



Dated:14.10.2025

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 quotation will be considered and earlier quotations invited in this regard will not be considered.
3. Time period of inviting quotation is upto 30.10.2025 by 02:00 p.m.
4. Two visits in a month shall be mandatory.
5. Checking of monthly entries in Tally.
6. Only GST registered firms and registered Chartered Accountants under ICAI are eligible to apply.

**-Sd-
Assistant Registrar
(Finance)**