

Speed Post

From

The Director
PEC University of Technology
Chandigarh

To

Memo No.ACF&A/SO/CA/
Dated,Chandigarh,the:-

Subject:- Preparation of final accounts of PEC University of Technology-inviting of rates.

The final accounts of the society are being prepared annually and the PEC University of Technology, Chandigarh intends to engage a Chartered Accountant for the work of preparation of final accounts of the Institute initially for one year. This term can be further extended by another two years on year to year on the basis of **satisfactory performance**. The scope of work and terms and conditions are as under:-

1. SCOPE OF WORK:-

The CA firm:-

- i) would compile the accounts, prepare Trial balance, Receipt and Payment Account and Final Accounts etc. of PEC University of Technology, Chandigarh and submit Audit Reports u/s 44AB/10B and other reports required under I.Tax & Service Tax Act.
- ii) would prepare Reconciliation statement of all the Bank Accounts every month and submit the same by 5th of following month.
- iii) would prepare Half Yearly Accounts ending 30th September by 15th October with reconciliation of manual Budgetary Heads with Heads being maintained in Tally software.

- iv) would attend the queries, if any, raised by auditors deputed by Accountant General, U.T. Chandigarh.
- v) Authorized person of the firm can be called before the Board of Management of the Institute in their meeting for any clarification/suggestions etc.

ELIGIBILITY CRITERIA :-

- i) CA firms having atleast 3 years experience of auditing of Accounts of Autonomous Bodies/ Firms/ Organizations/ Institutes/ University/ Deemed to be Universities having turnover of 25.00 crores or more are eligible to apply.
- ii) Firm must have office/full set up in the tri city i.e. Chandigarh, Panchkula & Mohali.

Terms & Conditions and Invitation as well as Submission of Bid:-

- i) All bids must be accompanied by a bid security/EMD of Rs.10,000/- (Rupees Ten Thousand only) in form of Demand Draft or Bank Guarantee from a scheduled bank in favour of Director PEC University of Technology, Sector-12, Chandigarh. Tenders without EMD will be considered unresponsive and will be rejected. EMD of successful bidder would be retained and will be released after the completion of work. No interest will be allowed on EMD.
- ii) The tender should be submitted in two cover system i.e.
 - a) Technical Bid in one cover b) Financial Bid in other cover.
- iii) Technical Bids would be evaluated on the basis of Check List as per Annexure-I. Technical Bid should be covered in a separate sealed cover superscribing the words "Technical Bid". Financial Bid should be submitted as per prescribed format laid down in Annexure-III. The financial bid should be covered in a separate sealed cover super scribing the wordings "Financial Bid".
- iv) The two envelopes viz. Technical Bid Cover and Financial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with "**Quote/Rates for Preparation of final accounts of PEC University of Technology, Chandigarh**"

- v) Payment would be released after preparation of final accounts and submission of bill in duplicate.
- vi) Director PEC University of Technology, Chandigarh shall have the right to reject all or even the lowest quotation without assigning any reason.
- vii) The firms who have been blacklisted by any Central/State Government Authority /Department/Agency need not apply.
- viii) All the disputes will be subject to Chandigarh Jurisdiction.
- ix) Quotations received after the due date & time will be rejected out rightly.
- x) Comparison would be made on the basis of bids mentioning quote for all the three financial years strictly as per prescribed format for financial bid as per Annexure-III.
- xi) Opening of Technical Bid : 04.06.13 at 3.00 PM
Opening of Financial Bid : 06.06.13 at 11.30 AM

In presence of tenderers or their representatives who may wish to be present.

It is, therefore, requested to quote your competitive rates for the above said work and send the same to this office addressed to the Director, PEC University of Technology, Chandigarh by 04.06.13 up to 11.30 AM positively.

Asstt. Controller (F&A)

Annexure-I

(Enclose with Technical Bid)

1	Whether Bid Guarantee (Earnest Money Deposit) in the form of demand draft from any scheduled bank in the name of Director, PEC University of Technology, Sector-12, Chandigarh.	Yes/No
2.	Whether self attested copy of PAN No. issued by the competent authority has been attached?	Yes/No
3.	Whether copy of registration certificate of Chartered Accountant firm attached?	Yes/No
4.	Bid Particulars (as per Annexure-II attached).	Yes/No
5.	Whether proof of Turnover of Client Institute as per eligibility criteria attached?	Yes/No
6.	Whether proof of Address of CA firm as per eligibility criteria attached?	Yes/No
7.	Any other relevant information which the bidder may wish to provide.	Yes/No

Annexure-II

(Bidders particulars)

1. Name of Person/Organisation/Firm/Bidder:_____

2. Complete office address: _____

3. Name & residential address of
the person to whom all references
should be made regarding this tender _____

Landline Telephone: _____

Mobile Number : _____

Fax Number : _____

E-mail Id : _____

Dated:

Signature of the bidder with seal

Annexure-III

(Prescribed format for submission of Financial Bid)

4. Name & Address of Firm :

i) Bid for the financial year 2013-14 = _____

Taxes = _____

Total = _____

ii) Bid for financial year 2014-15 = _____

ii) Bid for financial year 2015-16 = _____

Final Quote (i)+(ii)+(iii) _____

Signature & Seal of the Authorized Person

Note : The bid for the year 2014-15 & 2015-16 would be taken exclusive of all taxes for making comparison for the allotment of work.

