



No. IGU/Accts/2020/ _____

Dated: _____

To

M/s _____

Sub: Inviting of Quotations for engagement of Chartered Accountant for 02 to 03 years starting from 01.04.2021.

Dear Sir,

The sealed quotations are invited from registered Chartered Accountant/firms/agencies for the services of the following job items for 02 to 03 years starting from 01.04.2021. The interested firms are to submit their proposal with their charges for services lumpsum. The quotations under sealed cover should reach in the office of the Finance Officer, Indira Gandhi University, Meerpur latest by **21.09.2020 up to 5:00 p.m.** duly superscripted on the envelope, "Quotations for Chartered Accountant". The quotations will be opened on the next working day i.e. 22.09.2020 at 3:00 p.m. in the office of Finance Officer. The Chartered Accountant may be present on 22.09.2020 at 03:00 p.m., if convenient.

1. Verification/certification of Balance Sheet of the University prepared by the University.
2. Filing of all types of returns of the University of GST, TDS, etc.
3. Preparation of forms 16 and 16A.
4. GST Audit.
5. To give its advice for various matters related to GST, income tax, etc.
6. Issue 15 CA & CB certificate as and when required for foreign remittance.
7. To attend the notices/cases related to GST, income tax, etc. local at Rewari as well as outside.



Finance Officer

Endst. No. IGU/Accts/2020/ 561-63

Dated: 31-8-2020

A copy of the above is forwarded to the following for information and necessary action:-

1. OSD to VC (for kind information of Hon'ble Vice-Chancellor), IGU, Meerpur
2. PA to Registrar (for kind information of Registrar), IGU, Meerpur
3. Incharge, University Website with the request to upload this NIQ on website.


Finance Officer