**Date- 00.00.0000**

**To,**

**[Client/Company Name]**

**[Address]**

**Subject- Quotation for XYZ Service**

**Project Description:** XYZ Service (Consulting, documentation and filing)

**Scope of Work**

* Appointment of a dedicated Account Manager to act as SPOC throughout the entire project
* Complete document drafting, reviewing and application submission

**Step-By-Step Process**

**(Process Steps as per services and expertise of salesperson)**

* Documentation collection by the documentation team of Corpseed
* Documentation verification by the legal team of Corpseed
* Online portal generation and activation
* Drafting of applications/documents as per the government prescribed format
* Uploading of applications with all enclosures to concerned government department
* Scrutiny of application pre-submission by review team of Corpseed
* Online submission of the applications
* Remittance of the online department fee deposit
* Follow-up with the department via call/e-mail (if applicable)
* Issuance of Certificate by department

# Commercial Part

|  |  |
| --- | --- |
| XYZ Application Fee (Government fees) | On actual |
| XYZ Annual Licensing Fee (Government fees) | On actual |
| XYZ Sample Testing (Per Sample) | On actual |
| XYZ Processing Fee (Government fees) | On actual |
| Corpseed Fees for XYZ Services (Consultation, Filing, documentation) | Variable |

**Delivery Terms**

* Per application filling in 7-10 working days, post 100% procurement from client.
* Issuance of Certificate (On clearance as per Govt. Norms)
* The work shall be done with close cooperation of both the parties.
* TAT for delivery time will start post receiving necessary documents.

**Note:**

* A few more documents may be required per the Department's latest requirements.
* You will promptly provide all required documents and information to process the project.
* We will not be accountable for any delay in the project due to error or deficiency in the documents provided by you or any departmental updates.
* Professional fee includes consultation, document drafting and filing only.

**Terms & Conditions**

* 50% of the agreed payment is required to be made as advance, & remaining is 50% at the time of the submission of the application or before sharing the acknowledgement, and has to be done within 7 days of the aforementioned condition.
* GST charges as applicable
* Govt. fee (on actual). Govt. fees shall be paid by the client directly to the department or Corpseed current account
* Any other expenses (Liaisoning, Travel, accommodation, food, admin, etc if applicable) will be on advance payment and (On approval of Client)
* If any Environment Safety Device like OGT, STP, Dust Collector, Wet Scrubber, & ETP etc. is required, then it must be installed by the client.
* Quotation is valid for 15 days from the date of issue
* It is advised to contact the government department after receiving our acknowledgement for certificate issuance.

1. **Refund Request :**

* To request a refund, please contact our customer service team at [escalation@corpseed.com](mailto:escalation@corpseed.com), within 7 days of the acceptance of the proposal. Include your name, the name of your company, contact information, service details, and the reason for the refund request.
* Review and Assessment: Upon receiving your request, our team will review it and assess the situation. We may contact you for further information or clarification.
* Decision Notification: We will notify you of our decision within 14 business days of receiving your refund request. If your request is approved, we will process the refund within an additional 14 business days.

1. **Refund Method:**

* Refunds will be issued using the same method of payment as the original transaction. If this is not possible, an alternative method will be arranged with the client.

**Note:**

* Refund requests made after the 7-day will generally not be considered.
* Services that have been fully rendered and accepted by the client are not eligible for a refund.

**Contact Information:**

If you have any questions about our refund policy or need assistance with a refund request, please contact us at: - Email:  [escalation@corpseed.com](mailto:escalation@corpseed.com), Address: 2nd Floor, A-154A, A Block, Sector 63, Noida, Uttar Pradesh 201301

We value your business and aim to address any concerns you may have promptly and fairly.

Thank you for choosing **Corpseed**.

**PAYMENT MODE**

Payment should be made through IMPS / NEFT / RTGS

Account Number: 10052624515IFSC Code: IDFB0021331  
Beneficiary Name: Corpseed ITES Private Limited  
Bank Name: IDFC First Bank  
Branch: Sector 63, Noida, G. B. Nagar, U. P. 201301  
Direct Pay: <https://www.corpseed.com/payment>

# Visit [www.corpseed.com](http://www.corpseed.com) or call us at our toll-free number 7558640644 or contact email sender to know more about how we can help your company to achieve 100% compliance as per the industry standards.

**ADDITIONAL SOLUTIONS WE OFFER**

**Worldwide Business Setup**

* India, USA, UK, UAE, Canada, Australia, Singapore etc

**MOEF Clearance for Big Projects**

* EIA, Forest clearance, Wild life clearance, Environment clearance
* Hazardous waste import / Export permissions for restricted items

**Land & Construction**

* Change land use (CLU), Title verification, Demarcation, Fencing, Mutation, Land registration, Topo sketch of layout, Construction planning, building permit, Occupancy certificate, Layout designs, building layout approval, DIC permission, Structural certificate, Rent permission or Lease deed, BOCW registration, Electricity & Water connection approval, MCD sewage connection permission, Signage/Hoardings permission etc.

**Registrations / Licenses**

* Consent to establishment, Consent to operate, Hazardous waste management authorization, EPR certificate, BIS, ISI, CDSCO, Ayush license, FSSAI, GST, MSME, Trademark, Patent, E-waste certificate, Passbook, Fire safety compliance, Factory compliance, CGWA permission, Health trade license, MCD license, Lift license, 12A & 80G registration, FRCA registration, FSSAI registration, Shop & Establishment, Police NOC, PF & ESIC etc.

**Machinery Support**

* Procuring tools & machinery as per your business requirements

**Import/Export**

* Import & Export of any equipment or product in & from India along with custom clearance services.
* Import & Export of any waste material in & from India along with custom clearance services
* Hazardous waste/scrap import authorization

**Setup Solutions**

* Any Waste recycling or Dismantling plants setup (Electronics, Plastic, Hazardous, Battery, Bio-medical, & Municipal Solid Waste)
* Authorized vehicle scrapping facility Setup
* Heavy machines manufacturing plant setup
* Oil & Gas extraction setup
* Food manufacturing & Food processing unit’s setup
* Construction permissions
* Electrical & Electronic products manufacturing setup
* Pharmaceutical product manufacturing setup
* Solar panels/ Semi-conductors/ Chemicals/ Metals/ Rubber/ Automobiles/ Plastic/ Batteries & Wood product manufacturing plant Setups.
* Leather & leather products manufacturing setup
* Textile & textile products manufacturing setup
* Paper & paper products manufacturing setup
* Mining Industry permissions

**Secretarial, Audits & Legal Services**

* All MCA & ROC company compliance
* CA appointment & Audit services
* Book keeping services
* Litigation, NCLT, Notices, Court hearing etc

**Technology**

* Web development, Web hosting, Domain name reservation, CRM development etc

**Financial Business Setup**

* Acquiring any SEBI, IRDS or RBI Licenses (NBFC, Payment wallet, payment aggregator, insurance company, FFMC etc)