

KFD/1140/2024-ADM1

Dated: 16/10/2024

**Quotation Notice**

**Sealed Quotations** are invited from experienced and qualified service providers for the Annual Maintenance Contract (AMC) related to GST and TDS return filing, remittance, and TDS calculations for KERAFED. The key requirements are as follows:

**1. Scope of Work:**

**GST Calculation and Return Filing:**

- Periodical filing of GST returns (Monthly/Quarterly/Annually, as applicable).
- Preparation and submission of GST returns in compliance with statutory deadlines.

**TDS Return Filing and Remittance:**

- Periodical filing of TDS returns (Quarterly/Annually, as applicable).
- Preparation and submission of TDS returns ensuring accurate remittance.

**TDS Calculations:**

- Precise calculation of TDS on various payments as per applicable rates.
- Preparation and issuance of TDS certificates.

**2. Eligibility Criteria:**

- The service provider must have proven experience in managing GST and TDS services for similar organizations.
- Must be a registered tax consultant or chartered accountant with relevant certifications.
- Demonstrated expertise in timely and accurate tax compliance services.



### **3. Submission Guidelines:**

- Quotations should be submitted in a sealed envelope clearly marked as “ Quotation for GST and TDS Services” addressed to :

**The Managing Director**

KERAFED

Kera Tower, Water Works Compound

Vellayambalam, Thiruvananthapuram- 695 033

Quotations must include:

- A comprehensive breakdown of charges and the scope of services.
- Details of the timeline for service delivery and additional support offered.
- Any other relevant terms and conditions.

### **4. Important Dates:**

- Quotations must be received latest by 30/10/2024 before 5.00 PM.

### **5. Contact Information:**

For any queries or additional information, please contact:

Phone : 0471-2322736, 2320504

**Note :** KERAFED reserves the right to accept or reject any or all quotations without assigning any reason.

Sd/-

**MANAGING DIRECTOR**