



No. : IGU/Accts/2026/

Dated:

NOTICE INVITING QUOTATIONS (NIQ)

Sealed quotations are invited from registered Chartered Accountant Firms/Agencies having valid registration with the Institute of Chartered Accountants of India (ICAI) for engagement as the **Tax Consultant/Chartered Accountant of Indira Gandhi University, Meerpur (Rewari), Haryana** for a period of **one year**, extendable by another one year subject to satisfactory performance and requirement of the University. All interested firms/agencies/persons may submit their quotations upto **18.08.2026 (5:00 p.m.)**

1. Scope of Work

The selected Chartered Accountant/Firm shall be responsible for providing professional taxation and statutory compliance services, including but not limited to:

1. Filing of Income Tax & Tax Audit Returns of the University.
2. Filing of GST Returns and ensuring GST compliance.
3. Generation and certification of Form-16 for employees.
4. Preparation and filing of TDS/TCS returns on quarterly basis and related compliances.
5. Handling Income Tax notices such as ITAT, assessments, appeals and departmental correspondence.
6. Representation before Income Tax, GST and other statutory authorities whenever required.
7. To sign form 15 CA & CB for release of payment in foreign currency as and when required.
8. To nominate representative for attending all audits by Govt. agencies, as and when required.
9. To sign Balance Sheet of the university.
10. To nominate nominee of CA firm, to visit this university as per requirement of the university.
11. Advisory services relating to Income Tax, GST and other taxation matters.
12. Assistance in statutory tax planning and compliance.
13. Any other taxation or statutory compliance work assigned by the University from time to time.

2. Eligibility Criteria

The bidder should fulfill the following conditions:

1. Must be a Chartered Accountant Firm registered with ICAI.
2. Must possess a valid PAN and GST Registration.
3. Should have at least three (05) years' experience in taxation and statutory compliance.
4. Preference shall be given to firms having experience with Government Departments, Universities, Autonomous Bodies, PSUs or Educational Institutions.
5. The firm should not have been blacklisted/debarred by any Government Department, PSU or University.

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03.08.26

**INDIRA GANDHI UNIVERSITY,
MEERPUR - REWARI**



इन्दिरा गाँधी विश्वविद्यालय,
मीरपुर (रेवाड़ी)

(A state University Established under Haryana Act No. 29 of 2013)
(Recognized u/s 12 (b) & 2 (f) of UGC Act 1956)

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6. The firm must submit an undertaking regarding non-blacklisting

3. Documents to be Submitted

The quotation shall be accompanied by self-attested copies of:

- ICAI Registration Certificate.
- PAN Card.
- Experience Certificates/Work Orders.
- List of major clients.
- Undertaking regarding non-blacklisting.
- Financial quotation in the prescribed format.

4. Terms & Conditions

1. The engagement shall initially be for one year, extendable by another one year based on satisfactory performance and approval of the competent authority.
2. The University reserves the right to accept or reject any or all quotations without assigning any reason.
3. The selected firm shall maintain confidentiality of all records and information.
4. Payment shall be made on half yearly basis as per approved rates after satisfactory completion of assigned work and after deduction of applicable statutory taxes.
5. Any dispute shall be subject to the jurisdiction of Rewari Courts only.
6. The selected firm shall comply with all statutory provisions applicable during the contract period.

5. Submission of Quotations

The quotation should be submitted in a sealed envelope superscribed:

"Quotation for Engagement of Chartered Accountant Firm for Tax Consultancy Services"

Addressed to:

**Finance officer,
Sardar Patel Bhawan, First Floor,
Indira Gandhi University
Meerpur, Rewari (Haryana)**

Shm 03.08.26
**Finance Officer
Indira Gandhi University
Meerpur, Rewari**

**INDIRA GANDHI UNIVERSITY,
MEERPUR - REWARI**



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Annexure-I

Dated:

Financial Bid

Name of the Firm: _____

Sr. No.	Particulars	Amount (₹)
1	Annual Professional Fee (excluding GST)	
2	GST (if applicable)	
3	Total Amount	

Signature of Authorized Signatory

Name: _____

Designation: _____

Firm Seal

Annexure-II

Declaration

I/We hereby declare that:

1. The information furnished in this quotation is true and correct.
2. Our firm has not been blacklisted by any Government Department, University, PSU or Autonomous Body.
3. We agree to abide by all the terms and conditions of this Notice Inviting Quotations.

Date: _____

Place: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Firm Seal