

SCOPE OF WORK

Detailed reconciliation (Khasra No./Land owner wise) of payments released by PSIEC to Collector Land Acquisition office, Department of Industries & Commerce, Punjab and further distributed to the land owners during financial years 2018-19, 2019-20 & 2020-21 by the above said office of Collector Land Acquisition.

ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR RECONCILIATION OF PAYMENTS RELEASED (KHASRA NO./LAND OWNER WISE) BY PSIEC TO COLLECTOR LAND ACQUISITION OFFICE AND FURTHER DISTRIBUTED TO THE LAND OWNERS FOR THE FINANCIAL YEAR 2018-19, 2019-20 & 2020-21.

Terms & Conditions:

1. The CA firm should be based at Chandigarh/Mohali/Panchkula only.
2. The CA firm should have experience of at least 5 years of maintaining the books of account and having experience of reconciliation of payments. (Name of clients with proof to be submitted.)
3. The firm should be registered with ICAI/ICWAI and should be CAG empanelled firm. The proof of CAG empanelment also be enclosed with bid.
4. The firm should have at least 2 Partners & also staff of at least 3-4 persons.
5. The firm must have at least one FCA partner on the date of application.
6. The firm should be registered with the Income Tax Department and should have a PAN and GSTIN Number.
7. There shall be no court/arbitration/legal cases pending against the firm.
8. The firm partners should not be debarred or cautioned by ICAI during the last five years.
9. Complete Address (Name, phone Number, Fax number, e-mail address) and name of the authorized representative of the firm should be attached.
10. Offer/bids should be in two covers, one super-scribed as "Pre-qualification/Technical bid" (Part-'A') the Second super-scribed as "Financial bid" (Part-'B'). These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical bid and financial bids for appointment of Chartered Accountants firm for reconciliation of payments released by PSIEC to Collector Land Acquisition".
11. The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Part "A".
12. Professional Fee/Charges for this work will be inclusive of TA/DA and plus taxes as applicable, in Part- "B".
13. PSIEC can terminate this assignment/work at any time without assigning any reason and without payment of any compensation thereof. In this regard decision of Managing Director, PSIEC shall be final.
14. Firm shall complete reconciliation work within time period of 3 months from date of acceptance of offer letter/work and shall submit its report in hard copy as well as soft copy within 10 days from completion of reconciliation or on lapse of above 3 month's period whichever is earlier.
15. Above time period of 3 months can be extended by the Corporation, if deemed fit, on written request of the firm stating therein appropriated reasons for delay.
16. Payment of 50% fee shall be made on proportionate basis of completion of work and balance 50% fee shall be paid on submission of Final Reconciliation Report, as required, and subject to entire satisfaction of the Corporation.
17. Responsibility of the works done by the CA firm will lie with the firm.
18. The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and they shall strictly comply with all terms and conditions.

NOTE: Preference will be given to CA Firms having work experience of reconciliation of payment with revenue record.

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Form - A

FORMAT OF TECHNICAL BID

Sr. No.	PARTICULARS	Detail and documents attached in support
1.	Name of Firm	
2.	Address of Firm (Head Office Detail) Contact Person: Phone & Mobile No.: E-Mail ID: FAX No.: Complete Address:	(attach document)
3.	Firm Registration No. with ICAI/ICWAI	(attach document)
4.	Detail of CAG empanelment	
5.	Date of Incorporation of firm	(attach document)
6.	PAN and GSTIN No.	(attach document)
7.	Detail of Partners (Name, membership no., contact no.)	
8.	No. of Qualified and Semi qualified staff	
9.	Name of Board/Corporation/ Department for whom firm is presently working or has worked on such assignments/projects.	
10.	Remarks, if any, pertaining to the firm in support of their bid.	

Signature with Name
and seal of firm

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Form - B

FORMAT OF FINANCIAL BID

WORK/ASSIGNMENT	Total fee amount in lump sum (in rupees) inclusive of TA/DA.
Detailed reconciliation (Khasra No./Land owner wise) of payments released by PSIEC to Collector Land Acquisition office, Department of Industries & Commerce, Punjab and further distributed to the land owners during the financial years 2018-19, 2019-20 & 2020-21.	Rs. (in figure) _____. Rs. (in words) _____.

Note: Taxes as applicable extra.

Signature with Name
and seal of firm