

PUNJAB ENGINEERING COLLEGE, CHANDIGARH

(Deemed to be University)

Invitation of E-bids for the appointment of Chartered Accountant Firm.

SCOPE OF WORK, ELIGIBILITY AND MODE OF SUBMISSION:

1. Filing of GST returns including TDS under GST, Provide assistance in GST audit, advice on GST matters, Preparation of replies of GST audit in reference to Institute, TEQIP III Project, Pension Fund Trust & Provident Fund Trust.
2. Income Tax matter, VAT, Labour Cess & Service Tax matters.
3. Preparation of Balance Sheet, compilation of Accounts, preparation of trial balance, Receipt & Payment account and final accounts in respect of Institute, Provident Fund Trust, Pension Fund Trust, & TEQIP project on quarterly basis. Apart from this, a consolidated Balance Sheet of PEC with Balance Sheet of Hostel (which prepared by another Chartered Accountant) would also be prepared. Filing of Income Tax Returns, revising of income tax return if any, Filing of All TDS returns (Salary & Non Salary) & revising of TDS returns if any.
4. Provide assistance in conducting of Audit by the Auditor appointed by the A.G., U.T., Chandigarh prepare reply of auditor's observations.
5. Advance tax, Self-assessment tax, assessments to be made before the DCIT as well as CIT appeals.
6. Provide in house (PEC) at least one qualified C.A with 2 years experience for day to day assistance.
7. Reply/attend the court cases relating to financial matters.
8. Any other work relating to financial matters, income tax & GST assigned by the Punjab Engineering College from time to time.
9. Provide legal consultation / legal opinion, assessment, reply to audit objection, correspondence with income tax & GST departments.
10. To attend the queries if any raised by income tax and GST department.
11. Authorised person of the firm can be called before the BOG of the institute in their meeting for any clarification / suggestion etc.
12. To tender advice on all other financial matters and taxation matters including investment pattern as per income tax guidelines related to the Provident Fund Trust and Pension Fund Trust or other related matters as required by the office from time to time.
13. Filing and appeal if any with reference to income tax & GST matter.
14. To move application for stay against penalty / levy of income tax.
15. Filing and application for exemption / non deduction of TDS or deduction of tax on lower rate in respect of institute, Provident Fund Trust & Pension Fund Trust. TEQIP – III.

16. FCRA return & other related matters.

ELIGIBILITY

1. The Chartered Accountant's firm should be registered with the Institute of Chartered Accountants of India & also empanelled with CAG.
2. Having 5 years' experience in the field
3. Having annual turnover Rs.50.00 lacs for the last 3 years (each year).
4. The firms must have Head Office/Branch Office within the Tri City i.e. Chandigarh, Mohali and Panchkula.
5. The firm should not be blacklisted/ debarred from any Govt./Board/Corporation etc.

MODE OF SUBMISSION:-

1. **The E-bid must be submitted online by 5.00 P.M. on dated 17.02.2020.** The e-bid so received will be opened on 18.02.2020 at 3.00 P.M. in presence of the Committee constituted. The bidder(s) shall be at liberty to be present, in person or be represented through their authorized representative(s) at the time of opening of the tender. The e-bids received after the given date and time shall not be entertained.
2. Bid document for this work, can be downloaded from e-tendering website of Punjab Engineering College, D.U., Sector-12, Chandigarh i.e. pec.ac.in & website of Chandigarh Administration "Chandigarh.govt.in "
3. **EARNEST MONEY :** The e-bidders are required to furnish the requisite Earnest Money of Rs. 50,000/- (Rs fifty thousand only) in the shape of Demand Draft in favour of Punjab Engineering College, D.U., Sector-12, Chandigarh **in "Envelop-A" in physical form.**
4. Hard copies of the complete e-bid i.e 'Eligibility Documents' (except 'Financial Bid') are also to be submitted in sealed 'Envelope B'. duly labelled 'Name of Work', 'Name of Agency' and last date of submission of tender. **"Envelop- A"** and **"Envelop-B"** shall be submitted together in another sealed **"Envelop-C"** labelled with 'Name of Work', 'Name of Agency' and last date of submission of tender.
5. A **pre-bid meeting** is fixed on 04.02.2020 at 11:30 A.M. in the office of ACF&A to discuss the scope of work and any other issues. The intended firms are requested to attend the same so that there may not be any confusion at later stage.
6. **Envelop 'C'** as mentioned above must be submitted to the Assistant Controller (F&A), Punjab Engineering College, D.U., Sector-12, Chandigarh by 17.02.2020 either by post or by hand. Failure to furnish the said documents will entail rejection of Bid. The entire responsibility for timely submission of desired documents is of the bidder.

