



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No CU/FIN/2024/168/6386

Date- 14/08/2026

Notice Inviting Expression of Interest(EOI)

Cotton University invites Sealed Quotations affixing court fees of Rs-8.25(Rupees Eight and Twenty Five Paise Only) from reputed Chartered Accountants firms which meet all conditions of the eligibility criteria listed below to carry out Filing of return (Taxation Matters) of Cotton University for the 3rd and 4th Quarter of the Financial Year 2026-27 and for the Financial Years 2027-28 and 2028-29 as per the terms and conditions and other requirement which is published in the official website of Cotton University i.e. www.cottonuniversity.ac.in

Eligibility criteria:

Chartered Accountant firms with following minimum criteria will be eligible for participation:

Sl No.	Particulars	Minimum Criteria
1	Turnover of the firm (Average annual in last three years) (For the Assessment Years 2024-25,2025-26 and 2026-27)	Not less than Rs. 40 lakhs/year
2	No. of years of firm Existence as per ICAI certificate.	3 Years
3	No. of assignments for Taxation Matters in the last 3 Financial years	15
4	Experience in handling Taxation Matters in Govt. Colleges & Universities	5 Years

A. Technical Bid:

i) The following documents are to be enclosed along with the quotations:

- Self-attested photo copy of PAN card under income tax Act.
- Self-attested photo copy of the GST registration certificate.
- Firm's Trade license /Company's registration No.
- ICAI Registration Certificate.
- Firm's /Company's Income Tax return for last 3 Financial Years.
- Firm's /Company's GST return for last 3 Financial Years

ii) The terms and conditions are as follows:

- The rates will be quoted in both figures and words clearly.
- Rates once accepted will be treated as final and no alteration or modification of rate will not be accepted.
- Quoted rate inclusive of all taxes as per applicable and tax will be deductible from the bill
- The payment will be made batch wise if required by the party after completion of a batch or may completion of all the batches.
- The authority reserves the right to reject any tender without assigning any reason thereof.
- Envelop should be covered with sealing Wax.
- Incomplete quotation will be treated as Cancelled.
- Authority is not bound to accept the lowest quoted rate.
- No conditional bid will be accepted.

iii) Earnest Money Deposit (EMD) and Performance Guarantee



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- EMD of Rs 10,000/- (Rupees Ten Thousand Only) in the form of Pay Order or Demand Draft in favour of Cotton University payable at Guwahati to be submitted along with Technical Bid. Without EMD tender will not be accepted.
- EMD of the bidder will be forfeited if the bidder revokes tender within the validity period or modifies bid after opening of the tender.
- EMD will be refunded to the unsuccessful bidders.
- EMD of successful bidders will be converted into Performance Guarantee.
- Neither EMD nor Performance Guarantee shall carry any interest.

C. Financial Bid:

Breakup of the Fee must be provided as per following format.

Sl. No.	Particulars	Minimum Fee Rate including all applicable taxes	Rate Quoted (including all applicable taxes Rs.)	Total Rate Quoted for a Financial Year (including all applicable taxes Rs.)
1	Taxation matter: TDS (IT), TCS, P Tax, etc.- (Deposit/return/filing and compliance with Tax authority (e-TDS))	No Minimum Fee 1.TDS(IT)= per Qtr/return 2.TCS= per Qtr/per return 3 .P Tax=Per month		
Total				Rs
Total Amount in words- "Rupees.....Only"				

The Quotations will be received by undersigned till 11 a.m. of 24th of August, 2026 and will be opened on the same day at 2 p.m. in the presence of intending tenderer or his/her representatives. The bid must be submitted in two separate sealed envelopes-for Technical Bid & Financial Bid. The two sealed envelopes should then be put in one envelope. The Envelope should then be sealed and super scribed with the wordings "Quotation for Taxation Matters of Cotton University for the 3rd and 4th Quarter of FY 2026-27, and for the FY 2027-28 & 2028-29." The name and address of the bidder must be mentioned in the envelop.

Hiren Sene
Registrar i/c

Cotton University
Date-14/08/2026

No. CU/FIN/2024/168/ 6386-87

Copy to:

- Ps to the Vice Chancellor, Cotton University for kind appraisal of the Hon'ble Vice Chancellor.
- Office File.

Hiren Sene
Registrar i/c
Cotton University