



Grams : " PRAKASM BANK "

Ph: 08592 -232667 , 233726

**THE PRAKASAM DISTRICT COOPERATIVE
CENTRAL BANK LTD., NO. J. 551**

(Post Box No. 38) Central Office: GOVERNOR ROAD,
ONGOLE -523001 , (A.P.)

Email :ceo_pksm@apcob.org

Dt: 30.03.2022

**Short Tender Notice Inviting Sealed Quotations for the
Tax Consultancy Services for the F.Y 2022-23**

Sealed Quotations are invited from the GST/Income Tax Consultant to render their services for the Financial Year 2022-23. Interested Parties whose Firms/Offices are situated in Ongole are requested to submit their **sealed quotations** in Person on or before **07-04-2022**, to:

**The Chief Executive Officer
Prakasam DCCB
Central Office, GOVERNOR ROAD,
ONGOLE -523001 , (A.P.)
Email :ceo_pksm@apcob.org**

Please go through the Annexure –I for more details

Annexure-I

S.no	Return Requirements
1	Monthly TDS Calculation, Generating Challan & initiating Payment with in Due date.
2	Quarterly TDS return Preparation & filing Follow-up the branch Staff and occasionally training the staff. Salaries and Non salaries, Issuing TDS certificate Soft copy is sufficient.
3	Filing 15 g and 15 H Preparation & Filing As per requirement
4	Yearly special report on Cash Transaction SFT Returns.
5	GST monthly Calculation & initiating Payment.
6	GST E – filing Monthly 3B, 1&ect. in future.
7	GST Input collection from Branches.
8	Training and Educating staff initially for smooth functioning of the work at Branch & HO level.
9	Consultation/Advise to Bank relating to TDS, GST and giving replies to department on behalf of bank. (For hearing separate fee can be charge if any)
10	The consultant has to ensure that timely payment & filing of TDS, GST, SFT, 15G, 15H& any other filing relating to GST & IT within the stipulated time . 2 Dedicated HO level staff will assist the consultant for day to day activities of TDS & GST work.
11	The Consultant shall ensure that there should not be any default in TDS & GST compliance in all aspects of remittance, filing & reporting .
12	The consultant has to train and educate the HO & branch level staff occasionally to comply with TDS & GST regulations.
13	The Consultant can utilise the Concurrent auditor monthly report for complaining with TDS & GST provisions.
14	The proposed Consultant fee will be paid on monthly basis including GST& TDS will be deducted.
15	The consultant has to spend time for initial period for training staff and educating branch managers for training, creating systems & procedures.
16	The consultant has to ensure to close all pending things relating to earlier years including GST9 and GSTR9C preparation & filing if any (All the pending ST/GST/TDS related to issues of the Bank).