



Shri Lal Bahadur Shastri National Sanskrit University

(Central University)

A Central University under M/o HRD, Govt. of India
B-4, Qutub Institutional Area, New Delhi-110016

Date: 11.08.2020

NOTICE INVITING QUOTATION

Applications are invited from the eligible agencies to carry out the work of Income Tax Calculation, e-TDS, Form No. 16, Form No. 16A, etc., Bank reconciliation, Computerization of accounts, Pay roll, Computerization of GPF records and any other work as may be assigned from time to time on the following terms & conditions:-

1. The agency should have competent staff well versed with university accounting system.
2. The agency will have to deploy one person on daily basis at Shri Lal Bahadur Shastri National Sanskrit University. The timings will be 09:30 am to 6:00 pm.
3. The person should be MBA with One Year Diploma in Computer Application and must have very good knowledge of FoxPro 2.6 programme.
4. The estimated cost of the work is Rs. 4,25,000/- per annum. The remuneration will be paid to the agency on monthly basis. Tax will be deducted at source as per the provisions of the Income Tax Act.
5. The agency must have its office in Delhi.
6. The selection of the agency will initially be for a period of two years extendable by further period of one year at mutually agreed terms & conditions.
7. The monthly charges initially decided may be increased after expiry of one year of contract at the discretion of Competent Authorities of the University.
8. Release of monthly payment will be subject to certification of satisfactory performance by the designated unit in charge of the University.
9. The contract may be cancelled either by the University or by the agency by giving one month's notice.
10. The University reserves the right to withdraw this NIQ at any stage.
11. The successful agency will deposit refundable Security Deposit of Rs.21250/- in the shape of FDR/Bank Guarantee/Demand Draft in favour of Shri Lal Bahadur Shastri National Sanskrit University valid for the entire period of contract.

Willing agencies may apply latest by 31.8.2020 quoting their monthly charges with self-attested copies of Registration Certificate and PAN Card. The application should be addressed to **“Assistant Registrar, (Accounts), Shri Lal Bahadur Shastri National Sanskrit University, B-4, Qutub Institutional Area, New Delhi - 110016.**


Assistant Registrar (Accounts)