

Presidency University

86/1 College Street

Kolkata – 700 073

**Application Format for Expression of Interest from Chartered Accountants Firms
for GST Audit of Presidency University 2017-18**

Ref: Notice No. PU/GST Audit/17-18 /1 Date: 13-02-2019

1. a) Name of the firm of Chartered Accountants

 - b) Address

 - c) Telephone/ Mobile No.

 - d) Email id of the Contact person

 - e) Type of ownership – partnership/sole-proprietorship/LLP

 - f) Date of incorporation/no. of years in practice

 - g) Whether Valid Certificate of Practice holder – Yes / No (Please provide a self- attested photocopy)

 - h) PAN details (self- attested photocopy of PAN to be enclosed)

 - i) GST Registration no. (self- attested Photocopy of the Registration Certificate to be enclosed)
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2. a) Name of contact person (Proprietor / Sr. Partner)

 - b) Designation

 - c) Mobile no

d) Email id

3. Profile of the firm

- a) No of partners, their experiences, and ICAI membership nos. (please provide as annexure, if necessary)

- b) Client profile (name of major clients and the respective assignments) (please provide as annexure, if necessary)

- c) Work experience details in University / Reputed Educational Institutions, particularly GST Audit (Supporting documents to be enclosed)

- d) Any other relevant information

4. Proposal for the assignments

- a) Professional fees: Rs.(in figure) _____
(Rupees in words _____)

- b) Any other comments or information

Signature of the competent authority
Name: _____
ICAI Membership No.
Designation
Mobile No.
Rubber Stamp