

**IMC Society of ITI, Sadhaura, District Yamuna Nagar**  
**Ph.: 01732-270774**

To

Notice Board/ Website of the institute

Memo No. 1622

Dated: 10-09-2021.

**Sub: Invitation for quotations for Professional Services related to IMC Society of ITI, Sadhaura.**

In this regard, you are requested to submit your most competitive quotation for the following Services required in IMC Society of ITI, Sadhaura:-

Sr. No.	Name of Services	Rate (Rs.) including GST
1.	Fee for Professional Services for Maintenance of Books of Accounts in Tally for IMC Society of ITI, Sadhaura	Lumpsum per F.Y.
2.	Professional Charges for Filling of GST related TDS Return of IMC Society of ITI, Sadhaura.	Lumpsum per F.Y.


**Other Terms & Conditions:-**

1. The work related to maintenance of books of accounts in tally shall be carried out financial year wise and work related to GST return shall be completed within fix time framed and before due date to be notified by the concerned GST Department. The detail/scope of work may be got ascertain/accessed in advanced before quoting of the rates.
2. The received rates shall be valid for the next Five Years.
3. Payment shall be made within 15 days after completion of work.
4. You are requested to provide your offer latest by post/ by hand within 30 days.
5. The received quotations shall be opened in the presence of institute purchase committee in the O/o Principal-cum-Member Secy., IMC Society of ITI, Sadhaura.

  
IMC Clerk

  
G.I.

  
O/Supdt.

  
Principal-cum-Member Secy.  
IMC Society of ITI, Sadhaura