



महानगर टेलीफोन निगम लिमिटेड

MAHANAGAR TELEPHONE NIGAM LTD

(भारत सरकार का उपक्रम)

(A GOVT OF INDIA ENTERPRISE)

O/O. Dy. General Manager (MA), Parel Telephone Complex,
Parel (E), Mumbai – 400 012

No.MTNL/SM (F) Sales Tax/VAT Consultant/16-17

January 03, 2017

To,

Sub : Request for quotation for offering service as Consultant for MVAT/Sales Tax
Matters of MTNL, Mumbai

MTNL, Mumbai, desires to avail the services of a Sales Tax/MVAT Consultant to assist MTNL in the following matters:-

- a) Assistance/advice in filing of monthly MVAT returns ensuring all the provisions of law.
- b) Assistance/advice in revision of monthly returns, if any.
- c) Assistance/advice in issue of 'C' Forms for purchase of materials at concessional rates.
- d) Assistance/advice for preparation of information/data/records which are to be provided to Sales Tax Department at the time of yearly assessment.
- e) Appearing before the Assessing Authority in assessment proceedings and defend MTNL stand preceded by discussions with MTNL Officers.
- f) Training/lectures on MVAT/Sales Tax compliance to MTNL Officers/Staff.
- g) Overall guidance and advice related to MVAT/Sales Tax matters compliance.

Requirements:

- 1) The Consultant should have valid Registration as Sales Tax Practitioner/commencement of practice/Membership in Bar Council (self attested copies to be attached).
- 2) Experience of MVAT/Sales Tax for a minimum two clients during the last 03 years i.e. 13-14, 14-15 & 15-16 (certificate from the clients to be attached).
- 3) Office set up in Mumbai/Navi Mumbai/Thane (self declaration in this regard to be submitted).

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Terms & Conditions:

- i) The rates to be quoted in the attached Rate Schedule.
- ii) Taxes to be shown separately with applicable rate and amount including reverse charge mechanism, if any.
- iii) Bills are to be preferred on monthly basis after expiry of the month.
- iv) Copy of Service Tax Registration (if applicable) to be attached.
- v) Constitution of the firm i.e. Proprietorship, Partnership, LLP or Limited Co. To be disclosed along with self attested copies of Proprietorship Deed (self declaration), Partnership Deed, Incorporation Certificate to be attached.
- vi) Copy of PAN Card to be enclosed.
- vii) MTNL reserves right to select any or all the items of services offered without assigning any reasons.
- viii) MTNL reserves the right to evaluate the quotation on total cost including non-cenvatable duties and taxes for the individual/all services selected.

Price Bid Format

Sr. No.	Service	Periodicity	Basic Cost	Non-Cenvatable duties & taxes	Cenvatable duties & taxes	Total
a)	Assistance/advice in filing of monthly MVAT returns ensuring all the provisions of law	Monthly				
b)	Assistance/advice in revision of monthly returns, if any	Per occasion				
c)	Assistance/advice in issue of 'C' Forms for purchase of materials at concessional rates	Quarterly				
d)	Assistance/advice for preparation of information/data/records which are to be provided to Sales Tax Department at the time of yearly assessment	Per hearing				
e)	Appearing before the Assessing Authority in assessment proceedings and defend MTNL stand preceded by discussions with MTNL Officers	Per hearing				
f)	Training/lectures on MVAT/Sales Tax compliance to MTNL Officers/Staff	Per occasion				
g)	Overall guidance and advice related to MVAT/Sales Tax matters compliance	Per year				

Your quotation complete in all respects should reach this office on or before 18.01.2017.

Koh Sharma
 Sr. Manager (F-Sales Tax)
 MTNL, Mumbai 12
 Mob.No.9869026866
 Tel.No.24706931