



NATIONAL ALUMINIUM COMPANY LIMITED
(A Government of India Enterprise)
(A NAVRATNA COMPANY)

Core—4, 5th Floor, Scope Minar,
Laxmi Nagar, Delhi-110092

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CONTRACT INFORMATION

1.	NAME OF THE WORK	Engagement of Consultant for E-filing of TDS return
2.	LOCATION OF THE WORK	Delhi, State: Delhi
3.	TENDER REFERENCE	NAL/DEL/FIN/TDS/2019-20
4.	CONTRACT PERIOD	One year from award of contract
5.	MODE OF TENDERING	i) LTE (Limited Tender) ii) Two-Part
6.	E.M.D	Not Applicable
7.	TENDER SUBMISSION DATE / TIME	On or before 3:00 PM of Date: 27/07/2019
8.	TENDER OPENING DATE / TIME	On Date: 29/07/2019 at 3:00 PM
9.	VALIDITY OF OFFER	120 days from the due date of opening of Techno-commercial bid.

Jhb

JK

NIT

Tender Ref. No.-NAL/DEL/FIN/TDS/2019-20

DATE: 11.07.2019

NIT for engagement of Chartered Accountant/ Cost Accountant as consultant for e-filing of TDS return on retainership basis for Nalco Delhi Office.

National Aluminium Company Limited (a Government of India enterprise) wishes to engage a Chartered Accountant/ Cost Accountant as our Tax consultant having office in Delhi for the following TDS Activities, for which bids are invited on limited tender basis.

A. SCOPE OF ACTIVITIES

1. Assistance in proper calculations and timely payment of TDS on monthly basis.
2. Preparation & submission of quarterly e-TDS returns for salaries and others (contractors, landlords, professionals & technical etc.) with the assessing authorities on the basis of details provided by Nalco, Delhi Office to the concerned department in stipulated time to avoid levy of penalty.
3. Providing notification/ instructions issued by the concerned department i.e. for TDS purposes and liasoning with Income Tax authorities on behalf of Nalco.
4. Compliance of all notices/ letters from Income Tax or any other tax authorities received during the year.
5. To execute any other TDS related assignment as requested by Nalco.

B. PERIOD OF CONTRACT

The period of retainership shall be one year from award of contract.

C. TERMS OF PAYMENT

The fees will be paid on completion of each quarter on submission of quarterly returns.

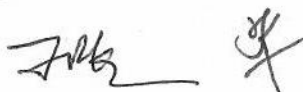
D. DOCUMENTS TO BE FURNISHED

1. Profile indicating the experience in the above mentioned activities along with the copy of certificate of practice.
2. Copy of GST registration, if applicable.
3. Copy of PAN Card.
4. Copy of our offer letter duly signed & stamped 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 the above mentioned documents)" and "PART-II (PRICE BID as per format)" in two separate sealed envelopes and these two envelopes should further be put in a bigger sealed envelope super subscribed as "Appointment of Consultants for e-filing of TDS return". All the pages should be duly signed and stamped as proof of acceptance of terms and conditions mentioned in the documents.

The last date of bid submission is 27.07.2019 by 3:00 PM.

Signature and stamp of the bidder



PRICE BID FOR ENGAGEMENT OF CHARTERED / COST ACCOUNTANT AS CONSULTANT FOR E-FILING OF TDS RETURN ON RETAINERSHIP BASIS FOR NALCO DELHI OFFICE

S.No.	Description	Amount (in ₹)
(1)	Annual Charges for e-filing of TDS Return	
(2)	GST applicable (Value in %)	
	Grand Total {(1)+(2)}	

Signature of the Bidder
Along with contact details
(Name, Address & Mobile No.)

Signature and stamp of the bidder

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