

Quotation/NIQ

No.2632-2639/D/Estate

Dated:-27.04.2018

Dear Sir,

The University intends to engage a reputed Firm for checking and filing of GST return with respect to the rental as well as other scientific and technical services provided by University for all its tenants/occupants/ lessees/users etc. and also the sale of scrap. The Scope of Work of assignment shall be as under:-

1. Filing three monthly returns i.e. GST1, GST2, & GST3 and One Annual return which will be audited by the Chartered Accountant.
2. To advise and give assistance to the official staff of the University as and when the same is solicited.
3. Assistance in preparation and filing of replies in response to queries raised by GST authorities.
4. To update and inform all latest amendments, notification and other developments with respect to the matter concerning GST and their applicability and processing in relation to University work.
5. Assistance in drafting reply to inquiry letters issued by GST authorities.

**Qualify Criteria:-** (i) Reputed practicing Chartered Accountant Firms or Registered Legal Firm with experience of five years for carrying the work of Service Tax Returns, Sales Tax/VAT/GST Returns and having an established office in Chandigarh. (ii) should have experience of handling taxation matters of Education/Govt. Institutions for filing the statutory returns as per Govt. Laws.

In this context, you are requested to quote the charges for the above mentioned work for the Financial Year 2018-2019. The sealed quotations for the above work must reach to the Deputy Registrar (Estate), Panjab University latest by **15<sup>th</sup> May, 2018 upto 4.00p.m.**

Yours faithfully,

Sd/-

Deputy Registrar (Estate)