



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

NORTHERN
INDIA
REGIONAL
COUNCIL

VISION

"To be a global leader
in promoting good
corporate governance"

सत्यं वद। धर्मं चर।

ICSI Motto

इष्टकारं कुरु। तृप्तये। अवेष्टे। ह्यु कुरु। कुरु।

MISSION

"To develop high calibre
professionals facilitating
good corporate governance"

**EXPRESSION OF INTEREST (EOI)
FOR THE APPOINTMENT OF TDS AND GST CONSULTANTS FOR
NIRC OF ICSI FOR FY 2025-2026**

**FOR
NORTHERN INDIA REGIONAL COUNCIL OF THE INSTITUTE OF
COMPANY SECRETARIES OF INDIA (ICSI-NIRC)**

**ICSI-NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi-110005
NIRC-ICSI/EOI/F&A/1/2025-2026**

Date: 12-06-2025

Ref. No.: NIRO/1/EOI

The Northern India Regional Council (NIRC) of the Institute of Company Secretaries of India (ICSI) invites applications from qualified and experienced consultants for the provision of TDS and GST consultancy services for the financial year 2025-2026.

Scope of Work:

The selected consultants will be required to provide the following services:

1. TDS Consultancy:

- Provide guidance on TDS-related matters for NIRO and its 32 chapters.
- Ensure timely filing of TDS returns.
- Assist in resolving discrepancies or issues arising from TDS filings.
- Streamline the TDS process to minimize manual intervention.

2. GST Consultancy:

- Oversee the preparation and filing of GSTR-1 and GSTR-3B returns.
- Ensure compliance with GST regulations.
- Advise on necessary system adjustments for accurate GST reporting.
- Provide day-to-day consultancy on HSN codes, tax liabilities, and input-related matters.
- Address any tax-related issues under Income Tax and GST laws.

Eligibility Criteria:

- The consultant should be a Company Secretary/Chartered Accountant/Cost Accountant, or another qualified tax professional with expertise in handling TDS and GST filings for large organizations, particularly trusts, educational bodies, or statutory organizations.
- The consultant must have a proven track record of assisting clients with successful TDS and GST compliance.
- In-depth knowledge of TDS and GST laws, rules, and regulations applicable to NIRO and its chapters.

Submission of Profiles:

Interested consultants are requested to submit their profiles and Annexure-I, including their qualifications, relevant experience, and professional fees, to the NIRO office at the following address:

Address for Submission:

Chairman Northern India Regional Council of The Institute of Company Secretaries of India
ICSI - NIRC Building, Plot No. 4, Prasad Nagar Institutional Area,
New Delhi - 110 005

Email: chairman.nirc@icsi.edu

Tel: 011-49343201

Submission Deadline: 19.7.2025 Submissions received after the deadline may not be considered.

Contact Details for Further Queries:

Mr. Ashvini Kumar Srivastava

Regional Director, ICSI-NIRC

Email: ashvini.srivastava@icsi.edu

Tel: 011-49343002

Annexure-I

Format of the Application

1. **Name of the Firm:**
2. **Registered Address of the Firm:**
3. **Correspondence Address of the Firm:**
4. **Email ID:**
5. **Telephone Number:**
6. **PAN Number:**
7. **GST Number (if any):**

S. No.	Particulars	Details	Documents Required
(i)	Experience of the firm (in years)		Registration Certificate of the firm
(ii)	Annual Receipt of the Previous Year		Audited Annual Accounts of the Previous Year
(iii)	The number of entities for which the firm has been the consultant in the past three years.		Appointment letter and consent letter
(iv)	Types of work conducted in other organizations, including educational organizations if any (Details to be attached)		Attached supporting documents
(v)	Individual or partner of the firm should not be an Office-bearer of the Regional Council / Chapter of ICSI		Undertaking
(vi)	Number of full-time FCS/FCA/FCMA Partners		Attached supporting documents
(vii)	Number of full-time ACS/ACA/ACMA Partners		Attached supporting documents
(viii)	Number of semi-qualified staff in the firm		Attached supporting documents
(ix)	Address of the Branch offices, if any, along with contact number		Attached supporting documents