

## **PEC, UNIVERSITY OF TECHNOLOGY SECTOR 12, CHANDIGARH**

No.ACF&A/SO/CA/

Dated:-

To

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Subject :- Requirement of a GST Consultant and filing of TDS Returns for PEC University of Technology.

Sir,

PEC University of technology intends to engage a GST Consultant for the Financial Year 2017-18, 2018-19 and 2019-20.

### **(I) SCOPE OF WORK GST :-**

#### **(a) GST**

- i) Filing of GST returns (500 entries approximately per annum) of PEC University of Technology, Chandigarh.
- ii) Providing Legal consultation/legal opinion, assessment, reply to Audit objections, correspondence with GST Deptt., etc.
- iii) To attend the queries, if any, raised by GST Department, Chandigarh.
- iv) Authorized person of the firm can be called before the Board of Governor of the Institute in their meeting for any clarification/suggestions etc.
- v) Any other work related to GST, if required, from time to time.

#### **(b) TDS Return :-**

Filing of TDS returns of Income Tax on quarterly basis of PEC University of Technology, Chandigarh relating to salary and non-salary as well as filling of Annual and revised return total consisting of 7000 approximately entries per annum .

**(II) ELIGIBILITY CRITERIA :-**

- i) Consultant having atleast 1 year experience of providing similar type of service in Autonomous Bodies/ Firms/ Organizations/ Institutes/ University/ Deemed to be Universities are eligible to apply. Copies of satisfactory performance certificates from said entity should be submitted as proof.
- ii) The bidder should have minimum annual turnover of Rs.10.00 lacs in the last financial year i.e. 2015-16. Copies of audited financial statements of financial year 2015-16 shall be submitted as proof.
- iii) Consultant must have office/full set up in the tri city i.e. Chandigarh, Panchkula & Mohali.
- iv) Consultant should be qualified CA, Advocate, ICWA from recognized institute.
- v) The person signing & submitting bid on behalf of firm, company etc. must have legal authorization. A copy of such authorization shall be submitted as proof.

**(III) Terms & Conditions and Invitation as well as Submission of Bid:-**

- i) All bids must be accompanied by a bid security/EMD of Rs.5,000/- (Rupees Five thousand only) in the form of Demand Draft/ Fixed Deposit Receipt or Bank Guarantee from a commercial bank in favour of Director PEC University of Technology, Sector-12, Chandigarh which shall remain valid for 45 days beyond bid validity period. Tenders without EMD will be considered unresponsive and will be rejected straightaway. EMD of successful bidder would be retained and will be released after the completion of work. No interest will be allowed on EMD.
- ii) The tender should be submitted in sealed cover having documents mentioned in Annexure-I and financial bid in format given in Annexure III in separate sealed envelopes. These two sealed envelopes shall be put in a big envelope duly sealed address to the Director, PEC University of Technology, Chd.
- iii) Director PEC University of Technology, Chandigarh shall have the right to reject all or even the lowest quotation without assigning any reasons.
- iv) The firms who have been blacklisted by any Central/State Government Authority /Department/Agency need not apply. An affidavit of non-blacklisting as per format at Annexure-IV may be submitted.
- v) All the disputes will be subject to Chandigarh Jurisdiction.

- vi) Quotations received after the due date & time will be rejected out rightly.
- vii) Initially the contract will be for financial year 2017-18 which can be extended for the next financial year with mutual consent and performance of the bidder.
- viii) Payment will be released after filling of return of financial year 2017-18 & so on and submission of bill in duplicate. Taxes as applicable would be deducted from the payment.

**(IV) Selection Criteria**

Comparison would be made on the basis of bids mentioning quote for all the three financial years strictly as per prescribed format for financial bid as per Annexure-III. Work will be awarded to the responsive technically qualified proposal with the total lowest evaluated cost for three financial years i.e. 2017-18, 2018-19 & 2019-20.

It is, therefore, requested to quote your competitive rates for the above said work and submit the same at Diary & Despatch Section in Administrative Block, PEC University of Technology, Sector-12, addressed to the Director, PEC University of Technology, Chandigarh by 2.8.2017 up to 4.00 P.M. positively.

**Asstt. Controller (F&A)**

Annexure –I

CHECK LIST

1	Earnest Money Deposit for Rs.5,000/- in the form of Demand Draft OR Fixed Deposit Receipt or Bank guarantee from any commercial bank in the name of Director, PEC University of Technology, Sector-12, Chandigarh.	Yes / No
2.	Self attested copy of PAN No. issued by the competent authority	Yes / No
3.	Copy of registration certificate of firm	Yes / No
4.	Particulars as per Annexure-II.	Yes / No
5.	Proof of experience of one year of providing similar service.	Yes / No
6.	Proof of minimum annual turnover of Rs.10.00 lacs during last financial years i.e. 2015-16	Yes / No
7.	Proof of Address of consultant	Yes / No
8.	Legal authorization from Partners /Board of Directors in case of Firm/company etc.	
9.	Qualification certificate of Chartered Accountant , Advocate or ICWA	

Annexure-II

(Bidders particulars)

1. Name of Person/Organisation/Firm/Bidder: \_\_\_\_\_

2. Complete office address: \_\_\_\_\_

3. Name & residential address of  
the person to whom all references  
should be made regarding this tender \_\_\_\_\_  
\_\_\_\_\_

Landline Telephone: \_\_\_\_\_

Mobile Number : \_\_\_\_\_

Fax Number : \_\_\_\_\_

E-mail Id : \_\_\_\_\_

Dated:

Signature of the bidder with seal

Annexure-III

(Prescribed format for submission of Financial Bid)

4. Name & Address of Firm :

i) Bid for the financial year 2017-18 = \_\_\_\_\_

ii) Bid for financial year 2018-19 = \_\_\_\_\_

ii) Bid for financial year 2019-20 = \_\_\_\_\_

Final Quote (i)+(ii)+(iii) \_\_\_\_\_

Note:- Taxes as applicable will be paid separately

Signature & Seal of the Authorized Person

**ANNEXURE-IV**

(To be furnished on non-judicial stamp paper duly attested by the 1<sup>st</sup> Class Magistrate or Notary Public)

**AFFIDAVIT**

I/We/M/s \_\_\_\_\_ are registered Company/Ltd Company etc. as per Registration Certificate No. \_\_\_\_\_ issued by \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/supply base at \_\_\_\_\_ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

Place: \_\_\_\_\_

**DEPONENT**

Dated : \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: \_\_\_\_\_

**DEPONENT**

Dated : \_\_\_\_\_