7. Before proceeding further with the **e-bid process**, the “**Envelop-A**” containing Earnest Money, shall be opened first and “**Envelop- B**” containing ‘Eligibility Document’ of those agencies whose earnest money found in order shall be opened in the office of Assistant Controller (F&A), Punjab Engineering College, D.U., Sector-12, Chandigarh by the committee on dated 18.02.2020 at 3.00 P.M. **The financial bids of those firms who qualify on the basis of technical criteria would only be opened.**
8. The department reserves the right to reject any or all the prospective applications without assigning any reason and/or to restrict the list of qualified contractors to any number as deemed suitable by it, if too many bids satisfying the laid down criteria have been received.

Terms & Conditions:

1. The committee of PEC does not bind itself to accept the lowest or any other tender and reserves to itself to reject any or all the tenders received without assigning any reason. **All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, the same shall be summarily rejected.**
2. The committee on behalf of the Director, Punjab Engineering College, D.U., Sector-12, Chandigarh reserves with himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
3. In financial e-bid, the rates should be quoted in lump sum on per year basis along with applicable taxes as specified in the financial bid performa.
4. The total period of contract is for 5 years but will be awarded on yearly performance basis. The performance of the agency will be reviewed after the end of the every year and if found unsatisfactory, the contract will be closed without any compensation.
5. The committee of PEC reserves the right to verify the particulars furnished by the applicant. If at any time, information is found incorrect/ false the e-bid/contract is liable to be cancelled.
6. Conditional e-bids shall not be entertained.
7. In-case of date of receiving of e-bids/opening of e-bids, declares/happens to be public holiday, e-bids shall be opened on next working day on the same time.
8. In case of dispute between firm & PEC the matter shall be referred to the sole Arbitrator appointed by the PEC and the decision of the Arbitrator shall be final and binding on both the parties.
9. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.

10. The Balance Sheet on quarterly basis should be prepared within one month from the end of 1st three quarter. The preparation of consolidated Balance Sheet for the complete Financial Year will be finalized within a period of 5 months from the closing date of the financial year failing which penalty @ Rs.500/- per day or 10% of the total value of contract whichever is less shall be imposed after the completion of time period till the default continues. However, the Director in case of exceptional circumstances may extend the time period & waive the penalty whatsoever, on the justified reasons.
11. The Successful firm shall furnish a performance security in the shape of FDR/Bank guarantee equal to 10% of the e-bid amount (for one year) valid for 60 days beyond the contract period in favour of Director, Punjab Engineering College, D.U., Sector-12, Chandigarh which is liable to be encashed, in case of breach of any of the terms & conditions of the agreement.
12. The earnest money shall be refunded to the unsuccessful e-bidders after finalization of the e-bid and to the successful e-bidder after submission of the performance security.
13. The e-bids which are incomplete, conditional, telegraphic or received late or without earnest money will not be entertained.
14. In case of failure to complete the work within the specified period or violation of any terms & conditions, the performance security shall be forfeited and competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
15. The Director PEC reserve the right to terminate the contract at any time without assigning any reason by giving one month notice.
16. The performance security of the successful tenderer shall be refunded after the expiry of sixty days from the successful completion of the work and fully satisfaction of the PEC.
17. In case of any force majeure, the selected firm will inform PEC authorities in writing explaining the cause and seek the extension in executing the work.
18. The decision of the Director, Punjab Engineering College, D.U., Sector-12, Chandigarh is final, in awarding the contract.
19. The firm which has been debarred/black listed by any Deptt./Autonomous body of the Central/State Govt./Union Territories and Punjab Engineering College, D.U., Sector-12, Chandigarh are not eligible to apply. In case this fact is established after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality, the performance security will stand forfeited.
20. The PEC shall provide access to MIS and other information relevant as required for the task/job. Appropriate office space and infrastructure for the project team shall be provided by PEC.

Availability of counterpart team discussion and sharing knowledge with operational staff shall also be arranged.

21. Firms are required to submit an Affidavit duly attested by the Magistrate / Notary on the prescribed proforma (Annexure C).

Terms of payment:-

- i. 60% payment of the agreement amount for each year shall be paid in three equated quarterly instalments (20% each) after submission of GST/ income tax returns and quarterly Balance Sheet.
- ii. Remaining 40% payment shall be released after the preparation of consolidated Balance Sheet & submission of final account.

