

CENTRAL TRAINING INSTITUTE
(An ISO 9001:2008 Certified Institute)
MADHYA PRADESH POORV KSHETRA VIDYUT VITARAN CO.LTD.
SPB-2, Nayagaon, JABALPUR (M.P.) 482008
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Phone:-
EXTN. 270-2360
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No. DGM/EZ/CA/Enq/20

Dated: 03/08/2018

To

M/s -----

Sub: Enquiry for appointment of consultant for statutory work of VVTR society

Dear Sir(s),

1. Sealed computer typed quotations are invited from the C.A. firms for appointment of consultant for statutory work of VVTR society and other associated work as per specification in Schedule-1 enclosed. The detailed scope of work is mentioned in anneure-1. Handwritten, open or overwriting quotations shall be rejected.
2. **DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY :-**
(I) Due date and time for receipt : 13/08/2018
Up to 3:00 P.M

(II) Due date and time for opening of offer : 13/08/2018
at 3:30 P.M
3. **MODE OF SUBMISSION OF QUOTATIONS :-** The quotation may be sent by post or may be dropped in the Tender Box of the CTI Jabalpur placed in the office of DGM (Training) Central Training Institute MP Poorv Kshetra Vidut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur on or before due date & time of receipt of offer as indicated above.

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

Quotations which does not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Discom-EZ or VVTRS will not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.

4. **VALIDITY:-** The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of quotation.
5. **PRICES :-** The prices shall be FIRM and Payment of any type of Govt, Statutory levies/taxes shall be quoted extra and will be responsibility of the bidders. Please ensure that the rates/prices are filled in strictly in the Schedule-I enclosed herewith.
6. **PAYMENT :-** Subject to completion of all formalities and satisfactory work as per terms of order 100% payment of each assignment inclusive of all charges shall be paid to the firms on assured basis within 30 days from the date of bill on assured basis.
7. **DELIVERY:-**
The assignments to be completed within 30 days from the date of order or within the time limit prescribed by the statutory or tax authority.
8. **CONSIGNEE:-**The delivery of the documents/returns/reports is to be made to the Treasurer VVTR Society at Central Training Institute MP Poorv Kshetra Vidut Vitran Co. Ltd. , SPB-2, Nayagaon, Jabalpur M.P..
9. **PENALTY:-**In case of delay in execution of the order, the VVTR Society may at its option either:-
 - (i) Recover from the firm as agreed towards liquidated damages a sum@ ½% (half percent) of the price of work not delivered for a week or part thereof subject to maximum of 10 %.

OR

- (ii) Cancel the contract for part or whole of the quantity on order, with liability.
10. The VVTR Society reserves the right to accept or reject any offer(s) or all offers in part or full without assigning any reason. No correspondence shall be entertained on this account.
11. The delivery period is the essence of the contract and has to be maintained under any circumstances.

Please acknowledge the receipt of enquiry.

Yours faithfully,

Encl:-

1. **Schedule-I-Price & Quantity Schedule**

Secretary
VVTR Society Jabalpur
Jabalpur

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SCHEDULE -I

PRICE & QUANTITY

S. No.	Particulars	Quantity	Quoted Rate F.O.R. destination rates for delivery to VVTR Society Central Training Institute, MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur
1	2	3	4
1	Nature of Work:- One-time job 1. Obtain GST registration of new PAN 2. Obtain TAN registration 3. Obtain 12A Registration 4. Society Statutory Audit FY 2017-18 5. Tax Audit FY 2017-18 (if required) 6. Filing of ITR of society FY 2017-18	1 job	
2	Taxes		
3	Total		
	In words Rs.		
S. No.	Particulars	Quantity	Quoted Rate per annum F.O.R. destination rates for delivery to VVTR Society Central Training Institute, MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur
1	2	3	4
1	Nature of Work:- Recurring Job 1. Maintenance of Books of accounts. 2. Filing Monthly/Quarterly/Yearly GST Returns. 3. GST Audit (if applicable). 4. Filling Quarterly TDS return (Form 26Q/24Q). 5. Issue Form 16/16A. 6. Filling Income Tax Return. 7. Tax Audit (if required)	1 job each	

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

	8. Consultancy work of direct and indirect tax laws. 9. Coordinate with the various auditors during audit. (like CA&G or others). 10. Represent before tax authorities as and when required.		
2	Taxes		
3	Total		
	In words Rs.		

Signature of C.A. Firm

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

**ANNEXURE-I
TERMS AND CONDITIONS OF ENQUIRY**

1. Submission of Bills:

After completion of the work in all respect , The bills in triplicate affixed with Rs. 1/- Revenue Stamp on original bill should be submitted in the office of Payment Releasing Authority i.e. Treasurer , VVTR Society Jabalpur.

2. Penalty for delay in work:

In case of delay in execution of the work, the VVTR Society may at its option either (i) recover from the firm as agreed Liquidate damage, a sum @ ½ % (half percent) of the price of any stores not delivered for a week or part of a week subject to maximum of 10% or (ii) for the work done from other sources on account of and at the cost of the supplier, the stores not delivered or (iii) cancel the contract reserving company's right to recover damages.

