



The Dist. Co-operative Central Bank Ltd.,

(Government Partnered Bank)

MAHABUBNAGAR - 509 001.

#1-6-144/5A, Post Box No.14, District Court Road, Mahabubnagar – 509 001, TS.

Tel: 08542 – 241113, 242111

Email: ceo_mbnr@mnbndccb.org



2789 Ref No Accounts/2024-25/

Date 22nd Oct, 2024

CALLING OF QUOTATION

Sub: Availing of services related to Income Tax, TDS, GST and other – Calling of sealed quotations from the reputed Chartered Accountant Firms - Regarding

Ref: Chief Executive Officer Note Order dated 22-10-2024

-oOo-

With reference to the above submit, we are requesting submit your sealed quotations for providing the following services to the Bank

GST Related Works:

- Monthly Filing of Returns in GSTR -1 and GSTR-3B
- Monthly filing of TDS and TCS Credit Received Returns
- Reconciliation of Eligible ITC and Ineligible ITC as per books and as per ITC ledger.
- ITC verification as per GSTR-2B and as per books of accounts.
- Compliance of Filing Annual return - GSTR-9 within the due date.
- Verification of entries in books of accounts with respect to GST and ITC in line with GST portal.
- Monthly Filing of GST - TDS returns (Filing of GSTR-7).
- Monthly Filing of TDS and TCS received Returns.
- Any other matters pertaining to GST that your assistance is required to the Bank.

Income Tax-TDS Related Works:

- Filing of 24Q (Employees), 26Q (Vendors) & Income Tax TDS returns every quarter (Original and revised if needed) for all branches and Head office.
- Assistance in monthly remittance of TDS within the due date.
- Support on unresolved outstanding TDS demands in branches and at head office in terms of rectification of demand (if there is any chance).
- Preparation of Form -16 and corrections if any for all the employees.
- Generation of Form 16 annually and Form -16A (Quarterly)
- Verification of TDS entries in the books of accounts.
- Any other matters pertaining to Income Tax TDS that your assistance is required to the bank.

Other Works:

- Filing of 15G and 15H forms per quarter.

- Support on unresolved outstanding Income Tax demands in terms of rectification of demand (if there is any chance).
- Any other matters pertaining to filing of 15G, 15H & Income Tax demands that your assistance is required to the bank.

Any Firm interested in providing above services should submit their quotations in a sealed envelope by agreeing to provide all the services mentioned above to the Chief Executive Officer of the Bank by 5.00 PM on 29-10-2024. **On the envelope it should be mentioned that "Quotation for providing of services related to Income Tax, TDS, GST and other".**

The quotations received after the above mentioned time are not accepted. The quotations received within the due time will be opened on 30-10-2024 at 11.30 AM in presence of the Senior Officers of the Department concerned along with the available Staff/Officers of the firms who have submitted their quotations.


Chief Executive Officer (I/c)

Chief Executive Officer
DCCB, Mahabubnagar

For any Queries you may contact any of the following staff/officers:

1. Name of the Officer : Kum P Nayomi Kumari, Manager
Contact No : 70957 40626
2. Name of the Officer : Sri E Dayakar Reddy, Asst General Manager
Contact No : 99493 45045

Address for Communication:

Chief Executive Officer,
The Dist Co-operative Central Bank Ltd.,
Opposite Navodaya Hospital, Telangana Chowrasta,
Mahabubnagar - 509001

Copy to:

- IT Section with an instruction to place this letter in our Bank's website.