



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

Ref No.

Dated:

To

Subject: Hiring of CA for implementation of Input Tax Credit under GST.

Sir/ Madam,

University is in the process of engaging of CA for implementation of ITC under GST of files as per terms and conditions enclosed.

You are requested to send your financial quote (consolidated fee wise (inclusive of GST) for F.Y 2024-25).

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

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

Please subscribe on envelop:

1. QUOTATIONS FOR Engagement of CA for implementation of ITC under GST.
2. TO BE OPENED BY COMMITTEE ONLY.

With regards.

Deputy Registrar-II (F&A)

Encl: Terms and Conditions

Terms and Conditions

SCOPE OF WORK

1. To give advise of Input Tax Credit as per the rules of GST applicable on University.
2. To identify the eligible receipt and payments on which Input Tax Credit can be availed.
3. Perform the basic calculation to find out the proportionate eligible ITC to be claimed.
4. To give timeline for the above said work & fee chargeable for said work. So as to avail benefit of ITC within Financial Year 2024-25 (Ending 31st March 2025).
5. Bifurcation of each and every Invoice into eligible or ineligible input tax credit.
6. Suggest changes required in the accounting System of University on account of affect to adopt ITC.
7. To Claim the Eligible ITC through GSTR3B from April 2024 to March 2025.
8. To give suggestion for Next Financial Year 2025-26.

PERIOD OF WORK

1. Upto F.Y 2024-25 from the award of work.

FINANCIAL QUOTE

1. Financial quote as per Consolidated fee wise (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.