



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല

PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

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No. GA4/6489/2026

Date: .7.2026

QUOTATION NOTICE

Competitive sealed quotations are invited from eligible Chartered Accountant Firms/Cost Accountant Firms/Tax Professionals having experience in statutory tax compliance for undertaking the following assignments of Kerala University of Fisheries and Ocean Studies, Panangad.

Assignment No. 1 – Income Tax

- Filing of the University's Income-tax Returns and allied compliances.
- Generation and issuance of Form 16 and Form 16A.
- Assistance in TDS-related matters, including reconciliation and statutory compliance.

Assignment No. 2 – Goods and Services Tax (GST)

- Filing of monthly GST-TDS returns and related compliances.
- Filing of quarterly GST returns and allied compliances.
- Assistance in GST-related reconciliation and statutory compliance, as and when required.

Eligibility Criteria

- The bidder shall be a Chartered Accountant Firm/Cost Accountant Firm or other professionally qualified person/firm authorized to undertake the above assignments under the applicable laws.
- The bidder shall possess a valid PAN and GST Registration, wherever applicable.
- The bidder shall have experience in handling Income Tax and GST compliances for Government Departments, Universities, Autonomous Bodies, Public Sector Undertakings, or similar institutions.

Submission of Quotations

Interested professionals/firms may submit their quotations in sealed covers addressed to the **Registrar, Kerala University of Fisheries and Ocean Studies, Panangad, Kochi -682 506, Ernakulam District**. The envelope containing the quotation should bear the “**Quotation No. GA4/6489/2026**”. **Separate quotations shall be submitted for each assignment (Income Tax and GST)**. A bidder may quote for either one or both assignments. Each quotation shall be submitted in a separate sealed cover, clearly superscribed as “**Quotation for Income Tax Services**” or “**Quotation for GST Services**”, as applicable.

Each quotation shall include:



- Professional fee (exclusive of GST).
- Applicable GST, if any.
- Profile of the firm/professional.
- Details of similar assignments undertaken.
- Copies of relevant registration certificates.

General Conditions

1. The University reserves the right to accept or reject any or all quotations without assigning any reason.
2. The University reserves the right to award the two assignments separately to different bidders or together to a single bidder, based on the quotations received and the University's requirements.
3. The selected firm/professional shall complete all statutory filings within the prescribed due dates.
4. Payment shall be released after satisfactory completion of the assigned work and submission of the invoice, subject to statutory deductions.
5. The engagement shall be governed by the terms and conditions of the University.

Last date & time for receipt of quotation	18.7.2026	3.PM
Tentative Date & time of opening of quotation	20.7.2026	11 AM

Late Quotations will not be accepted. The quotations will be opened in the presence of the bidders or their authorized representative who may be present at the venue.

All terms and conditions applicable to University/ Government quotation are admissible to this quotation also. The undersigned reserves the right to accept the quotation in full or in part or to reject without assigning any reason is reserved to the Registrar, KUFOS.

REGISTRAR

To: Firms

Copy to: Notice Board/Programmer/ Finance Officer/Public Relations Officer/PS to Vice Chancellor/PA to Registrar/SF