

OFFICE OF THE COMPTROLLER
G.B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY,
PANTNAGAR-263145
U.S. NAGAR, UTTARAKHAND

GENERAL TERMS & CONDITIONS

(Jurisdiction- Udham Singh Nagar)

1. Sealed quotations are invited by the Comptroller, G.B. Pant University of Agriculture & Technology, Pantnagar for **G.S.T. and Income Tax** work on monthly basis for three years subject to extension on mutual agreement, from reputed C.A. firms and Advocate(s). As the **G.S.T** and **Income Tax** compliances are time bound, and university regularly require their services.
2. Quoted firms must have a minimum **five years** experience of Income Tax work and minimum **Three years** for G.S.T work.
3. **Rates quoted should be inclusive of all charges and taxes, if any should be mentioned separately.**
4. The rates quoted should be valid for 60 days from the date of opening of the quotations.
5. Corrections if any shall be made by crossing out, initialing, dating and re-writing.
6. A firm shall not submit more than one quotation for the same set of work.
7. **The quotations shall be received only through courier/Post Office.**
8. The quotations as received shall be evaluated as per existing guidelines by the duly constituted committee.
9. The right to acceptance of the quotation will rest with the undersigned who does not bind itself to accept the lowest quotation and reserves right itself to reject or partially accept any or all the quotations received without assigning any reason.
10. The work assigned to the firm is to be completed as time is the essence of work . No records of the University will be allowed to be taken outside the university office premises.
11. In case of any dispute the matter shall be referred to the Vice-Chancellor of this University being sole arbitrator whose decision shall be final and binding to the party.
12. The quotations are liable to be cancelled, if any of the above conditions are not complied with.
13. Payment will be made by within 30 days after satisfactory completion of the work.
14. Income tax(T.D.S)/ G.S.T(T.D.S) will be deducted from the bill of the firm as per existing rule.
15. The amount of **G.S.T.** will be indicated by the firm as per applicability.
16. The firm may be called for discussion before the concerned committee by the concerned committee duly constituted or nominated by the competent authority of the University.
17. Quotation's envelope must be indicated **"Quotation for Empanelment for Income Tax and / or GST work"** by the participating firms.

18. Date of commencement of Tender	20.11.2021
Last date and time of submission of Tender	10.12.2021 upto 05:00 pm
Date & Time of opening of Tender	13.12.2021

Signature of the authorized representative
of the firm with date and seal.

I have read the above terms and conditions as above and understood them carefully and agree to abide by the same.

Signature of the authorized signatory of the firm with seal.


Comptroller

17/11/2021


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ANNEXURE-II

G.B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY,
PANTNAGAR-263145
(U.S. NAGAR) UTTARAKHAND

Bill of Quantity

Date:

Set	Scope of work	Rate per month including GST and other Taxes
(A)	G.S.T.	
	<ul style="list-style-type: none"> ➤ Day to Day Compliances in respect of CGST, SGST, IGST. ➤ Day to Day Consultancy on related of CGST, SGST, IGST. ➤ HSN/SAC finalization & determination of Rate of tax. ➤ Valuation of ITC and adjustment of ITC as per provisions. ➤ To provide guidance and to review and verify the monthly/ annual GST returns. ➤ Matter related to valuation in case of transfer to Distinct or related person. ➤ Advising on all the matters (regarding GST Law) to ensure GST compliance. ➤ Preparation & Filing of GSTR-1, GSTR-3B, GSTR-7 and other returns. ➤ Providing Legal opinion on various queries as and when raised. ➤ Advice on amendment in GST Registration. ➤ Assistance in all GST compliances including audit proceedings/ show cause notices/ demands and other proceedings as applicable initiated by appropriate authorities. ➤ Visit the University as and when called for . ➤ Assistance during departmental Audit. ➤ Any other matter relating to G.S.T and its amendment. 	Rs.....

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Comptroller

(B)	Income Tax	
	<ul style="list-style-type: none">➤ Filling of Quarterly TDS Return i.e. 24Q(Salary), 26Q(Non-Salary), 27EQ(TCS)➤ Providing the Quarterly Form 16A (TDS Certificates) of Non Salary return.➤ Providing the Yearly Form 16 Part –A & Part - B (TDS Certificates) of Salary return.➤ Filling of Correction return to rectify the errors occurred in the course of filling and rectification of the previously filled return to avoid the penalty.➤ Representation before the Income Tax authorities in the cases pending with the department to waive the penalties imposed by them on the university.➤ Time to time visit as per the requirement of the officials to clarify the ambiguities.➤ To provide guidance and to review and verify the monthly/quarterly TDS returns.➤ Any other matter relating to Income Tax and its amendment.	Rs.....

Encls:

Signature of the authorized signatory of the firm with seal.


17/11/2021


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Comptroller