



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

Ref No.

Dated:

To

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Subject: Engagement of Pre-Auditor for Pre-Audit of files for one Year.

Sir/ Madam,

University is in the process of engaging of Pre-Auditor for Pre-Audit of files 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, 1st 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 Engagement of Pre-Auditor for Pre-Audit of files**
- 2. TO BE OPENED BY COMMITTEE ONLY.**

With regards.

Deputy Registrar-II (F&A)

Encl: Terms and Conditions

Terms & Conditions:

1. The task will be completed as per norms & the timeline given by the department of Finance & Accounts.
2. All other term and conditions shall be as per the scope of work.
3. Payment will be made on monthly basis, on submission of bills.

Scope of Work:

1. To examine the files marked by the Finance & Accounts department as per the norms of the university (other than conduct/ evaluation & exam/ salary wages files).
2. to put up advisory note as per the requirement and discussion with the Finance & Accounts department.
3. To check that all the statutory/ deductions are made as the relevant laws.
4. To check that TDS/TCS/GST/Income Tax/ Custom Duty/ provisions etc. have been compiled with as per laws at the time of payments.
5. To provide advise on any matter related to financial matter required by Finance & Accounts department.
6. The firm will have to depute one qualified staff and one semi qualified staff at least three days in a week or as and when required.
7. Any other work as per the directions of the Finance & Accounts department.