



Embassy of India, Brasilia

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Tenders are invited from experienced accounting companies to serve as Local Accountant for maintaining the accounts and preparation of Salary for Brazilian Local Staff, for Embassy of India, located at: SES 805, Lote 24, Asa Sul, Brasilia, DF, CEP 70452-901

Firm should be able to:

- Maintain and prepare the accounts of salary for local staff.
- Full knowledge of the local Brazilian labour laws.
- Expertise in the calculations requested by the Brazilian Labour and Finance Ministries.
- Able to satisfy local norms applicable to hiring and relief of local staff by the Mission. Including: registration of employees, payment of salaries, annual leave and deposits due to local staff as per Brazilian local norms.
- Capacity to safe-guard the Diplomatic Mission from labour related problems.
- Reliability, accuracy, discretion and expeditious response to demands made by the Mission.
- Capacity to communicate in both English and Portuguese languages, if necessary.

The envelope containing quotation addressed to the Head of Chancery, Embassy of India, SES 805, Lote 24, Asa Sul, Brasilia, DF, CEP 70452-901 should reach the Embassy latest by 14 December, 2017. Quotations could also be emailed at: hoc.brasilia@mea.gov.in

For any clarification, please write or mail to the above address/email.
