

राजीव गांधी विश्वविद्यालय
रोनो हिल्स:दोईमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS::: DOIMUKH

No.Fin/Incom-Tax-2055/17-18/Vol-IV)

Date 13th April 2021

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR FILING OF E RETURN OF INCOME TAX AND GST OF THE RAJIV GANDHI UNVIERSITY RONO HILLS, DOIMUKH, ARUANCHAL PRADESH FOR THE FINANCIAL YEAR 2021-2022

Sealed Quotations in the prescribed forms are hereby invited from the registered chartered accountant firm for filing of e- return of INCOME TAX AND GST OF THE RAJIV GANDHI UNIVERSITY, RONO HILLS, DOIMUKH, ARUNACHAL PRADESH FOR THE FINANCIAL YEAR 2021-2022.

The quotation should be submitted to the Finance Officer, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh PIN-791112 on or before 29th April 2021 up to 2.00 P.M.

1. Last date of receipt of Tender paper: 29th April 2021 up to 2.00 P.M.
2. Opening of tender Paper: 29th April 2021.

Detailed terms and conditions along with quotation paper are available in the University website: www.rgu.ac.in

TERMS OF REFERENCE FOR APPOINTING OF A CHARTERED ACCOUNTANT FIRM FOR E-FILING OF INCOME TAX AND GST RETURN OF THE RAJIV GANDHI UNVIERSITY RONO HILLS, DOIMUKH, ARUNACHAL PRADESH FOR THE FINANCIAL YEAR 2021-22.

SCOPE OF WORK: Detailed activities of the services mentioned in Scope of Work are as follows:

1. Billing for GST and Quarterly TDS filing service shall be done after the uploading and is reflected in the income tax website.
2. It is expected that uploading shall be done on time and no penalty for late filing shall arise.

3. The firm shall depute staff members to the University when any need for it arise.
4. Any change/update/addition in the income Tax Rule may be intimated and furnish to the University.
5. In case the Rajiv Gandhi University is summoned by Income Tax Officer, Tezpur, your office shall represent on behalf of the Rajiv University.
6. In case any anomaly on income tax or GST is reported prior to year 2021-2022, CA has to rectify the error.


Classification Criteria of the Chartered Accountant Firm

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- i) Registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax permanent Account Number (PAN) and GST registration Number.
- ii) Have minimum 4 years of experience after its registration.
- iii) Have at least 3 years of experience in e-filing of income tax and GST of Central Universities based on formats of financial statements for Higher Educational Institutions.
- iv) Submit relevant documents duly attested by authorized signatory in support of all the eligibility criteria given above.

Submission of EOI

- i) Annexure-A duly filled in qualification bid along with all supporting documents duly signed with seal of the authorized partners of the firm should be submitted in one sealed envelope super scribed "Technical Bid".
- ii) The tender paper should reach the following address latest by 29th April 2021 up to 2.00 P.M. to the Finance Officer, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh, PIN-791 112.
- iii) The date and time of opening of bid is 29th April 2021 at 2.30 P.M. The interested bidders or their authorized representatives can present at the time of opening bid.
- iv) Rajiv Gandhi University reserves the right to reject any or all the bids/offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reasons thereof.
- v) All pages of this Expression of Interest should be duly signed by the bidder or the authorized signatory as a token of acceptance of all the terms and conditions of the EOI.
- vi) Quotations received after the last date and time stipulated in the notice are liable for rejection.


13/04/2021

(K. Thomas)

I/c Finance Officer

ANNEXURE-A

QUALIFICATION FOR BID (TO BE FILLED IN BY QUOTATIONER/BIDDER AND ENCLOSE SUPPORTING DOCUMENTS AS INDICATED)

SI.No.	Particulars	Firms strength and capacity			
1.	Chartered Accountant Firm	Name and address of the Firms			
		Contract (Telephone/Mobile Number			
		E-mail ID			
		(submit copy of supporting documents regarding address)			
2.	Qualification Criteria				
	The CA firm should be registered with the Institute of Chartered Accounts of India (ICAI) for a minimum period of 4 years and process PAN GST Registration Number	Mention Registration Number and Date of registration (submit copies of the Registration Certificate			
		PAN NUMBER OF THE CA FIRM (Submit a copy)			
		GST Registration Number (Submit a copy)			
3.	The firm should have a least 03 (three years experience in e-filling of INCOME TAX and GST of Central University/ Central Higher Education Institution's Annual account)	Year	Name of Assignment	Name of the Institute/Client	Nature of assignment
		Attach copies of work orders as evidence			

Certified that the above mentioned particulars are correct. In the event of any information found to be incorrect, the Rajiv Gandhi University, Doimukh is at liberty to reject the proposal/work

Signature & Seal of the authorized person/partner

Date:

Place:

ANNEXURE-B
(To be filled in by bidder)
PRICE QUOTATION FORMAT

NAME OF THE FIRM _____

Name of the work	Total amount in Rupees
i) Professional fee TDS filling	
ii) Add GST	
iii) Consultancy fee for service of GST returns	
iv) Add GST	
Total	

(Rupees.....
.....only)

“(The above quoted fee is inclusive of Professional Fee, Taxes, Travelling, and all other costs.)”

We are agreed to all the tender/EOL conditions and payment terms and the fee quoted above by Firms will not change during the contract period.

Signature of the CA Firm with Seal

Date:

Place: