

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(A Central University established by an Act of Parliament)
Ministry of Education, Govt. of India



F.2(7)/LBSV/Acctts/2019-20/ 590

Dated : 13.11.2025

NOTICE INVITING QUOTATION

Sub: - Hiring eligible firms for Accounts, Taxation and e-Samarth portal related works in Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.

Sealed quotations through single bid system are invited from interested firms for the work of Income Tax calculation, e-filling of TDS returns, Form No. 16, 16A etc., GST returns, Bank Reconciliations, Computerization of Accounts, Pay roll management, GPF/NPS data & records, Staff salary TDS (Form 24Q) and other than salary TDS(Contractor/vendor) (Form 26Q) and works related to e-Samarth portal of Shri Lal Bahadur Shastri National Sanskrit University, New-Delhi. The contract shall be initially for a period of one year which may further be extended for two more years on yearly basis, subject to satisfactory performance of the firm. The scope of work shall be as under:

1. Scope of Work:

- (i) Filling of original/revised TDS returns of Salaried employee.
- (ii) Filling of original/revised TDS returns of other than salaried class i.e. Contractor/Vendor.
- (iii) Generation of TDS Certificates
- (iv) Compliance of Notice/Queries of Income Tax Department w/r/t TDS returns.
- (v) Income Tax calculation of the employees of the university.
- (vi) Bank Reconciliation, Operation of Fox Pro 2.6 based pay roll software.
- (vii) GPF and NPS records on computer software.
- (viii) GST returns
- (ix) Works related to e-Samarth Portal
- (x) Any other work as may be assigned.

2. Eligibility Criteria:

- (i) The Firm should be well versed with University accounting system and possess good knowledge of FoxPro 2.6 programme.
- (ii) The firm should have at least 05 years of experience of the university system in the fields under scope of work mentioned above.
- (iii) The firm should have necessary infrastructure and manpower to undertake the above mentioned assignment.
- (iv) The firm should not be blacklisted by any Govt. Department or PSU.
- (v) The firm should have its office in Delhi.

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NOTE: - The Firm should enclose all the supporting documents for the above mentioned eligibility criteria including copy of pan card, copy of income tax returns, experience certificate etc.

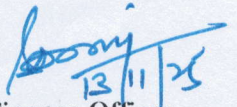
3. Terms and Conditions:

- (i) The firm shall deploy one person on daily basis at Shri Lal Bahadur Shastri National Sanskrit University New Delhi Campus. The timings will be from 9.30 AM to 6.00 PM. The deployed person should be well versed in accounts and finance functions of the university system and should preferably be M.Com/MBA with one year diploma in Computer Application with knowledge of FoxPro 2.6 programme.
- (ii) The estimated cost of the work is Rs.4,80,000/- per annum. The agreed amount shall be paid to the firm on monthly basis. Tax will be deducted at source as per provisions of Income tax Act.
- (iii) The Firm must have its office in Delhi.
- (iv) The contracting Firm shall render the services as mentioned above in the scope of work. The contract will be initially for the period of one year commencing from the date of award of contract which may be extended further for a maximum period of two more years on yearly basis with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of the Firm. However, the contract may be terminated by giving one months' notice in writing by either party.

4. Award of Contract:

This is a Single Bid process and the bids will be opened on 28.11.2025. The work will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate.

5. The interested Firms may send their sealed quotation along with the Earnest Money Deposit of Rs. 8500/- by DD/Cheque in favour of Shri Lal Bahadur Shastri National Sanskrit University payable at New Delhi and addressed to Finance Officer, Shri Lal Bahadur Shastri National Sanskrit University, B-4, Qutub Institutional Area, Katwaria Sarai, New Delhi - 110016 by 27.11.2025 till 11.00 a.m.
6. The cover containing the quotation must be prominently marked with the words "Quotations for accounts and income tax work in Shri Lal Bahadur Shastri National Sanskrit University." The sealed quotations will be opened on 28.11.2025 at 11.30 a.m. at Room No. 3 of Academic Building, Shri Lal Bahadur Shastri National Sanskrit University. The interested firms who have submitted quotations may be present/depute their authorized representative at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.
7. The successful bidder shall submit a performance security of Rs. 24,000/- in the form of an Account Payee Demand Draft/Fixed Deposit Receipt /Bank Guarantee from a Bank in favour of Shri Lal Bahadur Shastri National Sanskrit University. The performance security shall remain valid for a period of sixty days (60) beyond the date of completion of all contractual obligations of the firm.


13/11/25
Finance Officer