



OFFICE OF THE SENIOR ACCOUNTS OFFICER (COG&HS):MPPGCL
SHED NO. 16, NEAR TARANG AUDITORIUM, RAMPUR,JABALPUR
(A Govt. of M.P undertaking)
CIN-U40109MP2001SGC014882,(Tel : 0761-2702657,2702634/35)
(Web Site www.mppgenco.nic.in),E-mail Address : sraocoghs@gmail.com

No. SRAO / 1913

Jabalpur, Date 29/7/17

To,

M/s _____

**Sub:Enquiry for work of Taxation related activities for the O/o CFO,
MPPGCL,Jabalpur & O/o Sr.Accounts Officer(COG&HS),MPPGCL, Jabalpur**

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Dear Sir,

Sealed offer is invited from Chartered Accountants / Cost Accountants , for the work of Taxation related activities of the O/o CFO, MPPGCL & O/o Sr.Accounts Officer(COG&HS),Jabalpur, as detailed in Annexure-1.The offer should reach to this office latest by 21/08/2017 at 3.30 P.M. and shall be opened at 4.00 P.M on the same day in presence of the representative of the firm who wish to be present.

Eligibility/ Qualification of firm :- Prospective Chartered / Cost Accountants Firm should have following pre qualification requirement:-

- (i) The firm must be in existence for not less than 5 years as on 31.03.2017.
- (ii) The firm must be having its registered HQ/Branch office at Jabalpur.
- (iii) The firm must have experience of handling similar type of work of any reputed organization or in public sector undertakings/government bodies for atleast 3 years . Documentary evidence such as appointment letter must be enclosed

Submission of offer : The offer shall be submitted in two parts, the Part-1 shall contain the qualifying requirement in respect to existence and experience as detailed above and e superscribing as "Envelop-1-PQ" while the Part-2 shall contain the price bid as per attached Annexure-II superscribing as "Envelop-2-Price Bid" and both Envelop 1 & 2 shall be kept in a separate sealed Envelop superscribing the offer for **Outsourcing of Taxation related activities of the O/o CFO, MPPGCL & O/o Sr.Accounts Officer(COG&HS), Jabalpur.**

Opening of offers : The offer shall be opened on the due date and time as notified, in presence of the participating firms or their authorized representative who may be present. If the due date of opening/submission of the tender document is declared a holiday by the Government/ Local administration, it will automatically get shifted to next working day, for which no prior intimation shall be given.

The first envelop-1 containing the qualification requirement shall be opened first, the qualifying requirement shall be verified, thereafter the Part-2 i.e envelop-2 containing price bid shall be opened, in case qualifying requirement are found in order.

Certificate to the effect that no deviation in respect of commercial and scope of work shall be submitted along with the PQ requirement in Envelop-1, offer submitted with any deviation shall not be accepted and returned back.

Terms & Conditions are detailed as follows:

- 1) **Price** : The price shall be quoted showing separately the GST applicable, in case the firm is not registered under GST Act the offer shall be compared by loading the applicable GST, however the firm shall not quote the uploading fees in price bid documents as it shall be paid extra on actuals.
- 2) **Validity of offer**: 120 days from the date of opening of offers.
- 3) **Period of contract** : The contract shall initially be for a period of one year and can be further extended upto 6 months or more on same rate, terms and conditions, depending upon the satisfactory performance of the firm which shall solely be at the discretion of MPPGCL.
- 4) **Payment** : The payment for the Bill shall be made by the O/o. Sr. A.O. (COG&HS) MPPGCL within 45 days of presenting the bill or as per queue whichever is later. The firm will have to submit the bill in duplicate in the O/o. Sr. A.O. (COG&HS) wherein a certificate shall be recorded by the firm to the effect that all the provisions of taxes in force are fully complied with.
- 5) **Security Deposit** : An amount equal to 10 % of the ordered value has to be deposited in the form of cheque/ D.D by the successful firm as security deposit. The amount of Security Deposit so deposited shall be released only after successful and satisfactory completion of the contract.
- 6) **Penalty** : The firm shall be responsible for filing of returns timely to the Income Tax department on the dates notified by the department, in case of delay in filing of returns, penalty imposed shall be recovered from the firm in full limited to the contract amount.

