

**Speed Post**

**PUNJAB ENGINEERING COLLEGE, CHANDIGARH**

(Deemed to be University)

No.ACF&A/SO/IA/

Dated:-

To

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Subject :- Engaging Chartered Accountant.

Sir,

**Introduction**:- Punjab Engineering College (Deemed to be University) is an autonomous body fully funded by the Chandigarh Administration. It has annual turnover of Rs.100.00 crore.

This Institute intends to engage a Chartered Accountant to assist Accounts Wing in various activities listed in scope of work:

**Scope of work :-**

To assist the Accounts Wing in running the finances efficiently, smoothening and automizing the processes, applying internal checks and balances, advising on savings and investments etc.

The Chartered Accountant will be required to Audit the accounts of this Institute including Student Service Fund, Six Hostels and submit annual Audit report.

**(I) ELIGIBILITY CRITERIA :-**

- i) CA/CA firms having atleast 3 year's experience of providing financial services like Audit of Accounts, Financial consultation to Educational Institutions/ Deemed to be Universities having turnover of 100.00 crores or more in each Financial Year 2015-16 and 2016-17 are eligible to apply.
- ii) Firm must have office/full set up in the tri city i.e. Chandigarh, Panchkula & Mohali.

**(II) Terms & Conditions and Invitation as well as Submission of Bid:-**

- i) All bids must be accompanied by a bid security/EMD of Rs.5,000/- (Rupees Five thousand only) in form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial bank in favour of Director Punjab Engineering College , Deemed to be University, 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 sealed cover having documents mentioned in Annexure-I and financial bid in format given in Annexure III
- iii) 90% payment will be released after submission of audit report of financial year 2017-18 and submission of bill in duplicate. Balance 10 % payment will be made after submission of fresh report after considering the reply by this institute. Taxes as applicable would be deducted from the payment. 80% Payment for financial year 2018-19 and 2019-20 will be made on monthly basis rate, rest 10% on submission of annual report and balance 10% after submission of final report.
- iv) Director Punjab Engineering College, Deemed to be University, Sector12, Chandigarh shall have the right to reject all or even the lowest quotation without assigning any reason.
- v) The firms who have been blacklisted by any Central/State Government Authority /Department/Agency need not apply.
- vi) All the disputes will be subject to Chandigarh Jurisdiction.
- vii) Quotations received after the due date & time will be rejected out rightly.
- viii) 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.
- ix) Initially the contract will be for financial year 2017-18 which can be extended for the financial year 2018-19 and 2019-20 with mutual consent and performance of the bidder.

It is, therefore, requested to quote your competitive rates for the above said work and submit the same in the office of Assistant Controller (F&A) addressed to the Director, Punjab Engineering College , Deemed to be University, Sector-12, Chandigarh by 19.3.2018 up to 1.00 PM positively.

**Assistant Controller (F&A)**

No.ACF&A/SO/IA/

Dated:-

Copy to the Registrar, PEC, Chandigarh for information.

**Assistant Controller (F&A)**

Annexure –I

CHECK LIST

1	Earnest Money Deposit in the form of demand draft OR Fixed Deposit Receipt or Bank guarantee from any commercial bank in the name of Director, PEC University of Technology, Sector-12, Chandigarh.
2.	Self attested copy of PAN No. issued by the competent authority has been attached?
3.	Copy of registration certificate of Chartered Accountant firm attached?
4.	Particulars (as per Annexure-II attached).
5.	Proof of Turnover of Client Institute i.e. Financial statements of financial year 2015-16, 2016-17 as per eligibility criteria attached?
6.	Proof of Address of CA firm attached?
7.	Any other relevant information which the bidder may wish to provide.

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 2017-18	=	_____
Taxes	=	_____
Total	=	_____
ii) Bid for financial year 2018-19	=	_____
ii) Bid for financial year 2019-20	=	_____
Final Quote (i)+(ii)+(iii)		_____

Signature & Seal of the Authorized Person