mission is National Rural Livelihoods Project (NRLP), which is funded jointly by Government of India, IDA, IBRD & Government of Maharashtra. National Rural Livelihoods Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and public services. Maharashtra State Rural Livelihoods Mission intends to apply a portion of the proceeds to make payments under the contract for the following Services:
2. You are invited to submit your most competitive quotation for the following Services:-
 - a) Filling of quarterly Tax returns of society
 - b) Form 16 and 16 A
 - Preparation of form 16 (appr.70 employees)
 - Preparation of form 16A including all TDS certificate issue to vendor (appr.150 vendors / suppliers)
 - c) Professional Tax returns
 - d) Verification of income tax notice and resolution Tax
 - e) Annual Return of Society
 - f) Any other work related to Tax other than above mentioned work like resource person for training etc.
3. **Bid Price**
 - a) The contract shall be for the full quantity/delivery as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
 - b) All duties, taxes and other levies payable if any shall be included in the total price.
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The Prices shall be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation
5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

 - (a) are properly signed; and
 - (b) confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together
Tax in connection with services shall not be taken into account in evaluation.

7. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order.
8. Service Period: one year from issue of work order which may be extended further for another one year.
9. **Eligibility Criteria:**
Individual or owner/ partner of firm must be a chartered accountant & he must submit copy of final examination certificate/ membership certificate/ certificate of practice /registration with ICAI/ Service tax registration certificate along with quotation.
10. **Payment:**
Payment will be made on quarterly basis within 15 days from the date of submission of invoice/ tax invoice along with the details of the services delivered during the period. Actual Tax prevailing in the state will be paid on submission of tax invoice
11. Place of Work: State Mission Management Unit of Maharashtra state Rural Livelihood Mission (MSRLM), Fifth floor, CIDCO Bhavan, South Wing, Sector 11, CBD Belapur, Navi Mumbai, Maharashtra – 400614.
12. You are requested to provide your offer on or before 12/06/2017 up to 2.30PM to the office.
13. Quotations will be opened on 12/06/2017 at 3.00PM at office address
14. Any legal dispute arising out of this is subject to Navi Mumbai jurisdiction only.
15. The authority reserves the right to accept or reject any or all bids without assign any reasons thereof.
16. Kindly quote lowest possible rates, no negotiation will be held.
17. We look forward to receiving your quotations and thank you for your interest in this project.

Regards



Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission,



FORMAT OF QUOTATION
Should be on Chartered Accountant letter head

To,
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission (MSRLM)
State Mission Management Unit,
Fifth floor, CIDCO Bhavan, South Wing, Sector 11,
CBD Belapur, Navi Mumbai, Maharashtra – 400614.
Ph. :- (022) 27562552/54

Subject: Submission of quotations for Tax return filling and related services.

Reference: your request for quotation dated / /2017

Sl. No.	Brief Description of the Services	Rate to be quoted for	Unit lump sum rates in Rs. Without Tax
1	Filling of quarterly Tax returns of society.	Quarterly rate	
2	Preparation of from 16	Per employee	
3	Preparation of from 16A including all TDS certificate issue to vendor	Per vendor / supplier	
4	Professional Tax returns of society	Monthly	
		Yearly	
5	Verification of income tax notice and resolution Tax	Per Notice	
	Annual Return of Society	Annual	
	Any other work related to Tax other than above mentioned work	Per day visit	
	Total Amount in Rs. Without tax		

We agree to provide above mentioned services to MSRLM in accordance with the terms and conditions mentioned in the invitation for quotation.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature & Stamp of Chartered Accountant

Chartered Accountant Name

Chartered Accountant Mobile/Landline Number

Chartered Accountant email ID for communication

Attachment: -