



**Government of India**  
**Ministry of Commerce & Industry**  
**Department of Commerce**  
**Office of the Development Commissioner**  
**Indore Special Economic Zone**  
**Chaturvedi Mansion(1<sup>st</sup> floor)26/4, Old Palasia, A.B. Road**  
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**F. No. A-91/Accounts/Outsource/2016-17/**

**Dated: 12.04.2016**

**NOTICE INVITING QUOTATIONS**

**QUOTATIONS FOR ACCOUNTS RELATED WORK IN OFFICE OF THE  
DEVELOPMENT COMMISSIONER, INDORE SEZ**

The Office of the Development Commissioner, Indore Special Economic Zone, 26/4, Chaturvedi Mansion, Old Palasia, A.B. Road, Indore looks after the work relating to the setting up, maintenance and operationalization of various industrial Units in Indore Special Economic Zone, Crystal IT Park, Infosys Limited, TCS Limited and Impetus Limited. The work pertaining to preparation and payments of all types of bills, issuance of sanctions orders including submission of monthly salary bills, budget requirements, filing of all kinds of returns including IT returns and TDS Returns, issuance of Last Pay Certificates of the officers of Special Economic Zone and Custom Establishments, filing of professional tax, issuance of all kinds of sanction orders, pay fixation in light of the recommendation of Seventh Pay Commission, maintenance of Account Registers, conduct of Audits, Bank processes and the like. In absence of a regular Account Officer in this office, it has been decided to outsource the aforesaid items of work.

2. Sealed quotations are therefore invited from the interested Accountants/individuals/firms for handling the aforesaid items of work independently upto 3.00 PM on or before 22<sup>nd</sup> April, 2016 addressed to the Assistant Development Commissioner (Admn), 26/4, Chaturvedi Mansion, Old Palasia, A.B. Road, Indore . The rates for the work may be submitted on annual basis payment of which would be made on quarterly basis depending upon the performance.

3. The following Terms and Conditions would govern the receipt and acceptability of the quotations:

- (i) Indore SEZ will not be responsible for non-receipt of quotations/offers due to postal delay/loss in transit;

- (ii) Quotations received after the due date and time will not be considered;
- (iii) Request for extension of due date will not be considered;
- (iv) Development Commissioner, Indore SEZ reserves the right to accept or reject all or any quotation in part or full without assigning any reasons therefor;
- (v) Rate should be quoted as lump sum per annum basis including of all taxes for the aforestated items of work.

4. Details are also available on Indore SEZ website [www.indoresez.gov.in](http://www.indoresez.gov.in). Interested accountants/individuals/firms may download the same and submit the quotation on or before 22.04.2016 till 3.00 P.M.

**Asstt. Development Commissioner**

1. Notice Board.
2. Indore SEZ website.