

Limited Quotations Notice
Invited form
"Practicing Company Secretary"

Sealed quotations are invited from reputed firms of Practicing Company Secretaries for various services required under the Companies Act, 2013, Income Tax Act and the Goods and Service Tax Act.

Specification of the services are as follows:

Sl. No	Particulars	Unit	Rate per Unit (in Rs.)
1	Certification and filing of eforms with Registrar of Companies, Regional Director and other authorities under the Companies Act, 2013.	No.	
2	Office visit and support services related to Companies Act, TDS and GST	No.	
3	Support in updating the records and professional assistance	No.	
4	Legal opinion on any provision of Companies Act, 2013	No.	
5	Annual filing and annual certification under the Companies Act, 2013 Consolidated Standalone	No. No.	
6	Conversion of Annual Report of the company in XBRL Format Consolidated Standalone	No. No.	
7	Professional advise over phone other than specific assignment	No.	
8	Support in payment of TDS and filing of TDS Return under Income Tax Act	No.	
9	Support in payment of GST and filing of monthly and quarterly GST Return	No.	
	Total		

Total amount in words

Quantity of work: As per requirement and rate will be valid for all the quantity of individual item of work.

Terms & Conditions

1. Quotation should be submitted in sealed cover super scribing "Quotation for providing various services under the Companies Act, 2013, TDS related matters under Income Tax Act and GST related matters" or through email.
2. The eligible firms should submit the quotation in above format only. Quotation in another format will not be entertained.
3. The above said quoted rate is valid for 12 months from the issue of WORK ORDER.

4. The Firm should have an experience of 5 year in providing the above services.
5. The Firm is providing the above said services to two Public Sector Undertaking from last three years.
6. The quotations should be received in HARD COPY ONLY in the SDCL's office i.e. at 1st Floor, Thapar House, Gate No. 2, 124 Janpath, New Delhi-110001 on or before 1500 Hrs on 7th January, 2019. The same will be opened on the same day in the presence of the bidders. If any.
7. The Managing Director of the company reserves the right to accept or reject any offer in whole or in part without assigning any reason thereof.
8. This QIT has been issued with the approval of the Competent Authority.