

NOTICE INVITING QUOTATIONS

Punjab Small Industries & Export Corporation Limited invites sealed quotations from the Chartered Accountant Firms for maintaining the accounts of units/offices of PSIEC for a period of one year which is extendable.

The complete detailed terms and Proforma to be filled by the firm for submission is available on PSIEC Website: www.psiec.in/notices.html. Interested firms may submit quotation alongwith duly filled Proforma which should reach the office of the undersigned on or before 17.04.2017 by 5 pm.

Managing Director
18 Himalaya Marg, Udyog Bhawan,
Sector 17-A, Chandigarh

Tel: 0172-2702301-05 Fax: 91-0172-2702039 Email: psiec_chd@yahoo.co.in

Engagement of Chartered Accountant Firm

For

Maintenance & Finalization of the Accounts of Below Mentioned Units/Offices of PSIEC

1. Ludhiana Depot & Ludhiana SAIL Stockyard
2. Mandi Gobindgarh Coal Depot & Mandi
Gobindgarh SAIL Stockyard
3. Punjab Government Emporium, Delhi

PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LIMITED (PSIEC)

ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS

Punjab Small Industries & Export Corporation Limited (PSIEC), Head Office Chandigarh invites sealed quotation from the Chartered Accountant Firms for maintaining and finalization of books of accounts of unit offices(mentioned at pre-page) of PSIEC for a period of one year w.e.f. 01.04.2017. The firm should have atleast five year experience for maintaining the books of accounts of Govt. Organization/reputed firm/Limited company/Commercial Organization. The detailed information about the introduction, aims and objectives of PSIEC can be seen on the website of PSIEC: www.psiec.in.

The Proforma along with terms & conditions and scope of work required to be filled by the firm for submission to PSIEC is given below. **The quotation along with the duly filled Proforma should reach to the Managing Director, 18 Himalaya Marg, Udyog Bhawan, Sector 17, Chandigarh on or before 17.04.2017 by 5.00 p.m. Tender will be opened on 18.04.2017 at 11.00 A.M.**

**PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION
LIMITED (PSIEC)**

**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE
& FINALIZATION OF BOOKS OF ACCOUNTS OF UNITS OF PSIEC FOR THE
PERIOD OF ONE YEAR:**

Terms & Conditions:

1. The quotation along with the duly filled Proforma should reach the Managing Director, PSIEC on or before 17.04.2017 by 5.00 p.m. Tender will be opened on 18.04.2017 at 11.00 A.M.
2. The unit/office for which the quotation is being submitted must be clearly mentioned. A firm may apply for the work of two or more units/offices.
3. The firm must have its head office or branch office in the city for which the quotation is being made.
4. The firm should have at least five year experience for maintaining the books of account of Govt. Organization/Reputed firm/Limited company/Commercial Organization.
5. The firm should be registered with the Income Tax Department and have a PAN and Service Tax Number.
6. The firm or any of its partners should not have been debarred or cautioned by ICAI.
7. The firm should have at least one FCA on the date of application.
8. Complete Address (Name, phone Number, Fax number, e-mail address) and name of the authorized representative of the firm should be attached.
9. The present contract will be valid for a period of one year from the 01.04.2017 to 31.03.2018 which could be extended as per the requirements of PSIEC.
10. Annual Professional Fee / Charges for this work with taxes to be given in "Financial Bid" (Format prescribed below).
11. The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and shall comply with them strictly.
12. The successful firm shall deposit a sum of Rs. 25,000/- as security deposit if the firm is engaged for work.
13. Offer 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 Bid for appointment of Chartered Accountants Firm".
14. The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Part "A".
15. PSIEC reserves the right to reject any application without assigning any reason.
16. For any query/doubt, the Chartered Accountant Firm may contact at 98142-45106, Dy. Gen. Manager (Finance & Accounts).

