

# DISTRICT INFORMATION TECHNOLOGY SOCIETY, NUH

**Subject :- Regarding to invite e-quotations for Audit and Accounts work.**

No. : DITS/2021/ 210

Dated : 24/05/2021


Quotations are invited for the rates /fees of Accounts work listed in the Annexure-I.

Quotations must reach on e-mail address: [nuhquotations@gmail.com](mailto:nuhquotations@gmail.com) by 02:00 PM on or before 31-05-2021. The quotations must be sent with subject "Quotations invited for Audit and Accounts work".

In case, the quotationer's does not implicitly follows all the instructions ie. terms and conditions mentioned in Annexure-II (attached), quotations will not be considered.

The minimum period of submission of Audit report (along with other Audit relevant work as listed in Annexure-I from point No. 1 to 4) is 20 days from the date of placing the service order.

Quotations will be opened on the same day ie. 31-05-2021 at 03:00 PM by the authorized committee in the presence of such quotationer's who wish to present or as the case may be or duly authorized representative.

  
Member Secretary,  
District Information Technology Society,  
Nuh. *24/5/2021*

**Subject:- Regarding to invite e-quotations for Audit and Accounts work.**

Sr. No.	Name of Item and size	Quantity	Fees to be quoted per item/ work inclusive all taxes etc.
1.	Preparation of Profit & Loss Account and Balance Sheet (For F.Y 2020-21)	-----	
2.	Receipt & Payment Account along with all schedules in Excel and hard copy. (For F.Y 2020-21)	-----	
3.	Audit and Audit Report (For F.Y 2020-21)	-----	
4.	Verification of Utilization Certificate (For F.Y 2021-2022)	Per U.C	
5.	GST deposit & compliance per month (For F.Y 2021-2022)	Per month	
6.	TDS Return deposit & compliance per quarterly (For F.Y 2021-2022)	Per quarter	

Space is to be used by the Quotationer. The annexure-I is to be used by the quotationers for quoting the fees of all the work mentioned above in the table, both in figure and words. The same annexure is to be sent back to O/o District Information Technology Society, Nuh after filling up the rate / fees.

It is certified that instruction' work and condition of the Quotation Notice are acceptable and the rate/fees of the works in Annexure-I quoted by me are correct.

1. Name of Quotationer .....
2. Name of Firm/Agency .....
3. Address of Firm/Agency .....
4. PAN No. ....
5. GSTIN No. ....
6. Aadhaar No. ....
7. Name of the bank in which Quotationer has account.....
8. Name of the branch of the bank.....
9. Account No. of the Quotationer.....
10. IFSC Code of the branch.....

Member Secretary  
District Information Technology Society  
Nuh.

Signature of Quotationer  
with Seal / Stamp  
Mob. No.

**Terms and Conditions for inviting e-quotations for Audit and Accounts work :-**

1. The maximum period of completion & submission of Audit work from date of placing order should be 30 days.
2. Quotations will be deemed valid for at least 15 days from excluding the date of opening of quotations.
3. Your quotation may be accepted in partly or fully.
4. In case of any dispute, the decision of the Deputy Commissioner, Nuh shall be final and binding on you.
5. All above conditions will be enforced, unless written orders of Deputy Commissioner, Nuh are obtained relaxation in any specification condition in any specification instances.
6. The quotations with incomplete information and not strictly in accordance with the above conditions are liable to summery rejection without any reason.

  
Member Secretary  
District Information Technology Society  
Nuh.