



No: MSACS/Proc/finance/TDS/2024-25

Date : 10/06/2024

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Invitation for Quotations for appointment of Agency for “Filing TDS, GST, Income Tax Return, Professional Tax & Providing Form No. 16 all employee for year 2024-25.”**

Dear Sir,

We are invited to submit your most competitive quotation for appointment of Agency for “Filing TDS, GST & Providing Form No. 16 all MSACS Staff for year 2024-25.”

**2) Bid Price:**

- a) The contract shall be for the service as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable by the contractor under the contract 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 the adjustment on any account.
- d) The prices shall be quoted in Indian Rupee- only.

**3) Validity of Quotation:**

Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission.

**4) Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

**5) Evaluation of Quotations:**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. conform to the terms and conditions and specifications.
- c. GST Registration
- d. Pan Card

The quotations would be evaluated for all the items together / would be evaluated separately for each item.

**6) 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.



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- 6.1 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.
- 6.2 The bidder whose quotation is accepted will be notified about 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 purchase order.
- 7) Payment shall be made quarterly after submitting the bill along with reports duly certified by Finance section of MSACS.
- 8) **Penalty:**  
If delay found regarding filing of returns from agency then levis by IT department should be paid by the agency plus penalty will be charged of Rs. 1000/-for each incident.
- 9) The successful bidder has to submit contract agreement on stamp paper of Rs.100 within 7 days from the date of notification of award.
- 10) **Performance Security:-**  
The successful bidder has to submit performance security @5% of the contract value within 7 days from the date of notification of award.
- 11) Following documents should be attached along with the quotation while submission:  
1. Signed and stamped inquiry format  
2. Pan card  
3. Registration Certificate of Firm.
- 12) **You are requested to provide your offer latest by 17/06 /2024 up to 5.30 p.m.**
- 13) **Quotations will be open in the presence of the bidders or their representative who choose to attend 11.00 pm on 18/06 /2024 in the office of the MSACS.**
- 14) We look forward to receiving your quotations and thank you for your interest in this project.

On your letterhead

Date :-

प्रति,

महाराष्ट्र राज्य एड्स नियंत्रण संस्था,  
आर.ए. किडवाई मार्ग,  
अॅकवर्थ लेप्रसी कॉम्प्लेक्स,  
वडाळा (पश्चिम) मुंबई- ४०००३१.

विषय:- २०२४.२५ वर्षातील टीडीएस, जीएसटी, प्राप्तिकर परतावा आणि मराएनिस अंतर्गत कार्यारत २१२४ कर्मचा-यांना फॉर्म-१६ पुरविणे तसेच व्यावसायिक कर भरण्याकरिता कोटेशन सादर करण्याबाबत.

संदर्भ:- आपले चौकशी क्रमांक \_\_\_\_\_ दिनांक \_\_\_\_\_  
पर्यंत \_\_\_\_\_

### दरपत्रक सूचना

या कार्यालयात आस्थापना शाखेत TAN क्र. MUMM12934F खाली कार्यालयीन अधिकारी/कर्मचा-यांचे, आयकर गणना करून TDS वजतीचे काम केले जाते. सदर TAN क्रमांकाखाली आयकर विभागाकडून प्राप्त Outstanding Demand Notice त्या अनुषंगाने आयकर तपशिलांची तांत्रिकदृष्ट्या पडताळणी करणे, संबंधित Deducted चे PAN व इतर माहिती तपासून Revised Return File करणे, तसेच व्यावसायिक कर भरणे व चुकीच्या परिगणनेमुळे उद्भवलेली प्रत्यक्ष Outstanding Demand कमी करण्यासाठी व्यावसायिक ज्ञान असलेल्या सनदी लेखापालांची नियुक्ती करणे आवश्यक आहे.

पुढील नमूद कामाच्या स्वरूपाच्या अनुषंगाने दरपत्रकांसंबंधीच्या अटी व शर्तीच्या अधीन राहून सनदी लेखापालांकडून दरपत्रके मागविण्यात येत आहेत. सदर नियुक्ती ही २०२४-२०२५ या एका आर्थिक वर्षाकरिता केली जाणार असून सनदी लेखापालांकडून हे काम घेणे अपेक्षित आहे.