3. Acceptance:

It is not binding on the VVTR Society to accept the lowest or any tender. The VVTR Society reserves the right to accept or reject any offer at its option or place order with more than one supplier four full or part quantity of this enquiry and the same shall be binding on suppliers unless otherwise stated in the offer.

4. Extension Order :

In the event of an order the VVTR Society reserves the right to place an extension order for a quantity upto 100% of any item ordered within a period of one year of the placement and acceptance of original order, on the same price, terms and conditions applicable to original order.

5. Disputes:

All disputes, if any, out of or in respect of this enquiry are to be settled at Jabalpur or be triable only in any competent court situated at Jabalpur. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Secretary
VVTR Society Jabalpur

Scope of work:

Nature of Work:- One-time job
<ul style="list-style-type: none"> 6. Obtain GST registration of new PAN 7. Obtain TAN registration 8. Obtain 12A Registration 9. Society Statutory Audit FY 2017-18 10. Tax Audit FY 2017-18 (if required) 11. Filing of ITR of society FY 2017-18

Nature of Work:- Recurring Job
<ul style="list-style-type: none"> 10. Maintenance of Books of accounts. 11. Filing Monthly/Quarterly/Yearly GST Returns. 12. GST Audit (if applicable). 13. Filing Quarterly TDS return (Form 26Q/24Q). 14. Issue Form 16/16A. 15. Filing Income Tax Return. 16. Statutory Audit as per MP Societies Act 17. Submission of Annual report and required documents to Registrar of Societies. 18. Tax Audit (if required) 19. Consultancy work of direct and indirect tax laws. 20. Coordinate with the various auditors during audit. (like CA&G or others). 21. Represent before tax authorities as and when required.

1. Maintenance of Books of accounts

1. Assistance and maintenance of books of accounts/ Tally software on day to day basis based on the manual ledgers, registers and vouchers maintained by the Society.
2. Preparation of monthly Bank Reconciliation Statement.
3. To prepare Receipt & Payment, Income & Expenditure and Balance Sheet as per uniform format of Accounts as prescribed by CAG.
4. The work should be done under the supervision of senior qualified C.A. and the firm deputed qualified staff not below the rank of intermediate of CA/CMA/CS or B. Comm graduate.
5. To prepare and issue Demand Notes, Invoices, Reminders, Debit/Credit note, GST compilation, Reporting of GST to State Nodal Officers (SNOs) etc. and confirmation of its receipt at destination along with regular updation of financial records in Tally based accounting system.
6. Typing & Data entry in computer and to maintain & update records in Computer related to his/her assigned work.
7. To work on MS Excel and Ms - Access (available in current Ms-office version) for updating records.
8. To assist in updation of file records.

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

9. To work on internet/ e-mails for faster communication/ file tracking/uploading documents on website etc.
10. Regular updation of Administrative records.
11. Any other work required to be assigned by the authorities from time to time.

2.&3. Filing Monthly/Quarterly/Yearly GST Returns

1. The Professional Firm/Entity shall provide template for uploading/filing of returns/records on the GSTN portal and also, for downloading/getting the data from the GSTN portal.
2. The service consultant shall validate, reconcile and review the data for proper compliances under the GST laws that shall include Filing of any type of Returns and compilation of data in the format in which it would be required to be maintained for purposes of Audit.
3. The Professional Firm/Entity shall advise & assist in filing refund claims as & when they become due.
4. The soft copy of data so computed is to be provided to society along with bifurcation of data pertaining to marketing and manufacturing activities for additional insights/analytics and tax audit purposes at a later date as and when required.
5. Further, the periodicity of data upload/download, review, reconciliation, shall be on as-and-when-required basis.
6. Providing professional opinion on any question of law with regard to GST Law and rules thereunder.
7. **Coordinate with the GST auditors during audit**

4.&5. Filling Quarterly TDS return (Form 26Q/24Q) and Issue Form 16/16A

1. Data entry, e-filing, submission of Quarterly Return, Generation of Form 24Q, Form- 16 for salaried employees.
2. Data entry, e-filing, submission of Quarterly Return, Generation of Form 26Q, Form-16A in respect of Companies/Contractors/Contract Employees.
3. Data entry and submission of monthly/quarterly return in r/o GST for all relevant companies/contractors as per Gol instructions.
4. Generation of FVU file, NSDL Validation, Generation of Form 27 & 27A etc.
5. Revised/Correction filing of previous years, if any during the period of contract.

6.Filling Income Tax Return

1. Calculation and e-filing. Data entry, Tax
2. Providing advisory for accurate accountancy and to follow legal work. Providing
3. **Coordinate with the Tax auditors during audit** (if tax Audit required)

7. Statutory Audit as per MP Societies Act

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

1. To conduct statutory audit as required by the MP Societies Act to issue opinion that the financial statements give a true and fair view of the Financial Position of the financial statement of society at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31st.
2. The books of accounts as maintained by the society shall form the basis for preparation of the financial statements.
3. The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India in this regard.
4. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition, the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

8. Submission of Annual report and required documents to Registrar of Societies

1. Submitting the required documents with Registrar of Societies and replying to letters or notices from Registrar of Societies.