

**REQUEST FOR QUOTATION
FOR
TDS/GST& OTHER ACCOUNTS RELATED MATTERS
FOR THE FINANCIAL YEAR 2024-25.**

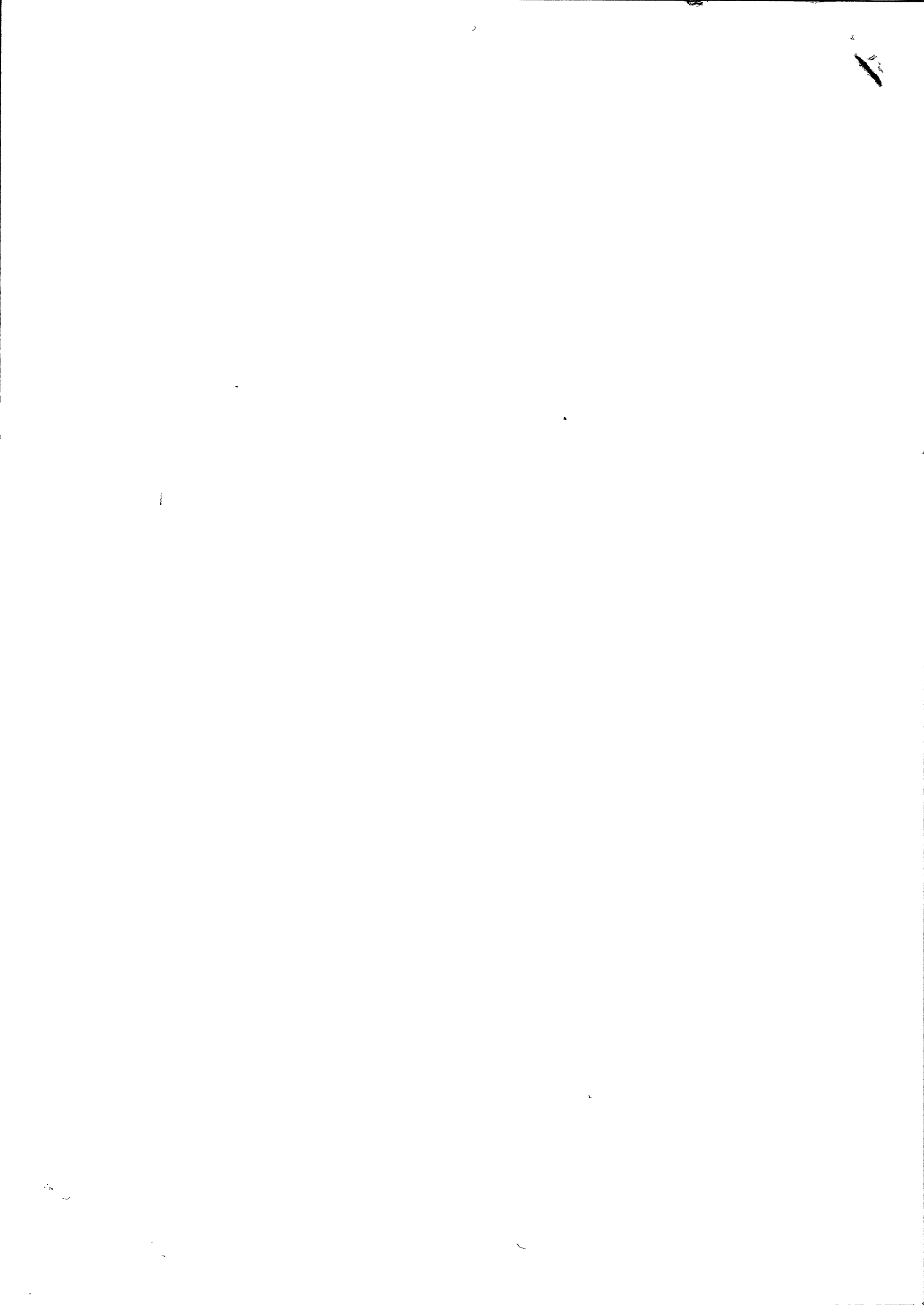


ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ
ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ
ਪਟਿਆਲਾ

