

BEFORE SUBMITTING OFFERS, BIDDERS SHALL ENSURE THAT THEY ARE REGISTERED WITH IREL, RED, FOR THE TENDERED WORK.

IRE/RED/P/Of/7/01/13/217

April 18, 2013

Dear Sir(s),

Sub: Sales Tax Audit for IREL for the year 2013-14

We invite your attention to the above tender. We enclose the following documents connected with the work.

1. Scope of work
2. Price schedule

Please submit your offer in the enclosed envelope so as to reach us before 2.00 pm on 10.05.2013. The tender will be opened at 3.p.m on 10.05.2013.

Tenderers are advised to contact IREL authorities for clarifications required, if any, before submitting offers.

Yours truly,
For Indian Rare Earths Ltd.,

SCOPE OF WORK:

1. Monthly preparation of Statements for filing of monthly returns for the year 2013-14
 - a) Statement of Input Vat Statement.(eligible)
 - b) Statement of Inter State Purchase
 - c) Statement of items Not Eligible for Vat.
 - d) Tallying of Input tax with Ledger
 - e) Tallying these statements with Purchase Journal figures connected with purchase of goods through stores.
 - f) Statement of Sales invoices/Debit/Credit notes.
 - g) Statement of Sales tax collected on Tender document cost.
 - h) E_Filing of monthly Return in Form No.10 before 12th of every subsequent month or due date prescribed by the KVAT Act whichever is earlier. (You are required to submit the copies of e filing return along with all supporting documents after filing e returns of every month or due date whichever is earlier to enable us to produce the hard copy before the sales tax authorities on or before of 15th of every month or due date prescribed by the KVAT Act.)
 - i) Down load the C forms and submit soft copies of the same in every month.
 - j) e Payment of Tax will be made by us. Revised Return to be filed if required.
 - k) Instructions for passing adjustment entries to be made against the remittance of Tax in respective accounts.
 - l) Monthly Statement of Works Contract tax.
 - m) Monthly Filing of 10 C for works Contract tax.
2. Yearly Statements:
 - a) Submission of e- filing of form 10 and 10 C.
 - b) Yearly statement of Purchase, Sales (Intra state & Inter State) and works contract tax
3. Sales Tax Audit-2013-14:
 - a) Preparation and submission of Form 13 and 13A and e filing of same for the financial year -2013-14 before 31st December - 2014. Hard copy of return filed to be given to us.
4. Sales Tax Audit Work for 2012-2013 - Annual - Preparation and submission of Form 13 and 13A under the provisions of the KVAT Act to be submitted before 31st December, 2013 and e-filing of the same. Hard copy of the return to be given to us.
5. **Payment terms:**

Payment of the above work will be released on quarterly basis based on progress of the work as certified by the in charge of the finance department. The final bill for the financial year after statutory recoveries will be paid after completion of audit for the year and submission of the necessary reports.
6. **Period of contract:** One year (till completion of Sales Audit whichever falls later) and extendable for one more year on same rates and conditions at the discretion of the Company.
7. The vendor should depute sufficient number of competent staff for carrying out the above work.

PRICE SCHEDULE

Sl.#	Description of work	Amount Rs.
1	Preparation of statements & Submission of Monthly Vat Return in Form No.10 and Form 10 C. (scope 1)	
	Preparation of Statements required for Submission of yearly returns. (scope 2)	
	Sales Tax Audit work for IREL.RE Division for the financial year 2013-2014 & submission of Form 13 & 13A under KVAT Act. (Scope-3)	
	Sales Tax Audit work for IREL.RE Division for the financial year 2012-13 and submission of Form 13 and 13 A under provisions of the KVAT Act including e-filing of connected Returns before due date of Submission of hard copies. (Scope-4)	
Sub Total		
Applicable Service Tax		
GRAND TOTAL (Rupees.....only)		

The above total fees is all inclusive of taxes, transportation, local conveyance and accommodation. In case of delay in e filing of KVAT & CST returns (i.e. after the due date) for the reasons attributable to you, applicable interest and penalty charged by Sales Tax Authorities will be recovered from you.

Note:

1. The following is the approximate quantum of work:

- 1.1 Purchase Vouchers : 1000 Nos.
 1.2 Sales invoices including sale of tenders : 100 Nos.
 1.3 Debit / Credit notes : 50 Nos.

2. Special Conditions.

- 2.1 The vendor should have conducted VAT audit including filing of returns on behalf of clients and they may furnish list of clients for whom they have done above work.
 2.2 The vendor may contact the Finance Department of the company for assessing the quantum of work before submitting the offer.