

PUNJAB WATER REGULATION AND DEVELOPMENT AUTHORITY
SCO.149-152,SECTOR 17-C,CHANDIGARH

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PUBLIC NOTICE FOR HIRING OF CHARTED ACCOUNTANT

Sealed quotations FOR HIRING OF CHARTED ACCOUNTANTS on **Part Time** basis are invited from reputed and experienced Chartered Accountants firms based in Chandigarh. Eligibility criteria, terms and conditions and other details can be downloaded from our website www.pwrda.org.in. Corregendum/Addendum if any will be published only on the Authority's website. **Last date for submission of quotations is 27.01.2022.**

Secretary

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Punjab Water Regulation and Development Authority invites sealed quotations FOR HIRING OF CHARTED ACCOUNTANTS on **Part Time** basis from reputed and experienced Chartered Accountants firms based in Chandigarh. Scope of work, Eligibility criteria, terms and conditions and other details are given here in under:

SCOPE OF WORK:

1. Filing of GST/TDGST returns and advising the Authority on GST related issues including the following:
 - a. File the returns in a timely manner as per account books of the Authority.
 - b. Furnish periodic reports/ backup of returns filed with the department.

2. Filing of TDS (Income tax) returns and advising the Authority on TDS (Income tax) related issues including the following:
 - a. Assist in payment of taxes and ensure filing of returns/advance Taxes etc. in a timely manner.
 - b. Furnishing periodic reports/ backup of returns filed with the Income Tax department.

- Note :-**
- a. The firm must provide a relevant compliance chart under GST Act and TDS (Income Tax) Act.

 - b. The firm must provide a template for furnishing data for GST and TDS (Income Tax) compliance.

 - c. Advice the Authority on maintenance of account books keeping in view the latest legal provisions relating to Income Tax and GST.

ELIGIBILITY.

The minimum eligibility to apply for the this **part time** consultancy service is as under:

1. The firm must have at least 10 years of experience in the required field and out of which at least 5 years of experience must be of working with a Government department/ organization /public sector undertaking.
2. The firm must be empaneled with CAG.
3. The firm must have an office in Chandigarh.

TERMS AND CONDITIONS.

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- a. Empanelment is on PART TIME basis; and for one year only which extended with mutual consent of the parties.
 - b. Charges for consultancy services are to be quoted per month (exclusive of GST) both in figures and in words.
 - c. In case of tie, (two firms quote the same rate) the firm having longer experience will be preferred. Decision of the Secretary PWRDA will be final and binding.

IMPORTANT NOTE.

Only hard copies of Quotations in the prescribed format duly type written on printed letter head of the firm are to be submitted.

Last date for submission of quotations is 27th January,2022.

Quotations received after the last date will not be considered.

Incomplete or unsigned quotations are liable to be rejected.

Corregendum/Addendum if any will be published only on our website:
www.pwrda.org.