

PRASAR BHARTI
INDIA'S PUBLIC SERVICE BROADCASTER
DOORDARSHAN KENDRA : JALANDHAR

No.37(10)2017-18/A.III/JLD

Dated :- 12.03.2018

All Chartered Accountants of Jalandhar are requested to submit their lowest rates for the work mentioned below.

Subject: - Quotation for Filling GST Return on monthly basis & other GST Related work including data entries.

Dear Sir,

Please furnish your quotation for Filling GST Return on monthly basis & other GST Related work including data entries as per detail given below :-

- a) Collection and compilation of information received from all DDOs & State Nodal Officers for the purpose of filling of all monthly as well as annual GST returns in the requisite format prescribed under the GST regime from time to time.
- b) Generating/Filling all requisite periodical (monthly as well as annually) returns under the GST regime covering assistance in outwards/inwards information of matching/un-matching transaction and reconciliation thereof.
- c) Advice necessary checks to be implemented to ensure authenticity of data being received.
- d) Generating Challans for payment of GST on behalf of all State Nodal Officers.
- e) Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by the respective units and State Nodal Officers.
- f) Render advices and provide clarification on GST related issues.

1. The quotations should be sent by post addressed to the under signed so as to reach on or before 26.03.2018 upto 1500 hrs. The cover should be superscripted with the following details:-

- a) Work for which quotation is enclosed.
- b) Reference to letter of enquiry.
- c) Due date for opening quotations.

- 2) The quotation submitted will remain open for acceptance for the period of one year.
- 3) The quotations will be opened in the office of the undersigned at 1530 Hrs. on 26.03.2018 in the presence of such traders or their agents as may choose to attend.
- 4) The quotation received by hand will not be accepted.

Yours faithfully,

(Kewal Krishan)

Prog. Executive/ D.D.O
for Director (Engg.)/H.O.O

0181-2341311

12/3/18

12/3/18