

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA-700084

Tender Notice

DAC/NIT-09/2019-20, dated 18.03.2020

Sealed tenders are invited from duly qualified accounting firms/institutions for the below listed jobs for Dinabandhu Andrews College, Kolkata 700 084 within 31st March, 2020.

Tenderers are requested to submit the tenders directly to the college office through Registered Post along with the self attested photocopy of the following documents:

- (1) PAN,
- (2) Trade License, if any
- (3) GST Certificate,
- (4) Any other relevant documents and
- (5) List of Institutions where currently engaged.

An intimation of such 'Tender' must be made through e-mail dacprincipal@gmail.com

All rates should be excluding GST. All quoted price should remain valid for one financial year, i.e 2020-21.

Principal
Dinabandhu Andrews College

Scope of Work	
S/N	Accounting Job
1	Entry of Vouchers in appropriate Software
	Entry of Bills in appropriate Software
	Bank Reconciliation Statement on monthly basis
	Party TDS Filing as per rules
	Generation Form 16B for all suppliers
	Preparation of Accounts for audit
2	Quarterly return of TDS of the employees from the college end
	Calculation of IT after verification of Tax Saving documents and generation of Form 16A and 16B for all employees
	GST Registration (one time job)
	GST Return as per rules [GST paid by college to parties]