

ICAR-NATIONAL RESEARCH CENTRE ON EQUINES  
SIRSA ROAD, HISAR

F No. 2-3/BandA/2011

Date: 02<sup>nd</sup> December, 2025

**INVITATION OF QUOTATIONS FOR CHARTED ACCOUNTANTS**

ICAR-NRCE, Hisar (Haryana) is seeking qualified Charted Accountants/ CA Firms to provide professional services to NRCE, Hisar. For more details, visit NRCE website <http://nrce.gov.in>



Assistant Administrative Officer

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**INVITATION FOR QUOTATIONS**

**Subject: inviting quotations for Chartered Accountancy Services.**

**1. Introduction:** ICAR-NRCE, Hisar invites quotation from eligible and experienced Chartered Accountants / CA Firms for providing professional services such as statutory audit, tax compliance, GST filings, and financial advisory and related assignments.

**2. Eligibility Criteria:**

1. The applicant must be a registered Chartered Accountant / CA Firm with valid membership from the Institute of Chartered Accountants of India (ICAI).
2. Minimum 05 years of professional experience.
3. Prior experience in handling assignments for Central Government/ State Government/Autonomous bodies/ PSUs.

**2. Documents Required:**

1. Firm/Practitioner Profile
2. ICAI Registration Certificate
3. PAN & GST Registration
4. List of similar assignments completed
5. Proposed Fee Structure as per scope of work

**3. Scope of work:**

1. Month wise preparation and calculation of GST Output Liability Monthly.
2. Assessment of GST Liability on purchases of goods and services from unregistered supplies under section 9(3) and 9(4) of the GST Act 2017
3. Filing of monthly returns i.e. monthly return of outward supply.

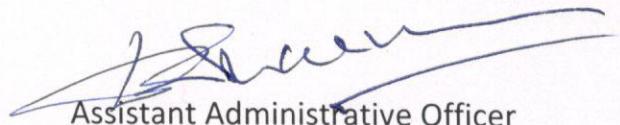


4. Consolidated monthly return in Form 3B after incorporating inward supplies, input tax credit and Net Tax Liability Quarterly.
5. Annual, Monthly GST TDS (GSTR 7) & Quarterly Income Tax Returns for approximately 150 employees.
6. Assistance in compliance of departmental inquiry and advice on queries raised by Departmental Annually.
7. Professional services during Departmental Audit and presentation before GST Authorities
8. Quarterly TDS Return (24Q & 26Q)
9. Weekly Audit of books and accounts
10. GST compliance
11. TDS compliance
12. Proper data compilation of GST and TDS
13. Consultancy as & when required by the Institute
14. Assistance in technical aspects of Audit Para related to GST / TDS etc.
15. Calculate TDS on GST on monthly basis and file its return
16. Defend the case of GST and TDS before the GST and Income Tax Authority
17. Prepare reply of the Notice if any, received from GST and income Tax Department.

**Note: No TA/DA shall be provided for visiting the Centre if any of the above work requires visiting the Centre.**

18. **Submission Details:** Interested Chartered Accountants / CA Firms may visit ICAR-NRCE, Hisar on any working day between 10:00 AM to 5:00 PM and submit his detailed quotation upto 18<sup>th</sup> December, 2025 at 05:00 PM in the sealed envelope addressed to SAO, ICAR-NRCE, Sirsa Road, Hisar- 125001. For further inquiries, please contact Sh. Dinesh Dutt Sharma, AAO at Mobile No. 98966-23231.

Director, ICAR-NRCE, Hisar reserves the right to accept or reject any application without assigning any reason.



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