

INDIA TRADE PROMOTION ORGANIZATION
(A GOVT. OF INDIA ENTERPRISES)

223/ITPO ECPF TRUST/2013-14

April 21, 2014

Sub:- Request for Application For Inviting the Quotation for Audit of ITPO ECPF Trust and ITPO Gratuity Trust

- a) The ITPO ECPF Trust having 950 members intends to engage a firm of Chartered Accountants for undertaking the following jobs:
 - 1. Audit of annual accounts for year 2013-14.
 - 2. Filing Income Tax Return for assessment year 2014-15.
- b) ITPO Gratuity trust invested its corpus fund in LIC policy in the year 2013 and intends to engage a firm of Chartered Accountants for undertaking the following jobs:
 - 1. Audit of annual accounts for year 2013-14.
 - 2. Filing Income Tax Return for assessment year 2014-15.

CA firms having their office in Delhi (NCR) and willing to undertake the work may please send all inclusive rates as per annexure "A" and Annexure "B" in **sealed envelopes** only on or before the due date and time **3.00 PM on 9th May, 2014**. The quotation will be opened at **3.30 PM on same day in the room no. 234**.

The CA firm which is lowest as per Annexure A will be awarded the work of ITPO ECPF Trust and the CA firm which is lowest as per Annexure B will be awarded the work of ITPO Gratuity trust.

ITPO reserves the right to cancel/accept/reject any offer without assigning any reasons.

(Gajraj Singh)
Sr. Manager (Fin.)
Room No. 234,
ITPO, Pragati Bhawan,
Pragati Maidan,
New Delhi – 110001

ANNEXURE – A

ITPO ECPF TRUST AUDIT and FILING OF IT RETURN FEES

(Inclusive of all taxes) - Rupees.....

Signature
With stamp

ANNEXURE – B

ITPO GRATUITY TRUST AUDIT and FILING OF IT RETURN FEES

(Inclusive of all taxes) – Rupees

Signature
With stamp