



कार्यालय, मध्य प्रदेश राज्य सहकारी सूचना एवं उन्नत प्रौद्योगिकी संघ मर्यादित भोपाल

(शासन द्वारा प्रवर्तित एवं वित्त पोषित शीर्ष सहकारी संघ)

पंजीकृत कार्यालय – सी 514 द्वारिका परिसर बागमुगलिया अरविन्द विहार भोपाल (म.प्र.)

कार्यकारी कार्यालय – प्लॉट न. - 5, बसंत कुंज, E-8 अरेरा कॉलोनी भोपाल (म.प्र.)

ईमेल - contact@mpitfed.org वेब - www.mpitfed.org, संपर्क 0755-2990992, 4859481

Date – 19/08/2026

TENDER NOTICE

Name of Office: Madhya Pradesh State Cooperative Information & Technology Federation Ltd. (MPITFED), Bhopal

Address: C-514, Dwarika Parisar, Arvind Vihar, Bagmugalia, Bhopal – 462043

INVITATION OF TENDERS FOR APPOINTMENT OF CHARTERED ACCOUNTANTS (CA) FIRM

Madhya Pradesh State Cooperative Information & Advanced Technology Federation Limited, Bhopal invites sealed tenders from eligible and experienced **Chartered Accountant (CA) Firms/Practicing Chartered Accountants** for providing professional services related to **Income Tax, TDS, GST and other financial/statutory compliances** for the **Financial Year 2026-27 & 2027-28**.

1. Scope of Work

The selected CA Firm shall be responsible for the following services:

1. **TDS Compliance** – Calculation, preparation and filing of TDS returns, challans and related compliances.
2. **Income Tax Return (ITR)** – Preparation, verification and filing of Income Tax Returns and related statements/documents.
3. **GST Compliance** – Preparation, reconciliation and timely filing of **GSTR-1, GSTR-3B** and other applicable GST returns/compliances.
4. Providing assistance in responding to **Income Tax, GST and TDS notices**, communications and departmental requirements.
5. Review and reconciliation of books of accounts and financial records as required.
6. Providing professional advice on applicable **Income Tax, GST, TDS and other taxation matters**.
7. Handling other financial, taxation and statutory compliance work as may be required during appointment period.
8. Providing assistance in submission of necessary documents, statements and information before the concerned government departments/authorities.
9. Advising the Federation regarding changes in applicable taxation laws, rules and statutory compliance requirements.

2. Eligibility Criteria

The bidder/CA Firm must fulfill the following eligibility conditions:

- The CA Firm/Practicing Chartered Accountant must be duly registered with the **Institute of Chartered Accountants of India (ICAI)**.
- The bidder should have min 3 year practice experience in handling Income Tax, GST, TDS and other statutory compliance work.
- The bidder must possess valid **PAN and GST Registration (optional)**, wherever applicable.
- The bidder should have relevant experience of providing similar services to Government, Semi-Government, Cooperative, PSU or other reputed organizations.
- The bidder should not have been blacklisted/debarred by any Government Department, PSU or statutory authority.
- All required registration, experience and supporting documents must be submitted along with the tender.
- Preference shall be given to firms empanelled with the Cooperative Department.

3. Documents to be Submitted

The bidder shall submit the following documents:

1. ICAI Registration/Certificate of Practice.
2. PAN Card.
3. GST Registration Certificate.
4. Firm Profile.
5. Details of relevant experience along with supporting Work Orders/Engagement Letters.
6. Details of authorized representative/contact person.
7. Duly filled and signed Financial Bid/Price Schedule.
8. Any other document specified by the Federation.

4. Financial Bid

The bidder shall quote a **One time Annual Professional Fee** for providing Statutory Audit and annual professional fees for TDS and GST return filing (To be paid separately under the Sundry Expenses head.)

GST and other applicable taxes shall be clearly indicated separately in the Financial Bid.

5. Contract Period

The engagement shall remain valid for the **Financial Year 2026-27, i.e. from 01 April 2026 to 31 March 2027.**

The Federation may consider extension of the engagement for a further period, subject to satisfactory performance and approval of the competent authority.

6. Submission of Tender

The duly completed tender shall be submitted to:

Madhya Pradesh State Cooperative Information & Advanced Technology Federation Limited
Bhopal, Madhya Pradesh

7. General Terms & Conditions

1. The Federation reserves the right to accept or reject any or all tenders without assigning any reason.
2. Incomplete tenders or tenders submitted without the required documents may be rejected.
3. The selected CA Firm shall maintain strict confidentiality of all financial, accounting and organizational information provided by the Federation.
4. Payment shall be made as per the approved professional fee and terms finalized by the Federation.
5. The selected CA Firm shall ensure timely completion of all statutory compliances within the prescribed due dates.
6. Any delay or non-compliance attributable to the selected CA Firm may be viewed seriously by the Federation.
7. The Federation reserves the right to seek clarification or additional documents from the bidder, wherever required.
8. The decision of the competent authority of the Federation regarding selection of the CA Firm shall be final and binding.
9. Any matter not specifically covered in this tender shall be governed by the applicable rules, regulations and decisions of the Federation.

Note: 1. Proposals will be accepted from **19.08.2026** to **31.08.2026**, up to 5:00 PM.
2. The Technical Bid and Financial Bid shall be placed separately in sealed envelopes and submitted to the Executive Office within the stipulated time.

Copy :-

1. For display on the notice board.
2. For uploading to the website


(Mahendra Singh Tomar)
Incharge Secretary



(Mahendra Singh Tomar)
Incharge Secretary


Annexure-A

(To be printed and signed on the letterhead of the organization)

DECLARATION

I/We hereby declare that,

..... (Name & Address) have not been
sentenced by any court of law, found defaulter or blacklisted by any State, Centre Government
or any other public sector undertaking or a Corporation as on date to day.

(Seal & Signature of Applicant) Name :

Designation :

Company : Date :

Stamp

Financial Bid

S. No.	Description of Services	Professional Fee (₹)	GST (₹)	Total Amount Including GST (₹)
1	TDS Compliance, preparation and filing of TDS Returns and Departmental Correspondence	_____	_____	_____
2	Statutory Audit with Financial Accounts preparation	_____	_____	_____
3	GST Return/ Reconciliation/ any account applicable	_____	_____	_____
TOTAL ANNUAL PROFESSIONAL FEE		₹_____	₹_____	₹_____

Declaration by the Bidder

I/We hereby certify that:

1. The above quoted rates are inclusive of all professional charges for the services specified in the Tender Document.
2. GST and other applicable taxes have been clearly indicated separately.
3. The quoted professional fee shall remain valid for the period specified in the tender.
4. I/We have carefully read and understood all the terms and conditions of the tender and agree to abide by the same.
5. No additional charges shall be claimed for the services covered under the Scope of Work, except with prior written approval of the Federation.
6. The information furnished in this Financial Bid is true and correct to the best of my/our knowledge.

(Seal & Signature of Applicant) Name :

Designation :

Company : Date :

Stamp