



CHANDIGARH HOUSING BOARD
8, JAN MARG, SECTOR 9, CHANDIGARH – 160009,
Ph. 4601801, 4601812

Appointment of Chartered Accountants on Retainer Basis.

Tenders are invited for the appointment of Chartered Accountant on Retainer Basis for the period of one year which will be extended on the basis of performance from time to time in the Chandigarh Housing Board. The quotations along with detailed resume must reach the office of Secretary Chandigarh Housing Board by 31/3/18

The Following work will be look after by the firm of Chartered Accountants:

1. Implementation of GST in Chandigarh Housing Board which came in force w.e.f. 01.07.2017, any advice on the matter and filling of returns.
2. Income Tax matter, VAT, Labour Cess & Service Tax matters.
3. Preparation of Balance Sheet, Filing of Tax Audit report, Filing of Income Tax Return, Filing of TDS returns (Salary & Non Salary).
4. Conduct of statutory audit, reply of statutory observations.
5. Advance tax, Self assessment tax, assessments to be made before the DCIT as well as CIT appeals.
6. Also provide a CA who will sit in CHB during office hours and also conduct weekly meeting regarding any queries.

The following conditions will be fulfilled by the firm of Chartered Accountants:

- a. The Bidder Chartered Accountant should be a firm and have a valid registration number with ICAI.
- b. The firm should have branch Office/Head Office in Chandigarh from the minimum last 5 years.
- c. The firm should have been empanelled with at least two Autonomous bodies/Govt. Organisations/PSU in Chandigarh for Income Tax Matters & GST matters as consultant.

-Sd-
Secretary.
Chandigarh Housing Board,
Chandigarh.