

Ref.: NAL/DEL/FIN/JAIPUR/2018-19/1

Date: 04-12-2018

Due on: 21-12-2018 at 03:00 PM

NOTICE INVITING TENDER (NIT)

To

Dear Sirs,

Sub: Tender for providing GST Professional Services

Ref:

1. Tender Ref. No. : NAL/DEL/FIN/JAIPUR/2018-19/1
2. Name of the work : GST Professional Services
3. Date of submission :
4. Contract period : Two years

M/s National Aluminium Company Limited(NALCO), (A Govt. of India Enterprise) is a listed Public Sector Navratna Company functioning under the aegis of Ministry of Mines, Government of India having integrated and diversified operations in mining, metal and power. NALCO is having a Stockyard in Jaipur for Sale of NALCO products. The activities of stockyard are managed through Delhi Office. We wish to engage a Chartered Accountant/Cost Accountant having operational office in Jaipur and hence invites sealed quotation for providing GST Professional & Consultancy services as per detailed scope of work and other terms and conditions mentioned below.

A. SCOPE OF ACTIVITIES :-

- i. Changes in GST registration, core & non-core details and similar works as and when required;
- ii. Liaison with GST and allied authorities on behalf of NALCO, Jaipur for GST related matters;

Signature	
Name of the company	
Seal / Stamp	

Rajiv Sharma

- iii. Timely filing of monthly GST Returns
- iv. Completion of assessment under GST/VAT/CST;
- v. Completion of annual audit as per GST laws, as may be applicable;
- vi. Physical stock taking at stockyard and submission of report/certificate as at the end of every quarter;
- vii. Any other activities related to GST or Indirect Taxes and its periodic compliance, as and when necessary;

B. PERIOD OF THE CONTRACT :-

- i. The period of retainership will be for two years from the date of appointment.
- ii. NALCO reserves the right to terminate the contract at any time during the currency of the contract by giving one month notice of its intention to do so. In the event of any such termination of the contract, you shall only be entitled for professional fees for service actually provided under the contract till the date of termination of contract.

C. Payment terms

- i. 25% of Annual fees will be paid at the end of each quarter after completion of work as defined under Scope of work.

Note: Payment shall be released only by e-payment upon submission of bank mandate.

D. Documents to be Submitted

A. Technical bid

You are requested to send your "Technical Bid" in a sealed envelope on or before 21st December, 2018 by 03.00 PM with the words "ENGAGEMENT OF TAX CONSULTANT FOR JAIPUR STOCKYARD" super scribed on it:

- i. All the pages of the offer documents should be signed and stamped properly and sent along with the offer certifying your acceptance of all terms and conditions of the tender documents.
- ii. Profile of the bidder indicating the experience with regard to scope of work.
- iii. Copy of Certificate of Practice issued by relevant Professional Institutions, wherever applicable.
- iv. Copy of PAN Card and GST Registration Certificate is mandatory.

Signature	
Name of the company	
Seal / Stamp	

Rajni Sharma

B. Price bid

The Price bid should contain the rates/prices offered by you and should be submitted in separate sealed envelope with the words "PRICE BID" super scribed on it:

- i. The quotation for fees chargeable for the above services should be strictly as per the Format of PRICE BID attached.
- ii. The Price Bid should contain no terms and conditions.

E. General Terms & Conditions

- i. The validity of the offer should be up to 90 days from the date of opening of bid.
- ii. A bidder may seek clarification regarding the bidding documents provisions, bidding process and/or rejection of his bid. NALCO shall respond to such queries within a reasonable time. However, NALCO reserves the right either to accept or reject the bid.

You are requested to submit your offer to our office latest by 21, December,2018 at 03:00 pm.

Yours faithfully,
For National Aluminium Co. Ltd.,



Rajni Sharma
DM(Finance)

Signature	
Name of the company	
Seal / Stamp	

PRICE BID

NIT No. : NAL/DEL/FIN/JAIPUR/2018-19/1

Tender opening date: 22.12.2018 at 03:00 PM

Name of Work : GST Professional Service for National Aluminium Co. Ltd., Jaipur

Sl. No.	Details	Amount (Rs)
1.	Annual Charges for providing GST Professional Services as per "Scope of Work" of the NIT	
2.	GST (if any)	
3.	Total	

Note:

1. Any correction in the Price Bid has to be authenticated by sign and stamp of the Bidder.
2. L1 party is arrived based on the consolidated annual fees quoted as mentioned above at Sl. No. 1.

Signature	
Name of the company	
Seal / Stamp	

Rajin Sharma