

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

No. 1324 Spl./ CB7

Dated 24.06.2026

Notice Inviting Quotations for Appointment of Chartered Accountant

Scaled Quotations are invited from Chandigarh, Mohali and Panchkula for appointment of Chartered Accountant for Auditing the Accounts of the 'Society for Information Technology Initiative Funds for E-Courts' for the financial year 2026-2027. Terms and conditions for appointment of the Chartered Accountant are as under:-

Terms and Conditions:-

1. The CA should have at least 15 years of experience.
2. There should be at least two partners in the firm.
3. The annual gross professional receipts in each of two financial years i.e. 2024-2025 and 2025-2026 should be at least 25 lakhs.
4. There should be at least one DISA partner/employee in the CA firm.
5. The CA firm should have at least two years experience in the internal audit/income tax consultancy/statutory audit of PSU/Trusts/Societies/Boards/Corporations.
6. The selected firm would be responsible for preparation of Accounts, filing of quarterly TDS Returns, filing of monthly GST Returns, conducting of Audit of Accounts, preparation of GST Challans, preparation of TDS Challans, preparation of Balance Sheet, filing of Income Tax Return, assessment of Income Tax Scrutiny cases, uploading of necessary information of the Society on the Income Tax Portal, file cases/appeal and settle Income Tax matters of the Society by representing the Society before CIT (A)/Income Tax Appellate Tribunal or any other authority of the Income Tax Department, seeking/applying for and obtaining claim for refund of tax; obtaining profit exemption from Income Tax Department; handling charges for Assessment; uploading information regarding deduction of TDS by SBI on the portal of Income Tax; sending replies and communicating with the department or an individual/s for any purpose as connected to the assignment etc., and shall perform all acts/things as may be necessary and proper in the interest of the Society.
7. Payment will be made only after completion of the assignment and no advance payment shall be released in any circumstance. No payment, other than agreed upon shall be demanded or payable on any account whatsoever.

8. It would be the sole discretion of the High Court to accept or reject any offer without assigning any reason.
9. The contract of the Chartered Accountant can be terminated at any time without any prior notice.
10. The re-constitution or dissolution of the firm and incorporating a new firm during the subsistence of this agreement shall entail rescinding of the agreement without notice.
11. The term of the contract can be extended at the sole discretion of the High Court in case the services provided by the Chartered Accountant are found satisfactory.
12. The sealed quotations addressed to **'THE REGISTRAR GENERAL, HIGH COURT OF PUNJAB & HARYANA, SECTOR-1, CHANDIGARH'** should reach in this office latest by 04.07.2026 till 4.00 P.M. Any offer received thereafter will not be entertained. The words **"Quotation for appointment of Chartered Accountant for 'Society for Information Technology Initiative Funds for E-Courts'** should be clearly inscribed on the top of the sealed envelope containing the quotation.



**Registrar (Computerization)
for Registrar General**