

UMED - Maharashtra State Rural Livelihoods Mission

उमेद - महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान

राज्य अभियान व्यवस्थापन कक्ष,
ग्रामविकास विभाग,
पाचवा मजला, सिडको बिल्डींग,
(साऊथ विंग), कोकण भवन,
सीबीडी बेलापुर, नवी मुंबई - ४००६१४
ई-मेल :- nrlmfinance@gmail.com
दुरध्वनी क्र. ०२२-२७५६२५२/५४

State Mission Management Unit
Rural Development Department,
Fifth Floor, CIDCO Building,
(South Wing), Konkan Bhavan,
CBD Belapur, Navi Mumbai - 400614
E-Mail ID :- nrlmfinance@gmail.com
Tel No. 022-27562552/54

MSRLM/SMMU/CA Firm/Tax Return/3080 /2021-22

Date :- 14/10/2021

To,
M/s.

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Subject :- Request for Quotation (RFQ) for Tax Return Filing & Related Services.

Dear Sir/Madam,

1. Deen Dayal Antoyodaya Yojana, National Rural Livelihoods Mission (DAY-NRLM) 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 DAY-NRLM aims at creating efficient & effective institutional platform of the rural poor enabling them to increase household income through sustainable livelihoods enhancement & improved access to financial & 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 :-

Sr. No.	Brief Description of the Services	Unit / Timeline
1	Filing of Quarterly Tax Returns of Society	Quarterly
2	Filing of Monthly TDS GST Returns of the Society	Monthly
3	Preparation of Form No. 16	Per Employee
4	Preparation of Form No. 16 including all TDS Certificate issue to Vendors	Per Vendor / Supplier
5	Preparation of Form GSTR - 7A (Approx. Total of 12 Months)	Per Vendor / Supplier
6	Professional Tax Returns of Society	Monthly
7	Verification of Income Tax Notice & Resolutions of Notice of Previous year & also verification of all GST TDS Notice	Per Visit
8	Annual Return of Society	Annual
9	Annual GST TDS Return Filing	Annual
10	GST Audit	Annual
11	Any other work related to tax other than above mentioned work	Per Day Visit

3. Qualification Criteria :-

- a) The firm shall have a standing of at least three years in the profession (will be assessed based on the year of incorporation)
- b) The firm should be empanelled with CAG. C.A.
- c) The firm expressing interest should have an average annual turnover of Rs. 5 Lakhs or more during last three financial years.
- d) The firm has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department / Union Territory / Local Authority / Central & State undertaking or Government Organisations for supply of material / Services as on the date of submission of bid.
- e) GST Registration.

4. Quotation Price :-

- a) The quoted rates shall inclusive and other related expenses.
- b) The rates quoted by the agency shall be fixed for the duration of contract and in case of award shall not be subject to adjustment on any account.

5. Submission of Documents :-

Following documents should be submitted in a sealed envelop.

- a) CAG Registration Certificate
- b) Self declaration about the turnover for the Financial Year 2018-19, 2019-20, 2020-21
- c) GST Registration Certificate
- d) Self declaration about not been blacklisted by any State Government or Central Government Department
- e) Financial bid

6. Evaluation of Quotation :-

- a. Purchaser shall award the contract to the service provider whose offer / quote has been determined to be the lowest evaluated lowest cost.
- b. GST in Connection with the services will not be taken into account in evaluation.
- c. Evaluation shall be done for all the items / scope together.

7. Terms & Conditions :-

- a. Each bidder shall submit only one quotation.
- b. Bidder shall not contract other bidder in matter relating to this quotation.
- c. Conditional quotation which are not in line with this request for quotation shall be treated as non responsive.
- d. Quotation must be submitted as per the attached format in a sealed envelop. Quotation if any other format & by any other means will not be accepted for evaluation.

8. Award of Contract :-

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

9. Place of Work :-

Place of work is Maharashtra State Rural Livelihoods Mission (MSRLM), 5th Floor, CIDCO Building, (South Wing), CBD Belapur, Navi Mumbai - 400614

10. Quotation Submission :-

- a. Each bidder shall submit only one quotation in a sealed envelop boldly superscript as Appoinment of Chartered Accountant Firm for Tax Return Filing & Related Services.
- b. You are requested to provide your offer latest by ~~11.30~~ 11.30 A.M/~~P.M.~~ hours on 22/10/2021 to above mentioned office address.

11. Opening of Quotation :-

Quotations will be opened in the prsesnce of bidders representative & SMMU MSRLM representatives who choose to attend at Maharashtra State Rural Livelihoods Mission (MSRLM), 5th Floor, CIDCO Building, (South Wing), CBD Belapur, Navi Mumbai - 400614 on 22/10/2021 at 12 A.M/~~P.M.~~

12. Payment :-

The payment will be made on quarterly basis upon submission of tax invoice long with the work completion report duly signed by the Accounts Officer, applicable GST will be paid upon submission of tax invoice.

Dr. Hemant Vasekar, (I.A.S.)
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

QUOTATION FORMAT
(Should be on Chartered Accountant Letter Head)

Date -:

To,
Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission (MSRLM),
5th Floor, CIDCO Building, (South Wing),
CBD Belapur, Navi Mumbai - 400614

Subject :- Regarding Submission of Quotation for Tax Return Filing & Related Services.

Ref :- MSRLM/SMMU/CA Firm/Tax Return/ 3080 /2021-22 Dated -: 14/10/2021

Dear Sir/Madam,

As per your requirement, we are glad to submit you our most reasonable & competitive rates as under.

Sr. No.	Brief Description of the Services	Rate to be Quoted for	Approx. Qty.	Unit Rate (Per Qty.)	Total Amount in Rs. Without Tax
1	Filing of Quarterly Tax Returns of Society	Quarterly	4		
2	Filing of Monthly TDS GST Returns of the Society	Monthly	12		
3	Preparation of Form No. 16	Per Employee	130		
4	Preparation of Form 16 including all TDS Certificate issue to vendor	Per Vendor / Supplier	300		
5	Preparation of Form GSTR - 7A (Approx. Total of 12 Months)	Per Vendor / Supplier	50		
6	Professional Tax Returns of Society	Monthly	12		
		Yearly	1		
7	Verification of Income Tax notice of previous year & also verification of all GST TDS notice	Per visit	7		
8	Annual Return of Society	Annual	1		
9	Annual GST TDS Return Filing	Annual	1		
10	GST Audit	Annual	1		
11	Any other work related to tax other than above mentioned work	Per day visit	10		
Total Amount in Rs. without tax					

We agree to provide above mentioned services in accordance with the terms & 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.

Name :-

Address :-

Telephone No. :-

Signature of the Supplier with stamp