

DEAN STUDENT WELFARE OFFICE  
PANJAB UNIVERSITY CHANDIGARH



Telephone No.0172-2541176, 2534568

Reference No. D-DSW/24/067 DSW

Date: 04/04 /2024

N.I.Q.

M/s \_\_\_\_\_

Dear Sir,

The DSW office intends to invite quotations (**ONLY FROM CHARTERED ACCOUNTS EMPANELLED WITH C&AG**) for through checking and filing of monthly return of applicable GST for the FY 2024-25 (April-2024 onwards) of all the funds under the control of 20 PU hostels.

Scope of Work	Consolidate Monthly Charges
<ul style="list-style-type: none"><li>• Thorough checking and filing of monthly return of applicable GST i.e GSTR-7 etc. or any other format of return as amended/prescribed by the GST authorities time to time for the FY 2024-25 (April 2024 onwards)</li><li>• Thorough checking and filing of monthly GST (TDS) returns which will be audited by the Chartered Accountant or applicable.</li><li>• To advise and give assistance to the official staff of the university as and when the same is solicited.</li><li>• Assistance in drafting reply to inquiry letters issued by GST authorities.</li><li>• Any other work incidental to above specified assignment.</li><li>• DSW has full right to take any decision at any time to abolish or amend this assignment.</li></ul>	<p>Rs _____ (per month) (Including all taxes and charges).</p>

You are requested to quote your rates inclusive of all taxes per hostel in above performa for the GST returns. The last date of submission of sealed envelopes addressed to Dean Student Welfare, Panjab University, Chandigarh is **22.04.2024 upto 5:00 pm.**

  
Dean Student Welfare