

# MOHITE CONSULTANCY SERVICES

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7<sup>th</sup> January, 2019

To,  
The in Charge,  
Office of the Addl. Director General (engg.) (WZ),  
All India Radio & Doordarshan,  
3rd Floor, Old CGO Building,  
M. K. Road, Mumbai – 400020.

**Sub: Proposal for rectification of TDS defaults of the Office of the Addl. Director General (Engg.) (WZ), for the FY 2007-08 to FY 2016-17**

**Ref: Our discussion on the above subject at 11 a.m. on 28<sup>th</sup> December, 2018**

Respected Sir,

With reference to the captioned subject and our discussion on 28<sup>th</sup> December 2018 please note our reply as follows:

**TOTAL OUTSTADING DEMAND**

- As on 30<sup>th</sup> November 2018 **Total outstanding demand** for TAN of your department (MUMO02862G) **stands at Rs. 31,98,050/-** which spans over various quarters of the last decade. (FY 2007-08 to FY 2016-17)
- We understand that prolonged outstanding demand could result in heavy fines and penalties. Also, coercive actions could be taken against your office by the Income Tax department for recovery of the dues. In order to avoid any such action, we would like to extend our professional services to your office with the following scope of services.

**SCOPE OF WORK**

Description of the work	Estimated Quantum involved
1. PAN errors resulting in short deduction	On an average each quarter having defaults contains approx. 100 expense entries for which original vouchers/invoices needs to inspected. In exceptional cases physical visits to vendors offices may also be required.
2. Queries of TDS calculation in case of employees	Through verification of Income Tax working done in the past will be required in order to arrive at the correct TDS liability of your office. In case wrong figures were entered in the return same needs to be rectified.
3. Filing of correction return and review	Correction return template will have to be prepared on the basis of the data gathered as per above two points of the scope. Based on the nature of the discrepancy to be rectified online OR offline correction returns will be filed with the TRACES OR NSDL dept. respectively.
For above three cases, <b>“One qualified person”</b> will be deputed to your office on working days FULL TIME during the tenure of assignment.	

**FEE QUOTE AS PER THE SCOPE ABOVE**

Particulars	Amount (Rs.)
Professional Fees for the entire assignment	Rs. 2,00,000/-
Central Goods and Service Tax @ 9%	Rs. 18,000/-
State Goods and Service Tax @ 9%	Rs. 18,000/-
<b>Total Fees including GST</b>	<b>Rs. 2,36,000/-</b>

*\*The above quoted rates may be subject to revision if a significant change is made to the Income Tax regulations requiring additional efforts.*

**TERMS OF THE PROPOSAL:**

1. Payment for the contract shall be based on **percentage of completion method**. Fee shall be payable by your office upon receipt of invoice as follows.
  - a. 40% - On rectification of 30% of the total outstanding demand \*
  - b. 40% - On rectification of 30% of the total outstanding demand \*
  - c. 20% - On rectification of 30% of the total outstanding demand \*

**\*Total outstanding demand as on 30/11/2018 = Rs. 31,98,050/-**  
**\*Consolidated invoice may also be raised upon rectification of 80% of the demand or the entire demand, as the case may be.**
2. As an assurance NIL liability certificate along with each invoice will be provided for the quarters for which rectification has been fully done.
3. We undertake to provide assurance that **at minimum 90 percent of the outstanding demand** for the period FY 2007-08 to FY 2016-17 as on 30<sup>th</sup> November, 2018 will be rectified.
4. Taking into account the complexity and quantum of the work an estimated **Two months** would be required for the completion of the assignment.
5. For ensuring maximum rectification of the defaults co-operation from your office is required w.r.t availability of records such as invoices from vendors, challan copies, provisional receipts/ acknowledgment of returns filed etc. Please note that defaults can be rectified only to the extent the records are made available to us.
6. Your office shall make available required space necessary for working of the ONE person as mentioned in the scope. Access to computer system is appreciated but not mandatory.

**CONCLUSION**

We really appreciate the efforts of the management by taking the initiative to resolve the prolonged outstanding demand. Income tax compliance being our core area of practice, we are confident to complete the assignment well within time and put an end to the queries raised by the IT Dept.

We will be glad to discuss the above Scope and other details of the proposal and hope that our proposal is considered positively.

Thanking you,

**For M/s Mohite Consultancy Services**

**Tushar Mohite**  
**Managing Partner**