7) Termination of contract:- The contract can be terminated by the Sr.AO COG&HS by giving one month notice to the firm, however a notice of three months has to be given by the firm to terminate the contract .Further the firm is not permitted to terminate the contract in between the financial year unless accepted by MPPGCL as such.

8) Disqualification

(i) If the firm fail to meet the minimum qualification criteria as specified.

(ii) MPPGCL may, in its own sole discretion, and at any time during the evaluation process, disqualify any applicant, if the applicant has Submitted the proposal after the deadline fixed..

(ii) Notwithstanding to any provisions, MPPGCL reserves the right to reject any / all the offers and/or scrap this Tender, without assigning any reason.

9) Officer In charge: The Accounts Officer (TDS) shall be the officer in charge for the subject assignment . For all day to day and routine matters covered under the scope of this work, clarification if any may be sought from him. His guidance / suggestion and opinion shall be final in normal course of the contract. In case of any major conflict of opinion, the matter may be discussed with Sr.AO(COG&HS), MPPGCL

10) Disputes:- Any disputes arising between O/o Sr.AO (COG&HS) & the firm during the course of execution of contract shall be referred to the CFO, MPPGCL for settlement. His decision on the issue shall be considered final in the matter. In case of any / all disputes arising out of this contract, which could not be resolved mutually by the Firm and CFO, MPPGCL, the matter may be decided by a Competent Court at Jabalpur only

11) Each and every page of the offer shall be duly signed by the partner/ properitor of the firm, also the prices are to be quoted for each item of work given in the Annexure-II provided with the enquiry only.

12) MPPGCL will have the right to accept or reject any or all quotations without assigning any reason whatsoever.

Sr.Accounts Officer(COG&HS)

MPPGCL: Jabalpur

DETAILED SCOPE OF WORK & OTHER TERMS & CONDITIONS

Madhya Pradesh Power Generating Company Limited (MPPGCL) is the successor Power Generating Company of the erstwhile Madhya Pradesh State Electricity Board (MPSEB) engaged in Generation of Power through its Thermal & Hydel Power Stations located at various parts of Madhya Pradesh. The accounting and financial activities of these Power Stations and various Central Offices at Head Quarter are performed by various Regional Accounting Offices (RAO's). The COG&HS (Central office of Generation & Hydel Stations) as the name signifies is the RAO of all the Central Offices of HQ and Hydel Power Stations except Sirmour. The COG&HS intends to outsource the activity of preparing, filing, revising and other related activities in respect to the returns/statements of the taxation provisions in force. Presently an average 1000 numbers of employees bills are processed by this office and besides this, an average of 200-250 bills of suppliers, contractors, service providers etc. (are processed monthly) from the O/o CFO, MPPGCL & O/o Sr. AO (COG&HS), MPPGCL and which may also vary from time to time. Few of the conditions relating to the contract are given below:

1) Scope of work:

