

DIKSHA MULTISOLUTIONS

QUOTATION FOR ACCOUNTING, AUDIT & STATUTORY COMPLIANCE SERVICES

To: [Client / Company Name]

Subject: Annual Compliance & Accounting Services – Special Package Offer

Dear Sir/Madam,

We are pleased to offer our professional services for accounting, taxation, audit and statutory compliance of your Private Limited Company at the following professional fee structure.

1. Service-wise Professional Fees

S. No.	Particulars of Services	Professional Fees
1	ROC Annual Return Filing (AOC-4, MGT-7/MGT-7A, as applicable)	₹11,000/- per annum
2	GST Annual Return – GSTR-9 & GSTR-9C	₹11,000/- per annum
3	Income Tax Return Filing & Tax Audit	₹15,000/- per annum
4	TDS Return Preparation & Filing	₹1,500/- per quarter
5	Bookkeeping & Accounting Services	₹5,000/- per month

2. Annual Fee Calculation

Particulars	Amount
ROC Annual Compliance	₹11,000/-
GSTR-9 & GSTR-9C	₹11,000/-
Income Tax Return & Tax Audit	₹15,000/-
TDS Returns (4 Quarters)	₹6,000/-
Bookkeeping & Accounting (12 Months)	₹60,000/-
Total Standard Professional Fees	₹1,03,000/-
Special Package Discount	(-) ₹7,000/-
Final Annual Package Fee	₹96,000/-

3. Special Package Offer

Special Discounted Professional Fee: ₹8,000/- per month

- Standard Annual Fees: ₹1,03,000/-
- Special Package Fees: ₹96,000/-
- Your Annual Savings: ₹7,000/-
- Discount: Approximately 6.80%

4. Terms & Conditions

1. The above fees are professional charges only.
2. Government fees, ROC/MCA filing fees, late fees, penalties and other statutory charges shall be payable separately, wherever applicable.
3. GST on professional fees, if applicable, shall be charged extra.
4. GST regular return filing (GSTR-1 and GSTR-3B), notices, assessments, appeals, rectifications and other additional assignments are excluded unless specifically agreed in writing.
5. The client shall provide all required accounting records, invoices, bank statements and tax-related documents within the prescribed timelines.
6. Tax audit and statutory certifications shall be undertaken by an eligible practicing professional wherever required under applicable law.
7. Any work outside the agreed scope shall be charged separately with prior approval.

We look forward to establishing a long-term professional association with your organization.

For DIKSHA MULTISOLUTIONS

Our Location

B-16, FLAT NO-14, Main Matiala Road, Kiran Garden, Uttam Nagar, New Delhi, 110059
Near Metro Pillar NO -722

Our Contact

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