



OFFICE OF THE JOINT DIRECTOR (F&A): 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. 597-700 / 1383

Jabalpur, Date 17/09/2025

To,

Sub: Enquiry for work of Taxation related activities for the O/o ED(HR&A), O/o CFO & O/o Joint Director (F&A), COG&HS MPPGCL, Jabalpur.

Dear Sir,

Sealed offer is invited from Chartered Accountants / Cost Accountants, for the work of Taxation related activities of the O/o ED (HR&A), O/o CFO & O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur, as detailed in Annexure-1. The offer should reach to this office **latest by 08/10/2025 up to 3.30 PM** 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 having its registered HQ/Branch office at Jabalpur.
- (ii) Minimum one partner of the firm must have experience of handling similar type of work of any reputed organization or of public sector undertakings/government bodies for at least 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 super scribing as "Envelope-1- Pre Qualification" while the Part-2 shall contain the price bid as per attached Annexure-II super scribing as "Envelope-2-Price Bid" and both Envelop 1 & 2 shall be kept in a separate sealed Envelope super scribing the offer for Outsourcing of Taxation related activities of the O/o ED(HR&A), O/o CFO, MPPGCL & O/o Joint Director (F&A), COG&HS, MPPGCL 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 envelope-1 containing the qualification requirement shall be opened first, the qualifying requirement shall be verified, thereafter the Part-2 i.e envelope-2 containing price bid shall be opened, in case qualifying requirement are found in order.

Terms & Conditions are detailed as follows: -

1) **Price** : The price shall be quoted showing separately the GST, if applicable, however the firm shall not quote the uploading fees in price bid documents as it shall be paid extra on actual.

Lowest offer shall be decided on overall package basis for the subject work i.e on the basis of combined rates quoted by the respective bidders in respect of activities no 1,2 & 3 as detailed in particulars of work in the price schedule.

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 up to 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. Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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. Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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) **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.

6) **Termination of contract:** - The contract can be terminated by the Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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.

7) 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.
- (i) Notwithstanding to any provisions, MPPGCL reserves the right to reject any / all the offers and/or scrap this Tender, without assigning any reason.
- 8) If the two or more bidders offer same lump sum rates then the firm which has higher turnover will be offered to execute the work.
- 8) **Officer In charge:** The Accounts officer-1 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 Joint Director (F&A), COG&HS, MPPGCL Jabalpur
- 9) **Disputes:** - Any disputes arising between O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur) & the firm during the course of execution of contract shall be referred to the ED (HR&A) for settlement. Decision of ED/CE(HR&A) 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 ED/CE(HR&A), the matter may be decided by a Competent Court at Jabalpur only.
- 10) Each and every page of the offer shall be duly signed by the partner/ proprietor 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.
- 11) MPPGCL will have the right to accept or reject any or all quotations without assigning any reason whatsoever.


(Sourabh Shukla)
Joint Director(F&A)
COG&HS MPPGCL-Jabalpur

DETAILED SCOPE OF WORK & OTHER TERMS & CONDITIONS

O/o ED(HR&A), O/o CFO & O/o JD(F&A), COG&HS of MPPGCL 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 3500+ numbers of employees bills are processed by O/o ED(HR&A) 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 Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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 ED (HR&A), O/o CFO & O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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) 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) Form-16,16A, & 16B or any other certificate/reports acknowledgements etc. complete in all respect to be provided in CD/Soft format within statutory time limit to this office.
- (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/RCM 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 ED(HRA), O/o CFO, & O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur and tax authorities.
- (ii) The firm should ensure that statutory provisions related to taxation are followed correctly at O/o ED(HR&A), O/o CFO & O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur.
- (iii) The firm should intimate timely any changes in the provisions of tax laws that are to be followed by O/o ED(HR&A), O/o CFO & O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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 ED(HR&A), O/o CFO & O/o Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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 ED (HR&A), O/O CFO & O/O Joint Director (F&A), COG&HS, MPPGCL Jabalpur 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 Joint Director (F&A) COG&HS MPPGCL, Jabalpur

- (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 ED(HR&A), 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 COG&HS, MPPGCL Jabalpur, however computer system, printer, stationery etc shall be arranged by the firm only.



(Sourabh Shukla)
Joint Director(F&A)
COG&HS MPPGCL-Jabalpur

Annexure-II

**Price Bid for the work of Taxation related activities for the O/o ED (HR&A),
O/O CFO & O/O Joint Director (F&A), 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	48000 Entries		
Filing of revised TDS returns and related work.	Per return	32 return		
Preparation, computation & filing of annual Income tax return of MPPGCL.	Per Return	1 annual return		
			Total Cost	
			Add- CGST @9%	
			SGST @ 9%	
			Total cost including GST	

Seal & Signature of
Partner / Proprietor of the firm

Place:

Date: