

# Baba Farid University of Health Sciences, Faridkot

(Established by Govt. of Punjab Act 18 of 1998)

Sadiq Road, Faridkot (Punjab) - 151203

No: - BFUHS/Accounts/2022/.....

Date:- 28.06.2022

Subject: **Quotation Letter Regarding Hiring of Services of Taxation Advocate/Consultant.**

In compliance to the orders of the Competent Authority, sealed quotations are hereby invited for the hiring the services of Taxation advocate/ consultant/ Chartered Accountant, on the following terms and conditions:-

## **TERMS AND CONDITIONS FOR HIRING OF TAXATION ADVOCATE /CHARTERED ACCOUNTANT AS TAX/GST/EPF/ESIC CONSULTANT**

1) That sealed quotations are invited from the Practicing Chartered Accountants/ Taxation Advocates for providing of the services mentioned at the Scope of work at Sr. No. 2 for the University as well as its constituent colleges/hospitals/ institutions, on **LUMP SUM BASIS**.

### 2) **SCOPE OF WORK/ SERVICES:**

- To provide consultation to the University as well as its constituent colleges/ Hospitals on the matters related to GST, GST TDS, Input Credit as well as cases related to GST/ GST TDS, correspondence and attending of cases with the GST Department and allied matters.
- To provide consultation to the University as well as its constituent colleges/ Hospitals on the matters related to TDS, Income Tax, Correspondence and cases related to Income Tax Department and allied matters.
- To provide consultation to the University as well as its constituent colleges/ Hospitals on the matters related to Employees Provident Fund and ESIC, Cases and correspondence with the EPF and ESIC Department and allied matters.

### 3) **TERMS AND CONDITIONS:**

- The interested practicing Taxation Advocate or Chartered Accountant firms dealing in such cases, may quote their rates in the following format on or before 15th July 2022 (upto 4.00 pm) in a sealed cover, addressed to the **Registrar, Baba Farid University of Health Sciences, Faridkot.**
- "QUOTATION FOR GST/ GST TDS/ EPF/ESIC/TDS CONSULTANT ON LUMP SUMBASIS"** should be mentioned on the sealed envelope of the quotation.
- The charges for the above said services will be quoted in the following format, on the letter head of the Chartered Accountant firm/ Taxation advocate:

Sr. No.	Particulars	Quoted Amount (Lump sum) in Rs.
01	Lump Sum charges for consultation & filling of returns and handling of all the matters relating to TDS/ Income tax of the University and its constituent colleges	
02	Lump Sum charges for consultation & filling of returns and handling of all the matters relating to GST TDS/GST of the University and its constituent colleges.	
03	Lump Sum charges for consultation & filling of returns and handling of matters relating to EPF and ESIC of the University and its constituent colleges	
04	GST@..... % (if applicable)	
	Total amount in Rs. Inclusive of all charges/taxes.	

- d) The sealed quotations may be sent through By Hand/ Courier/ Speed Post/ Registered Mail. The email/ fax of the quotation will not be accepted.
- e) The University may not be held liable for any type of Postal delay and the applications that may be received after the date and time stipulated, may not be considered.
- f) The applicant must have an experience of at least 2 years of providing such type of services to any renowned institution of Central/ State Government or State run Autonomous Body. A copy of the relevant document should also be attached with the quotation.

**Finance Officer**

Endst. No:-.....

Copy of the above to:-

- 1) SVC for kind information of the Hon'ble Vice Chancellor.
- 2) PA to Registrar for kind information of the Registrar, BFUHS, Faridkot
- 3) **In charge, UPFD:** -With a request that the Quotation notice for hiring of services of taxation advocate/consultant may be published in at least one leading newspaper (as per convenience), for information to all concerned taxation advocate firms/Chart
- 4) **In charge (IT Cell):**- with a request to display the said quotation notice on the official website of the University, for information to all concerned.
- 5) **University Notice Board.**

**Finance Officer**