

## **DETAILED NOTICE FOR SERVICES OF CHARTERED ACCOUNTANT**

Punjab Water Regulation and Development Authority invites sealed quotations FOR SERVICES OF CHARTERED ACCOUNTANT/ Firm for a period of three Financial Years from experienced Chartered Accountant Firms with an office in Chandigarh, Mohali or Panchkula. Scope of work, Eligibility criteria, terms and conditions and other details are given below:

### **SCOPE OF WORK:**

- a. Preparation of Audited Balance Sheets for the previous financial year i.e., 2022-23, 2023-24 and 2024-25
- b. Filing of Income Tax Returns (ITRs) for the previous financial year 2022-23, 2023-24 and 2024-25
- c. Filing of GST/TDGST Returns for the current Financial Year 2023-24, 2024-25 and 2025-26.
- d. Filing of TDS (INCOME TAX) Returns for the current Financial Year 2023-24, 2024-25 and 2025-26.
- e. To advise the Authority on GST and INCOME TAX related issues.
- f. To assist in payment of taxes and ensure filing of returns/ advance taxes etc. in a timely manner.
- g. To furnish periodic report/ backup of returns filed with the Income Tax/GST Department.
- h. To provide a relevant compliance chart under GST Act and Income Tax Act.
- i. To provide a template for furnishing data for GST and Income Tax compliance.
- j. To advise the Authority on maintenance of account books as per the latest legal provisions relating to Income tax and GST.

### **ELIGIBILITY:**

1. The Chartered Accountant/ 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 Chartered Accountant/ Firm must be empaneled with CAG.
3. The Chartered Accountant/ Firm must have an office in Chandigarh, Mohali or Panchkula.

4. If Chartered Accountant/Firm has been barred by the Central Government, any State Government or a statutory authority and if the bar subsists on the date of the quotation, then such firm would not be eligible to submit a quotation either by itself or through its associate.

**TERMS AND CONDITIONS:**

1. Empanelment is initially for a period of three years. It may be extended with mutual consent of the parties.
2. Annual fee/charges to be quoted (exclusive of GST) both in figures and in words for Financial Year 2023-24.
3. Every year 5% enhancement in annual fee of previous year.
4. Fee will be paid quarterly against the invoice.

**IMPORTANT NOTE:**

- \*Only hard copy of quotation in the prescribed format duly typed on letter head of the firm is to be submitted.
- \*Last date for submission of quotation is **5th June, 2023 by 2.00 PM.**
- \*Quotations received after the last date will not be considered.
- \*Incomplete or unsigned quotations are liable to be rejected.
- \*Corrigendum/Addendum if any, will be published only on our website <https://pwrda.org>
- \*Authority may reject a quotation without assigning any reason.
- \*In case of tie, (two firms quote the same rate) the firm having more experience will be preferred.
- \*Decision of PWRDA will be final.

## QUOTATION FORM

1	Name of the Applicant:		
2	Name of the Firm/Company:		
3	Permanent Address:		
4	Contact Details:		
	a. Email id:		
	b. Mobile no.:		
	c. Landline no.:		
5	Experience of working with:	Years	Months
	a. Government (With Name & Address of the Dept/Organisation/PSU)		
	b. Private sector:		
	c. Total Experience(a+b):		
6	Are you empanelled with CAG:	yes/no	
	a. If yes, give details and attach proof		
7	Annual Fee (excluding GST) for all work during financial year 2023-24	Rs.....In words Rs..... .....	

Dated ...

Signature of Applicant

Stamp