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LIMITED (PSIEC)**

Scope of Work:

1. Maintenance of books of accounts of the offices of PSIEC in Tally.ERP 9 software such as Journal, Ledger, Cash book, Trial Balance and Preparation of Balance Sheet along with required schedules.
2. TDS/TCS consultancy, ensuring deduction and timely deposit of TDS/TCS.
3. Monthly reconciliation of books with bank accounts, Head Office accounts and inter-branch accounts and submission of accounts-wise Monthly Reconciliation Statement to Head Office.
4. A whole time employee of CA firm will sit and work in the unit/office of PSIEC for which it is engaged for atleast 15 hours per week during office hours for doing the entrusted Accounting work.
5. VAT/GST Consultancy, ensuring deposit of tax and filing of returns well in time and providing for all statutory forms related to VAT/GST (C Forms/ F Forms etc.) for which no separate professional charges will be paid
6. MIS, Profitability, Stock Reports required at the HO level or at GM level.
7. Stock Statements at the end of every month.

NOTE: Kindly note that there are two different units/offices in Ludhiana and Mandi Gobindgarh which are situated at different locations:-

- a. Ludhiana Depot
- b. Ludhiana SAIL Stockyard
- c. Mandi Gobindgarh Coal Depot
- d. Mandi Gobindgarh SAIL Stockyard

**PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION
LIMITED (PSIEC)**

**PROFORMA FOR BID FOR ENGAGING CHARTERED ACCOUNTANT FIRM
FOR MAINTENANCE & FINALIZATION OF ACCOUNTS OF UNITS OF
PSIEC FOR A PERIOD OF ONE YEAR:**

PART - A

1. Status of the Firm:- Partnership/Sole Proprietorship		
(a)	Name of the firm (in Capital Letters)	
(b)	(i) Address of the Head Office (ii) Address of the Branch Office	
(c)	Office Telephone No.	
(d)	Office Fax No	
(e)	PAN No. of the firm	
(f)	Service Tax No.	
(g)	Firm Registration Number (FRN) with ICAI	
2.	Date of constitution of the firm	
3.	Date since when the firm has a full time FCA (FCA is must for eligibility of firm)	
4.	Unit Office for which the Bid is being made:- 1. Ludhiana Depot & Ludhiana SAIL Stockyard 2. Mandi Gobindgarh Coal Depot & Mandi Gobindgarh SAIL Stockyard 3. Punjab Government Emporium, Delhi	

UNDERTAKING:

I / We the sole proprietor / partners of M/s _____
Chartered Accountants do hereby jointly and solemnly verify and declare:-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is not found correct at a later stage or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;

**PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION
LIMITED (PSIEC)**

- (ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);
- (iii) That the firm accepts all the terms and conditions and scope of work attached with the application and shall comply with them strictly.

Signature & Stamp of the Authorized Signatory

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LIMITED (PSIEC)**

DOCUMENTS TO BE ATTACHED WITH THE BID:

S. No.	Documents to be attached by the bidder	Bidder's Response (Yes/No)
1	Firm Registration Number (FRN) with ICAI	(Yes/No)
2	PAN No. of the firm	(Yes/No)
3	Service Tax No.	(Yes/No)
4	Five Year experience for maintaining the books of accounts of Govt. Organization /reputed firm/Limited company/Commercial Organization	(Yes/No)
5	Proof of experience of similar nature of work and proof of its Successful completion.	(Yes/No)
6	Copy of cancelled Cheque of Chartered Accountant Firm	(Yes/No)

Authorized Signatory_____

Name_____

Designation_____

Seal_____

Date :

Place:

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LIMITED (PSIEC)**

**PART – B
PROFORMA FOR FINANCIAL BID**

Name of the Firm	
Address of the Firm	
Telephone No. (Head Office)	
Telephone No. (Branch Office)	
Fax Number	
Mobile Number	
Email Id	
Name of the Unit/Office	Annual Financial Bid of Professional Charges
Ludhiana Depot & Ludhiana SAIL Stockyard	
Mandi Gobindgarh Coal Depot & Mandi Gobindgarh SAIL Stockyard	
Punjab Government Emporium, Delhi	

Authorized Signatory_____

Name_____

Designation_____

Seal_____

Date:

Place: