

Gautam Buddha University

Greater Noida, Gautam Budh Nagar (U.P.)

Ref No. GBU-003/FN/8.5/2012-

Dated: 12-05-2012

To,

Chartered Accountant
Delhi/Ghaziabad/Noida/Greater Noida

Subject: Invite quotation for Professional Services for the financial Year 2012-13.

Sir,

It is to inform you that Gautam Buddha University has interested to hire Professional Services for the work mentioned as under:-

01. Supervision and verification of books of accounts;
02. Preparation of Bank reconciliation Statement;
03. Entry of fee collection data in fee software;
04. Reconciliation of fee data with bank statements;
05. Voucher entry in to Tally 9;
06. Preparation of manual Cash Book;
07. Preparation of monthly Budget Vs. Actuals;
08. Preparation of filing of Income Tax, Commercial tax And Service Tax Returns and assessment;
09. Preparation of Balance Sheet;
10. Compliance of all kinds of TDS/Income Tax works;
11. Preparation of financial reports required to Finance Officer/Registrar. (if Any);

You are, therefore requested to please quote your Professional fees regarding above mentioned services during the financial year 2012-13 within a week in sealed envelope.

Thanking You,

(S K Sharma)
Accounts Officer