



Dated:08.09.2025

NOTICE FOR INVITING QUOTATION

Sealed quotations are invited in the office of undersigned for engaging services of Chartered Accountant for the following purposes:

1. Preparation of books of Accounts and Finalization of Audited Balance Sheet for the financial year 2024-25.
2. Preparation of books of Accounts and Finalization of Audited Balance Sheet, Income Tax/ TDS/ GST returns for the financial year 2025-26.

The rates may be quoted in the column provided against the job as under:-

Sr. No.	Particulars	Amount (in Rs.)
1.	Finalization of Balance Sheet for FY 2024-25	
2.	TDS Return (Non- Salary) for FY 2025-26	
3.	TDS Return (Salary) for FY 2025-26	
4.	GST Return in Form GSTR 1, 3B & GST TDS Return for FY 2025-26	
5.	Income Tax Return for FY 2025-26	
6.	Audit for FY 2024-25	
7.	Non Salary TDS Certificate	
8.	Salary TDS Certificate	

Note:

1. Bids will be finalized on the consolidated amount quoted by the respective Chartered Accountants.
2. A fresh quotations will be considered and earlier quotations invited in this regard will not be considered.
3. Time period of inviting quotation is two week i.e. upto 15.09.2025 by 02:00 p.m.
4. Two visits in a month shall be mandatory.
5. Checking of monthly entries in Tally.

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Assistant Registrar
(Finance)