### ❖ कामाचे स्वरूप

१. कार्यालयीन अधिकारी/कर्मचा-यांची आयकर संबंधित सांख्यिकीय माहिती, गुंतवणूक घोषणापत्रे यांचे लेखे अद्यावत ठेवणे.
२. TDS filing च्या अनुषंगाने वेळेचे नियोजन, त्रैमासिक TDS Return filing (24 Q आणि 26 Q) व फॉर्म-१६ च्या अनुषंगाने मार्गदर्शन व मदत पुरवणे.
३. GST Return filing करणे आणि मराएनिस अंतर्गत मुख्यालयातील तसेच जिल्हास्तरावरील कार्यारत २१२४ ते २२०० कर्मचा-यांना फॉर्म-१६ पुरविणे आणि

व्यावसायिक कर भरणे .

४. Outstanding Demand Notice च्या अनुषंगाने TDS संबंधित देय रक्कमांच्या आयकर विभागाकडून TConso File मागवून Revised IT Return File करणे व त्रुटीमध्ये सुधारणा करणे .
५. या कार्यालयाशी संबंधित आयकर मुद्द्यांना अनुसरून आयकर कार्यालयासमोर महाराष्ट्र राज्य एड्स नियंत्रण संस्थेच्या बाजूने आवश्यकतेनुसार सुनावणीसाठी उपस्थित राहणे .
६. महाराष्ट्र राज्य एड्स नियंत्रण संस्था कार्यालयाकडून सुचवलेल्या काही बाबींवर विचार करून आयकर नियमातील तरतुदीनुसार सुधारणा सुचवणे व त्या अंमलात आणणे .
७. To optain TDS Exemption Certificate from the Income Tax Department.
८. महाराष्ट्र राज्य एड्स नियंत्रण संस्थाचे Bombay Public Trust अंतर्गत भरण्यात येणारे करणे .

तरी आपली दरपत्रके महाराष्ट्र राज्य एड्स नियंत्रण संस्था, आर.ए. किडवाई मार्ग, अँकवर्थ लेप्रसी कॉम्प्लेक्स, वडाळा (पश्चिम) मुंबई- ४०००३१. येथे दिनांक .०६. २०२४ पर्यंत टपालामार्फत अथवा कार्यालयीन ई-मेल मार्फत सादर करावीत. उपरोक्त दरपत्रके स्विकारण्याचे व नाकारण्याचे अधिकार सर्वस्वी महाराष्ट्र राज्य एड्स नियंत्रण संस्था यांना राहतील .

**Name & Address of supplier**

**Signature of supplier**



No. MSACS/Proc/Fin/TDS, Income tax, GST/2024-25  
Date –

To,  
The Project Director  
Maharashtra State AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Overbridge,  
Wadala (W), Mumbai – 400 031.

Sub :- Appointment of Agency for “Filing TDS, GST ,Income Tax return, Professional Tax & Providing Form No. 16 all employee for year 2024-25.”  
Ref :- Your inquiry no. \_\_\_\_\_ dated \_\_\_\_\_

Sr. No.	Description	Amount
1	Preparation of project TDS valuation statement office staff as well as maintenance of record of investments Declaration	
2	Preparation of Statement of Form 16 Part A & B of office Staff as well as consult your employees in income tax savings schemes and individual return filing	
3	To prepare and submit quarterly tax returns (24 Q & 26 Q)	
4	To prepare and submit GSTR-7 & provide Form 16 Part A & B to your 2154 Staffs	
5	To overview Outstanding Demand Notice as well as to file revised rectified Returns	
6	To Option TDS Exemption certificate from the income Tax Department.	
7	Attendance for hearing on behalf of MSACS In front of the Income Tax Office as per the income tax issues related to this office.	
8	To look into Accounts of Society under Bombay Public Trust Act.	
9	Professional Tax Returns	
10	All other services as per mention in your quotation invitation	
	GST @ _____%	
	Total amount in Rs.	

We agree to provided above service in a accordance with the specifications given in your inquiry letter for a total contract price of Rs..... (Amount in figures) Rs. .... (Amount in words) within the period specified in the Invitation for Quotations.

All other terms & conditions mention in the invitation of quotation are acceptable to us.

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

**Name of Supplier with Stamp**

**Signature of Supplier**

**On Your Letter Head**