

To

Sub : Engagement of Chartered Accountant/Cost Accountant on retainership basis.

Dear Sir,

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

A SCOPE OF ACTIVITIES.

1.
 - a) Deposit of Sales Tax with the authorities on receipt of the same from us on or before due date.
 - b) Filing of Monthly/Quarterly/Annual Sales tax/Excise returns with the assessing authorities on the basis of details provided by Nalco, Delhi office.
 - c) 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 the state of Haryana and as may be required from time to time.
 - b) Providing Notification/Instructions issued by the State Legislature or Excise & Taxation Department, Haryana applicable to our Company.
 - c) Liasioning with sales tax/excise authorities on behalf of Nalco.

3. Providing stock certificate after verification of physical stock at our Faridabad stockyard at end Financial Year.

Contd.

4. Submission of required Service tax returns at Faridabad 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. The Quoted consolidate Annual fees (excluding Service tax) should be in a **separate sealed cover**.
- 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 Chartered Accountant/Cost Accountant for Faridabad 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 04-Jan-2017 by 3.00 PM.

Thanking you,

With Regards,



(R.K. Jain)
AM (Fin.)