



ASSAM INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

(A Govt. of Assam Undertaking)

R. G. BARUAH ROAD :: GUWAHATI- 781024

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CIN :U75112AS1965SGC001246

NOTICE INVITING QUOTATION FOR PREPARING, CERTIFYING AND ANNUAL FILING FORMS UNDER COMPANIES ACT, 2013 AND OTHER FORMS UNDER COMPANIES ACT, 2013.

AIDC/SECY/ 10618

Date : 22nd Feb, 2018

Notice inviting quotation for preparing, certifying and filing forms with ROC under Companies Act, 2013.

1. AIDC Ltd. having its Registered Office at R. G. Baruah Road, Guwahati-24 requires Practicing Company Secretary/Firm of Company Secretaries for preparing, certifying and filing forms with MCA under Companies Act, 2013.
2. They have to attend office and collect the data for preparing/certifying/filing data as and when informed by AIDC Office and have to file to complete the procedure within the prescribed time limit mentioned in the Companies Act, 2013.
3. They have to inform the office as and when changes come in the act relating to our scope of work.
4. They have to quote the rate separately for preparing, certifying and filing of form/documents as per requirement of Companies Act, 2013.
5. No TA, DA and other out of pocket expenses will be given.
6. The payment of fees will be made by RTGS after deduction of Income Tax on submission of duplicate copy of bills along with the copy of the documents filed.
7. The PCS/Firm of PCS has to submit their detail profile along with the experience of similar nature of work done in the Govt. Deptt./PSUs.
8. The firm is to submit the quotation latest by 2.00 P.M. on 20th March, 2018.

Managing Director, AIDC Ltd

Copy to : Notice Board, AIDC

