



# Dada Lakhmi Chand State University of Performing & Visual Arts, Rohtak

(A state University established under Haryana Act No. 24 of 2014)

## Notice Inviting Quotations

Fresh quotations are hereby invited for and on behalf of Registrar, DLCSUPVA, Rohtak for supply of rates for below noted work from the interested Chartered Accountants. Quotations duly signed and stamped by the Authorized Signatory shall be sent through password protected PDF on email [accounts.br@plcsupva.ac.in](mailto:accounts.br@plcsupva.ac.in) or sealed envelope by post to Account Branch, Dada Lakhmi Chand State University of Performing and visual Arts, Rohtak-124001 (Haryana) latest by 16.04.2025 at 5:00 p.m. **Further, password for online quotation should be sent only on 18.04.2025 by 11:00 a.m. through email or post.** After stipulated period, no request will be entertained. The quotations will be opened on 18.04.2025 at 11:00 a.m. by the committee in the presence of bidders or their representative who may like to be present at that time.

S.No.	Description of work	Rate to be quoted by bidder
1	Preparation of Audited Financial Statements and Balance Sheet for the year 2024-25.	
2	Preparation of audited Utilization Certificate of the funds for the year 2024-25.	
3	Preparation and filing of quarterly TDS Return/Revised Return for the financial year 2025-26	
4	Preparation and generation of Form-16 & Form-16A for the financial year 2025-26.	
5	(i) Filing of monthly GST (TDS) Return/Revised Return and generation of TDS Certificate for the year 2025-26. (ii) Filing of all types of GST Return/Revised Return for the year 2025-26.	
6	Compliance/Assessment/Hearing/reply of all notices related to Income Tax and GST department for all previous years and current year.	
7	Appeals of all notices related to Income Tax and GST department for all previous years and current year.	
8	Filing of Revised/Income Tax Returns for previous years (if required) and current year including all Audit report etc.	
9	Any other work related to Income tax and GST assigned by the University.	
	<b>Total Amount</b>	



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Other terms & conditions are as under:-

1. The work will be completed within stipulated period positively.
2. The audit of account will be conducted in University premises.
3. Payment will be made after satisfactory completion of the work.
4. Income Tax will be deducted as per rule.
5. Preference will be given to the Chartered Accountant whose office is located in Haryana.
6. Amount will be recovered from Chartered Accountant, if any penalty imposed by the Income Tax Department or GST Department due to discrepancies/inaction on part of Chartered Accountant.
7. GST extra as applicable.
8. Conditional quotation shall not be considered.
9. The chartered accountant/representative is required to visit the University for collection of data or any other work as and when will be required.
10. Chartered Accountant should personally appear in the Income tax officer or any tax department regarding appeal/notices.
11. The firm should have been experienced for internal/statutory audit assignments for at least five years in banks/Educational/ Government organization/PSU in last five financial years
12. Firm will have to deposit a sum of Rs. 25000/- (Rs. Twenty Thousand Only) by submitting a demand draft in favour of Registrar SUPVA, Rohtak as security money within 10 days of allotment of work which will be refunded after the expiry of work/tender without interest. Firm will have to start the work within 15 days after issuing of work order.
13. The firm should have registered with the CAG for conducting of statutory audit of Government Companies and branches of Nationalized Banks
14. The firm must not have been blacklisted by any Govt. office/Govt. Institute/ Govt. autonomous body due to any reason.



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15. The quotation/bill should be addressed/issued **in favour of the Registrar, DLCSUPVA, Rohtak.**
16. The firm should provide acceptance/supporting documents for every points of the terms and conditions mentioned in the documents.
17. The jurisdiction for the dispute, if any shall be Judicial Courts, Rohtak.

*Julia*  
Chief Accounts Officer  
for Registrar  
DLCSUPVA, Rohtak

Endst.: AC/25/ 126-131

Dated: 09-04-2025

A Copy of the above is forwarded to the following for information and further necessary action:

1. All committee members
2. OSD to the Registrar (for kind information to the Registrar), DLCSUPVA, Rohtak
3. PA to Vice Chancellor (for kind information to the Registrar), DLCSUPVA, Rohtak
4. IT Cell, with a request to upload the notice of the University website today positively.

*Julia*  
Chief Accounts Officer  
for Registrar  
DLCSUPVA, Rohtak

To