Example :

For the first year (01.04.2020 to 31.03.2021), the payments will be released on the following schedules :

Sr.No.	Milestone	Payment method
1.	Filing returns pertaining to period from 01.04.2020 to 30.06.2020	20% of the agreement amount
2.	Filing returns pertaining to period from 01.07.2020 to 30.09.2020	20% of the agreement amount
3.	Filing returns pertaining to period from 01.10.2020 to 31.12.2020	20% of the agreement amount
4.	Submission of final account	Remaining 40% of the agreement amount

The second year payment will start on filing of due returns of 1.4.2020 to 31.3.2021 and so on.

TECHNICAL E- BID (PART "A")

<u>Sr. No.</u>	<u>Particulars</u>	
1.	Name of the firm (In Capital Letter)	
2.	Complete Postal Address	
3.	Telephone No.: (Off)	
4.	Fax No.	
5.	e-mail	
6.	Is the firm proprietary/Partnership/Public Ltd/Pvt. Ltd/Others (specify)	
7.	Is this firm registered with Any Central Government/State Govt./Semi Govt./ Govt. undertakings/Municipal Corporation If so furnish details of registration	
8.	PAN Number	
9.	Goods & Service Tax (GST) No	
10.	EMD Details: Demand Draft/Pay Order No./FDR_ Date ____ Drawn on (Bank Branch)	
11.	Copy of CAG empanelled certificate enclosed	
12.	The Earnest money in the form of demand draft in favour of Director,	

	Punjab Engineering College, D.U., Sector-12, Chandigarh payable at Chandigarh for Rs.50,000/- (Rupees Fifty Thousand only).	
13.	The affidavit regarding non black listing. (As per performa)	
14.	Copies of experience certificate of five years in the relevant field and balance sheets showing annual turnover of Rs. 50.00 lacs of the last three Financial Years.	
15.	An undertaking with regard to sufficient capacity to do the work as per specification of the e-bid document.	
16.	Having one year experience in any government department/Institute/Autonomous body relating to similar work.	

**Name and signature of the
Authorized person with stamp**

FINANCIAL E-BID 'B'

1. Name of the firm _____

2. Address: _____

3. Telephone No./Mobile No. _____

Work to be performed	Rate to be quoted by the firm (exclusive of GST)
As mentioned in the scope of work	
Period 1/4/2020 to 31/3/2021	
Period 1/4/2021 to 31/3/2022	
Period 1/4/2022 to 31/3/2023	
Period 1/4/2023 to 31/3/2024	
Period 1/4/2024 to 31/3/2025	
Total	

* Rates should be quoted in lump sum on per year basis.

* Rates should be quoted in both words and figures.

* Work will be allotted to the firm whose rates are overall lowest (For total of five years).

Note : This e-bid is required to be submitted online only.

Name and signature of
the Authorized person with stamp

AFFIDAVIT

I/We _____ being a Partner /
sole proprietor (strike out which is not applicable) of (Name & Address of
Firm) _____ do hereby declare and solemnly
affirm:

a) That the individual / firm / companies are not debarred or black-listed by any
department of Union/State Governments / Chandigarh Administration or any autonomous bodies
/ Institutes.

b) That e-bidder is duly competent to enter into contract/agreement as per applicable
provisions of Law.

c) That all the terms and conditions and scope of work mentioned in the bid document
of Punjab Engineering College, D.U., Sector-12, Chandigarh are acceptable to me / us. I/we
will abide by them in letter and spirit.

Date:

Place:

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are
true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has
been concealed therein.

Date:

DEPONENT

Place:

**(Note: To be furnished on non-judicial stamp paper worth Rs.15/- duly attested by
Magistrate or Notary Public).**

Punjab Engineering College, D.U., Sector-12, Chandigarh

PUBLIC NOTICE

E-bids are invited from the CAG Empanelled Chartered Accountants/firms for preparation of Balance Sheet of 5 financial years and filing of returns etc. The Scope of Work, detailed terms & conditions are available on website of PEC. The e-bids are required to be submitted online. The period of work will be 1/4/2020 to 31/3/2021, 1/4/2021 to 31/3/2022, 1/4/2022 to 31/3/2023, 1/4/2023 to 31/3/2024 and 1/4/2024 to 31/3/2025 on yearly performance basis. The key dates are as under:

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|--|------------------------|
| 1. The Pre-Bid meeting | 4.2.2020 at 11.30 A.M. |
| 2. The last date of submission of e-bids | 17.2.2020 by 5.00 P.M. |
| 3. The opening of e-bids | 18.2.2020 at 3.00 P.M. |
| 4. The EMD in shape of Demand Draft | Rs. 50,000/- |

(in favour of Punjab Engineering College, D.U., Sector-12, Chandigarh)

The financial e-bid of those firms, who qualify on the basis of technical criteria, would only be opened.