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY

C-28, The Lower Mall, Patiala

CONTACT NO: 0175-5051138

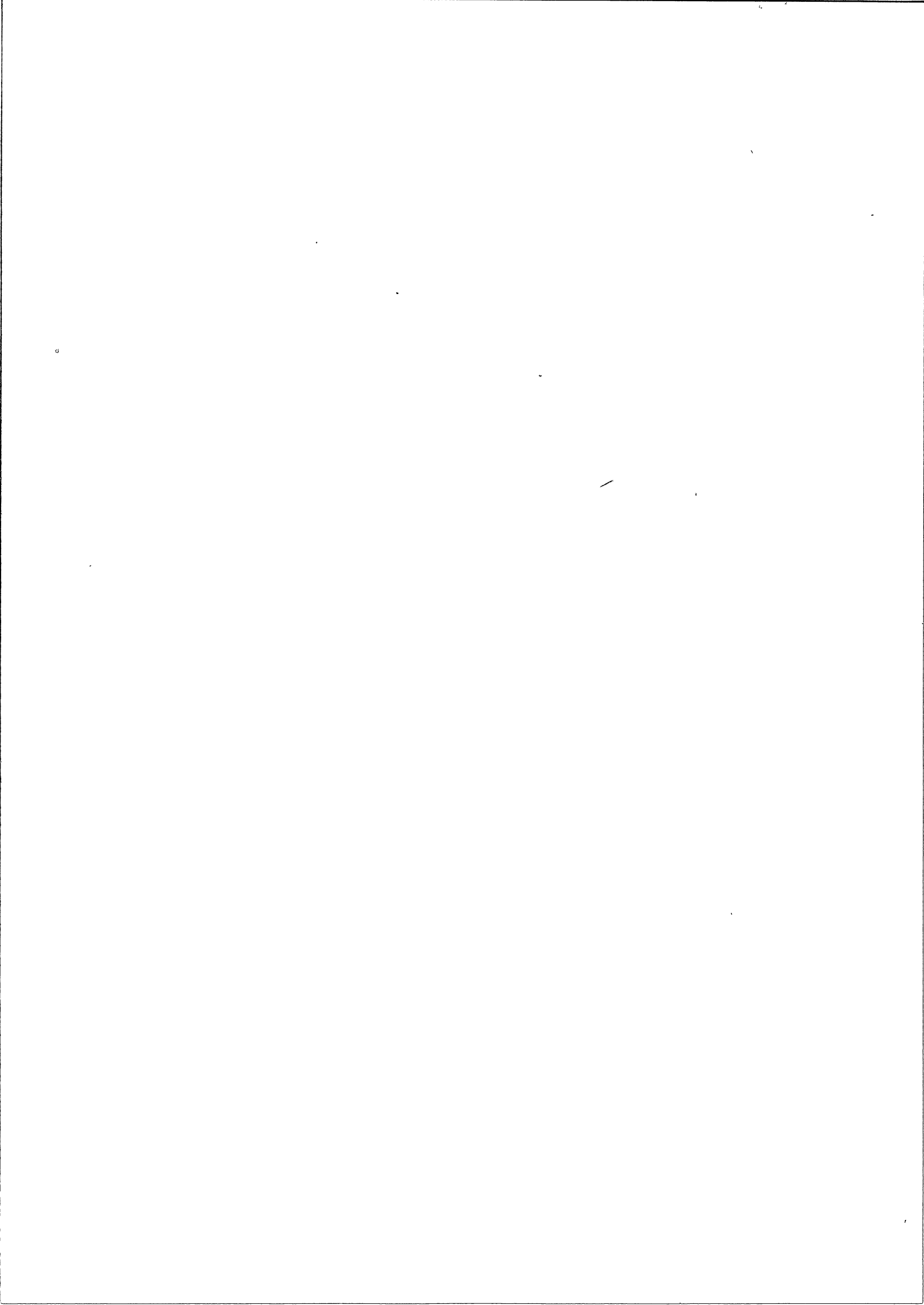


NOTICE

Sr. No.	Particulars	Details
1	Notice No	No: JGNDPSOU/ACCOUNTS/2024-25/0099 Dated:-14-06-2024
2	Name of the work	TDS/GST & OTHER ACCOUNTS RELATED MATTERS
3.	Last date for submission of quotation	04-07-2024 Upto 5:00PM

Note:-

The sealed quotations in all respects must reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, C-28, The Lower Mall, Patiala on or before **04.07.2024 (Thursday) upto 5:00 PM** through registered post/Courier /Speed Post.



