

To,

M/s. List of firm attached

Subject: Regarding supply of rates for the hiring of services for the finalisation of balance sheet and filling of TDS return of Income Tax for the Financial Year 2015-16.

It is intimated that this institution intends to hire the services of Chartered Accountant for the finalisation of balance sheet and filling of TDS return of Income Tax for the Financial Year 2015-16. The detail of quantum of work is given as under:

Sr.	Description of Work	Rate	Remarks
1.	Audit of accounts record i.e. Main, Amalgamated, Development, CPF & Hostel.		
2.	Preparation of consolidated balance sheet.		
3.	Consultancy fee per Income Tax query.		
4.	Visiting fee for attending the Income Tax office on behalf of institute per visit.		
5.	Filing of quarterly returns of about 225 college employees and filing return of TDS deducted of contractor payment and other payments.		
6.	Processing of Income Tax Form 16 college employees and contractors.		
7.	Filing of yearly return of college income u/s Income Tax Act 1961		

Terms and conditions:-

1. Quotation should reached in the office of undersigned through registered post by 20.07.2016 in sealed envelop only.
2. The above said work will be carried out at BCET Gurdaspur Only.
3. TDS will be deducted on bill payment as per Income Tax Act 1961.
4. Payment will made after the completion of work.
5. In case, the contract for the said services is further extended for next financial year, the percentage of yearly increase in rate will be 10% only.
6. In case the services are not provided as per the satisfaction of the institute, the contract will be terminated without prior notice.
7. The processing of all kinds of documentation will only be done within the institutional premises.

PRINCIPAL

OK 2/12-07-16