



शिवजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



Date: 20.04.2023

QUOTATION FOR PROVIDING VARIOUS SERVICES FROM CHARTERED ACCOUNTANT

Sealed quotations are invited by the Principal, Shivaji College from reputed and experienced Chartered Accountant firms for providing the following services to the College:-

S.no	Particulars	Rate to be quoted (excluding GST)
1.	Income Tax Return Charges	
2.	Income Tax Return Proceedings Charges (including Conveyance)	
3.	Preparation and Filling application U/s 197 to obtain the certificate under the said section	
4.	Preparation and Filling TDS return of 24Q 4 th Quarter and generation of Form 16 and similar Returns	
5.	Certification Charges of Utilization Certificate	

Note:- The selected bidder would be responsible for carrying out the above jobs and preparation of all the supporting documents based on the data provided by the college as available in the College Software/(s) viz. Tally ERP 9 etc.

The interested bidders should have worked as auditor/Chartered Accounts for a minimum period of three years, in the above mentioned field, in University/College/Other Higher Educational Institution established by Centre/State Government (Preferably University of Delhi or its affiliated Colleges or equivalent universities covered U/s10(23C)(iiiab) of Income Tax Act).

The sealed quotation with detailed firm profile superscribed as "**QUOTATION FOR PROVIDING VARIOUS SERVICES FROM CHARTERED ACCOUNTANT**" must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 latest by 29.04.2023 upto 11:00 a.m.

Other terms & conditions shall be mutually decided with the lowest bidder or accepted bidder.

The College reserves the right to accept/reject the quotation in partial form or in total without assigning any reason thereof.

Shiv K. Sood
Officiating Principal