Background

Jagat Guru Nanak Dev Punjab State Open University (PSOU), Patiala, a State University for open learning in Punjab, has been established under an Act No.19 of 2019, notified vide Notification No.23-Leg/2019 dated 20.12.2019, by the State Legislature of Punjab and is empowered to award degrees as specified by the UGC under Section 22 of the UGC Act 1956.

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SCOPE

1. Filing TDS/ e-TDS Returns.
2. Preparation and submission of GST Returns electronically as per statutory requirement.
3. Checking, Verification and finalization of Annual Accounts.
4. GST deposit, issue of certificates and adjustment like ITC (if applicable).
5. Issue of TDS certificates including TDS under GST.
6. Opinion on various matters of taxation like GST, Income Tax.
7. Consultation w.r.t. to receipts / donations and exemption benefits.
8. Matters related to the NPS.
9. Preparation / Generation and issuing TDS certificates in Form 16 and Form 16A including TDS under GST.
10. Preparation and filing of replies to the income tax department in respect of notices / communications received by the university in connection during the period of engagement irrespective of the period to which the notices belong.
11. Co-ordination with University in all GST/TDS matters and visiting University for discussion.
12. Audit and Certification of Statement of Expenditure and Utilization Certificate of various Research Projects as per the requirement of funding agencies.
13. Scrutiny and hearing of income tax & GST matters etc.
14. Other relevant matters as mutually decided from time to time.

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JURISDICTION

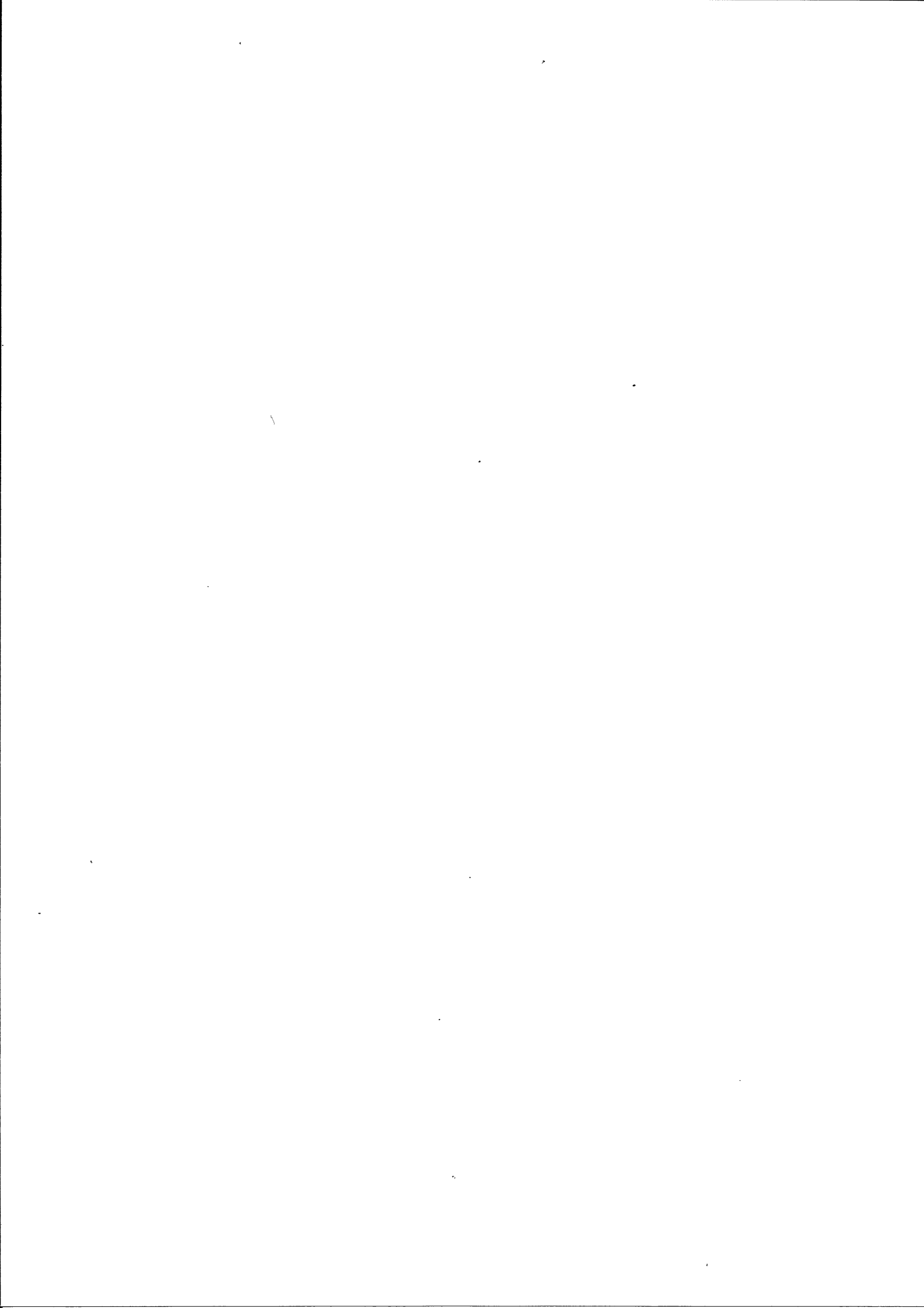
In all matters and disputes arising hereunder the appropriate Courts at Patiala alone shall have jurisdiction to entertain and try them.

