



**IKG PUNJAB TECHNICAL UNIVERSITY JALANDHAR**  
Jalandhar-Kapurthala Highway, Kapurthala, Punjab  
PIN- 144 603

**Subject: Regarding appointment of Accounts Professional / CA for the GST/TDS work.**

**Sir/ Madam,**

University is in the process of engaging of Accounts Professional / CA for the GST/TDS work as per terms and conditions enclosed.

You are requested to send your financial quote (inclusive of GST) on monthly basis.

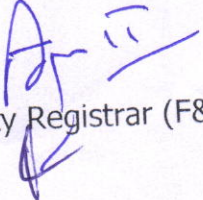
The letter should be addressed to Finance Officer, 1<sup>st</sup> floor, IK Gujral Punjab Technical University, Jalandhar- Kapurthala Highway, Kapurthala, Pin Code- 144603.

The quotation may be sent by Registered Post/ Speed Post or submit by hand. Please ensure that your quotation must reach the University within 10 days from the issuance of letter. The University will not be responsible for postal delay, if any.

Please subscribe on envelop:

- 1. QUOTATIONS FOR APPOINTMENT OF ACCOUNTS PROFESIONAL / CA for GST/TDS work.**
- 2. TO BE OPENED BY COMMITTEE ONLY.**

With regards.

  
Deputy Registrar (F&A)

Encl: Terms and Conditions

## Terms and Conditions

### SCOPE OF WORK

1. All work related to TDS i.e. checking of TDS, filling of TDS return (monthly, quarterly, annually) and generation of form 16, 16A etc.
2. All work related to GST i.e. checking of GST, filling of GST return (monthly, quarterly & annually) and generation of form etc.
3. All work related to deduction and filling of TDS, statutory deposit of deduction from pay & allowances and TCS compliances.
4. Any other work related to TDS & GST, as per directions of competent authority.

### PERIOD OF WORK

1. One year from the award of work extendable to further one year depending upon performance. However no increase in the fee and other charges shall be allowed.

### FINANCIAL QUOTE

1. Financial quote shall not exceed 2.5 Lakh annually (including GST and other charges).

### OTHER CONDITIONS

1. The University reserves the right to accept or reject the proposal/ quotation.
2. The University reserves the right to award the work.
3. The University may cancel the work allotted any time.
4. The decision of the University shall be final in this regard.

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