



**STATE ELECTION COMMISSION,  
MAHRASHTRA**

No.SEC-2024/e-TDS Work/Cash-3  
New Administrative Buidlding, First Floor,  
Madam Cama Road, Hutatma Rajguru  
Chowk, Mumbai - 400 032.  
Date : - 26/06/2024.

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**Subject-To Submit Offer/Quotation for providing professional services to State  
Election Commission.**

Sir / Madam,

The State Election Commission is a Constitutional body responsible for conducting elections to the local bodies in the State of Maharashtra. This office intends to hire professional services for the following purposes:-

1. To file e-TDS returns Quarterly 24Q and 26Q and Annual return 24Q & 26Q before due date.

(a) In State Election Commission, the total staff strength is 58 out of which for 35 employees salary is taxable. Income tax is deducted from the Monthly Salary bills of the employees.


(b) There are monthly approximately 10-15 payments of contractors/Suppliers, in which 2% or 10% Income Tax TDS (as applicable) is deducted. The records are available in the office. Therefore the following tasks need to be done.

(i) Preparation of monthly data for 24Q and 26Q in required format to submit Quarterly returns. The Quarterly returns are online submitted to the Income tax office through NSDL before due date 24Q for Salaries deduction and 26Q for Non-Salary deductions.

(ii) Quarterly filling of Income Tax e-TDS returns of approx. 58 employees of the State Election Commission office (24Q) e-TDS returns on or before due date And generation of Form No.16 (Part A and B)

(iii) Quarterly filing of Income Tax e-TDS returns of approx. 30 Contractors (26Q) e-TDS returns before due date And quarterly generation of Form No.16

You are requested to submit your offer/Quotation for the services as mentioned above in sealed envelope to the above mentioned office on or before 4th July, 2024 (Till 3.00 p.m.) on working days.

  
(K. Suryakrishnamurthy)

Deputy Secretary,  
State Election Commission, Maharashtra