

**Sub : Engagement of Chartered Accountant/Cost Accountant as Tax Consultant on retainership basis.**

Dear Sir,

National Aluminium Company Limited (A Govt. of India Enterprises) is having a Stockyard in Delhi for sale of Aluminium Metal. The activities at Stockyard are managed through Delhi office. We wish to engage a Chartered Accountant/Cost Accountant as our tax consultant having office in Delhi for the following Sales Tax/Excise activities :

**A SCOPE OF ACTIVITIES.**

1.
  - a) Filing of quarterly/annual Sales tax/Excise returns with the assessing authorities on the basis of details provided by Nalco, Delhi office.
  - b) Providing assistance in framing Sales tax/Excise assessments financially up to assessment level under respective Sales tax/Excise act and coordinate with the tax authorities to get the S.T./ Excise assessment completed in all respects.
2.
  - a) Obtaining and verifying various statutory forms as per statutory applicability in Delhi and as may be required from time to time.
  - b) Providing Notification/Instructions issued by the Department of Trade & Taxes, Government of NCT of Delhi applicable to our Company.
  - c) Liaisoning with sales tax/excise authorities on behalf of Nalco.
3. Providing stock certificate after verification of physical stock at our Delhi stockyard at end Financial Year.

Contd.

4. Submission of desired Service tax returns at Delhi on our behalf.
5. To execute any other Sales tax/Excise related assignment as requested by Nalco.

## **B PERIOD OF THE CONTRACT**

The period of retainership will be for two years from the date of appointment.

## **C TERMS OF PAYMENTS**

25 % of Annual fees will be paid on completion of each quarter on submission of monthly/quarterly returns and timely obtaining all statutory forms like Form-F, Form-E1, Form-C, Inward & Outward Form etc. related to Stock transfer and Sales.

## **D DOCUMENTS TO BE FURNISHED**

- 1 Your profile indicating the experience in the above mentioned activities alongwith the copy of certificate of practice..
- 2 Copy of Service Tax Regn. Certificate, if applicable
- 3 Copy of Pan Card
- 4 Copy of our Offer letter duly signed in confirmation of acceptance of terms and conditions.

The bidders are required to submit their tenders in two parts i.e. "PART – I (TECHNO – COMMERCIAL BID containing above mentioned documents)" and "PART-II (PRICE BID indicating Consolidated Annual Fees excluding Service Tax)" in two separate sealed envelopes and these two should further be put up in one bigger sealed envelope superscribed as "Engagement of Tax Consultant for Delhi Stockyard". All the pages should be duly signed and stamped as proof of acceptance of terms and conditions mentioned in the document.

You are requested to submit your offer to our office latest by 15<sup>th</sup> April 2015.

Thanking you,

Yours faithfully,

(D.D. SHARMA)  
AGM (Finance)