

District Information Technology Society, Fatehabad

Room No 57-59 Mini Sectt. Building-1, 2nd Floor

Quotation Notice

Quotation Notice No: DITS/14

Date : 03/10/19

Subject: Hiring of Chartered Accountant on the basis of work order.

E-Quotations are invited for Hiring of Chartered Accountant for filling of G.S.T. Return , Income Tax Return and audit of account of D.I.T.S. – Fatehabad for accounting year 2019-20 on terms & conditions which are mentioned in Annexure-II. Quotations must reach on e-mail id: dcofficeftb@gmail.com with the subject **“Hiring of Chartered Accountant”** before 2:00 PM on⁰³...../1~~2~~²/2019.

In case the quotationer does not follow all instructions mentioned in annexure-II, quotations will not be accepted. The maximum period of delivery of service will seven days from the date of placing the orders.

The quotations will be opened on the same day or later subject to availability of competent authority.


Sec DITS


CEO DITS

District Information Technology Society, Fatehabad

Room No 57-59 Mini Sectt. Building-1, 2nd Floor

Quotation Form

Quotation Notice No: DITS/14

Date: 03/10/19

S.No.	Name of Service	Rates of Services including all taxes etc.
1.	GST/ITR Filling of DITS Fatehabad as per Govt. Rules/ Instructions and Audit of Accounts of DITS for the Financial Year 2019-20	Rates in Figures _____ Rates in Words _____ _____

(Space to be used by the Quotationer on annexure-I for quoting the rates of the items both in figures and words.) The same annexure is to be sent back to DITS, Fatehabad after filling up the rates) Continued.....

It is certified that the instructions, terms and conditions have been read by me given in Quotation Notice are acceptable and the rates of the items in Annexure-I quoted by me are correct.

1. Name of Quotationer
2. Name of Firm/Agency
3. Address of Firm
4. PAN No
5. GST No (Mandatory)
6. Mobile No/ E-mail ID
7. Registration No of Firm

Signature of Quotationer

To

The Deputy Commissioner cum-Chairman DITS
Fatehabad-125050

TERMS AND CONDITIONS

1. Qualification:- Certificate of CA from Institute of Chartered Accountants of India(ICAI) is required. (Certificate Copy Must be attached)
2. Experience:- Minimum Experience must have 5 years in respect of Audit of Accounts in respect of Govt. Sector/Society/Board Corporation Govt. Undertaking. (Proof must be attached)
3. The CA will have to give the advice on the matter of Audit/Accounts/Taxes whenever Society seeks.
4. CA must visits every month in the DITS office for checking of documents related Accounts.
5. CA must give a certificate every month that all accounts / return etc. have been checked by him.
6. The CA will be responsible for the account related matter.
7. Only one Quotation will be accepted from one mail id. In case of more than one quotation is sent by single mail id then first quotation will be considered only.
8. Committee reserves rights for accept/reject of E-quotations and negotiations.
9. In case of any dispute arises/relating to rates/quotations the decision of designated committee shall be final and binding.
10. The hiring period will be extended on the satisfactory report of work.
11. The audit of accounts will have to complete before 30th April 2020.
12. He must take care of all type of return /E.P.F./E.S.I./G.S.T./I.T.R. etc. that are applicable to society .