- i) Verification of the data, before payment of taxes deducted/collected /contributed to the account of Government as done in the O/o. Sr.A.O. (COG&HS) & O/o CFO, MPPGCL, MPPGCL to ensure its correctness as per statutory requirement.
- ii) Preparation of data from the records of the office as required for filing of various quarterly/half yearly/ annual return/ statements relevant and statutory required for the purpose of Income Tax and timely filing of returns thereof
- iii) Preparation from the salary data & saving details submitted by the employee, the deduction schedule of TDS to be deducted from salary month wise than preparing of Form 16, providing directives & guidelines to respective staff for collection of necessary information for the purpose, from the offices under their jurisdiction.
- iv) Preparation from the non-salary data the deduction schedule of TDS to be deducted from bills than preparing of Form 16 A, providing directives & guidelines to respective staff for collection of necessary information for the purpose, from the offices under their jurisdiction.
- v) Making due & required corrections by filing revised returns/statement as and when needed.
- vi) Providing printed copies of Form-16,16A, (both Part A & B) or any other certificate/reports acknowledgements etc. in two copies, complete in all respect to be handed over to the deductees /concerned and for records of this office within statutory time limit. Also these records have to be provided in CD/Soft format also.
- vii) Preparation of computation and filing of annual Income tax returns of MPPGCL on or before due date.
- viii) Filing of appeal, reply, submission etc. before the concerned tax authorities for any demand, order, notice etc. issued by them relating to the TDS/TCS work for period of contract for which no professional fees shall be paid extra, however prescribed

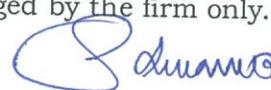
statutory fees/charges payable to the Government only for the purpose will be reimbursed to the firm on actual.

2) Role & responsibility of firm:

- i) The firm should act as an intermediary between O/o CFO, MPPGCL & O/o Sr. AO (COG&HS), MPPGCL & tax authorities.
- ii) The firm should ensure that statutory provisions related to taxation are followed correctly at O/o CFO, MPPGCL & O/o Sr. AO (COG&HS), MPPGCL.
- iii) The firm should intimate timely any changes in the provisions of tax laws that are to be followed by O/o CFO, MPPGCL & O/o Sr. AO (COG&HS), MPPGCL and ensure for its proper execution as well.
- iv) The firm should solve any query/complaint/grievance received from the employees, suppliers, contractors etc. or any staff of O/o CFO, MPPGCL & O/o Sr. AO (COG&HS), MPPGCL in time and should behave with them in gentle way.
- v) The firm should deploy sufficient number of staff who are well conversant with the provisions of tax laws.
- vi) After filing of return, the firm will arrange to reconcile the certificates so generated with the concerned staff of O/o CFO, MPPGCL & O/o Sr. AO (COG&HS), MPPGCL with the primary data and discrepancy, if any noticed should be rectified immediately by filing the revised returns and correct certificate should be forwarded to the concerned deductees.
- vii) The firm shall be responsible for any penalty, interest or return revision charges if the mistake occurs at the firm's end on that account.
- viii) To ensure correct and timely filing of all the taxation related return as prescribed by the statutes of the related tax laws/rules.

3) Role & responsibility of O/o Sr. AO COG&HS| MPPGCL:-

- i) To give complete overview of the working procedure, documentation process method & process flow to the firm to understand the procedure & records effectively.
- ii) To provide all the basic data needed to file returns/statements reply, correction/revision statement etc.
- iii) The staff of COG&HS shall provide full assistance in gathering the relevant data & information during the working hours of office from 10.30 AM to 5.30 PM on all working days .
- iv) Seating arrangement for the staff deployed by the firm during the period of execution of contract shall be provided by MPPGCL in the O/o Sr. AO (COG&HS), however computer system, printer, stationery etc shall be arranged by the firm only.


Sr. Accounts Officer (COG&HS)

MPPGCL: Jabalpur

Annexure-II

**Price Bid for the work of Taxation related activities for the O/o CFO,
MPPGCL, Jabalpur & O/o Sr.Accounts Officer(COG&HS),MPPGCL, Jabalpur**

Particulars of work	Unit of Measurement	Estimated quantity of the work	Offered rate per unit of work	Total
(A)	(B)	(C)	(D)	E = C x D
Income tax (TDS) data preparation, filing returns , providing Form16,16A/B and related work.	Per Entry	12000 Entries		
Preparation, computation & filing of annual Income tax return of MPPGCL.	Per Return	1 annual return		
			Total Cost	
			Add- GST	
			Total cost including GST	

Seal & Signature of
Partner / Proprietor of the firm

Place:

Date: