

PANJAB UNIVERSITY, CHANDIGARH

From	To
The Assistant Registrar(Accounts) Panjab University, Chandigarh	

Speed Post

Quotation

No.....7800-7802/A

Dated.....21/4/16

Dear Sir,

The University intends to engage a Chartered Accountants Firm for checking & filing of TDS Return with respect to payment of salary under Section 192 and other payments under Section 194 of Income Tax Act 1961. The scope of work of this assignment shall be as under:

1. Thorough checking and filing of form No.24Q and 26Q for all the quarters of Financial year 2016-17 and 2017-18.
2. Thorough checking and filing of revised returns with respect to earlier period, if any.
3. To advise and give assistance to the official staff of the University as and when the same is solicited.
4. To update and inform all latest amendments, notification and other developments with respect to the matter concerning to TDS.
5. Thorough checking and signing of Form 26-A

In this context, you are requested to quote the charges for the above work for the Financial Year 2016-17 and 2017-18. The sealed quotation for the above work must reach to the Assistant Registrar Accounts PDO Office, Administrative Block, Panjab University latest **by 2 May 2016 upto 4.00 p.m.**

Yours faithfully,

  
21/4/16

Assistant Registrar(Accounts)