OTHER TERMS AND CONDITIONS

- (i) The bidder shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.
- (ii) Bidder shall not work in association with some other party to meet the conditions.
- (iii) All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the Bidder. Further the bidder shall also be responsible for statutory deduction like deduction of TDS, GST, Development Tax etc.
- (iv) The University will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose.
- (v) All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates.
- (vi) The firm should have 5 years of relevant work experience.
- (vii) Firm should be registered with CAG and copy of PAN must be attached.
- (viii) Firm should have turnover of Rs 10 lakh or more in last three financial years (Annexure 'A').
- (ix) No TA/DA will be paid by University.
- (x) University reserves the right to extend the assignment for further two years depending upon the performance of the firm.
- (xi) The right to reject all or any of the quotation and to split up the requirements for itemized L-1 or relax any or all the above conditions without assigning any reason is reserved by the University.
- (xii) The receipt of e-filing of quarterly returns for the financial year 2024-25 will have to be submitted within one week with HQ in respect of Salary and Non-Salary.
- (xiii) No Correction charges will be paid extra.
- (xiv) The sealed quotation must bear the words:- **“Quotations for CA”**

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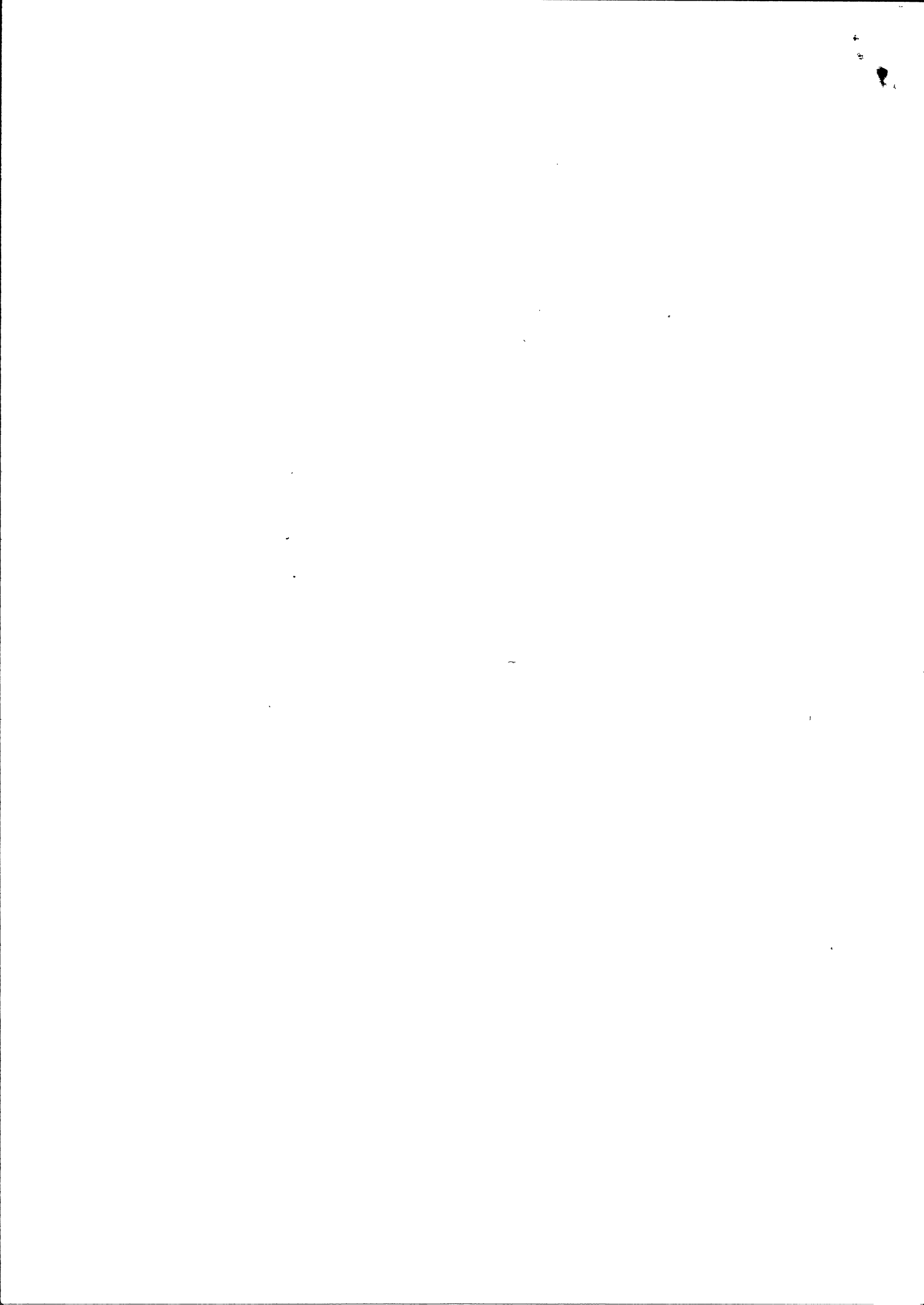
Registrar



Details of CA Firm's Professional Income

<u>Particulars</u>	<u>Year 2020-21</u>	<u>Year 2021-22</u>	<u>Year 2022-23</u>
<u>Annual Income(</u> <u>In Rs.)</u>			

Signature with seal



PROFORMA

FEES (2024-25)

Name of the Firm	Component	Total fee including all Taxes
	1. Fees for All TDS Returns and issuing TDS certificates in Form 16 including correction charges(if any)	
	2. Fees for All GST Returns including correction charges(if any)	
	3. Fees for utilization certificate for Research Projects (if any) as per below	
	3.1) upto one lakh	
	3.2) 1.01 lakh to 10 lac	
	3.3) 10.01 lakh to 50 lakh	
	3.4) 50.01 lakh to 1 crore	
	3.5) 1 crore and above	
	4. Checking, Verification and finalization of Balance- sheet	
	5. Preparation and filing of replies to the income tax/GST department in respect of notices /communications received by the university(if Any)	

Princy R 14/6/24

