

PUNJAB STATE TRANSPORT SOCIETY

O/o. State Transport Commissioner, Punjab, Chandigarh Tel. 0172-2771194, 2771183

**EXPRESSION OF INTEREST FOR HIRING OF CHARTERED ACCOUNTANT FOR
AUDITING, ATTESTING AND RELATED SERVICES**

Punjab State Transport Society, having its head office at Chandigarh Invites "Expression of Interest" from Interested Chartered Accountants firms/CAs having office in Chandigarh, Mohali, Panchkula City for hiring of services of Professional Consultant (CA).

1. The firm should have standing of more than 10 years
2. Working experience as a Consultant/CA with Govt. and Semi Govt./PSU organizations.
3. Auditing the Accounts of the firms/institutions with receipts/ expenditure of over a 50 Crore of Rupees Per Annum.
4. Empanelment with CAG of India.
5. Turnover of firm- 50 Lakh for last 3 years

Eligible firms/CAs to submit their Interest for above assignment. The interested firms/CAS must submit their technical as well as financial BID alongwith EOI, profile of the firm supported by statement of assignments already executed. Technical and financial bids should be sent separately in sealed envelopes super subscribed as "**Expression of Interest for hiring of services of Chartered Accountant Firm** " by **25/08/2023** till **01 PM** in the office of Member Secretary, Punjab State Transport Society, SCO 177-78, Sector 17 C, Chandigarh.

PUNJAB STATE TRANSPORT SOCIETY
0/0.State Transport Commissioner, Punjab
SCO 177-78, Sector 17C, Chandigarh.

Scope of Work and terms & Conditions for hiring of service of Chartered Accountant Firm.

SCOPE OF WORK:-

1. You shall observe all rules and regulations of the Society and Streamlining the Accounting procedure.
2. Rendering advice on matters regarding accounting and taxation matters as and when required and representing PSTS at various forums of Income Tax Department. Tribunals, Courts etc. with regard to these issues and preparation of various appeals and disposals thereof.
3. Redesigning and Restructuring financial Accounting System as per requirement of Income Tax Act.
4. Ensuring that the requirement of Income Tax Act regarding TDS, filing of returns is complied within time and without delay for the financial year 2023-24.
5. Appearing before the Assessing Authority/Appellate Authority/Courts as and when required or ordered by such Authority.
6. Advising and Undertaking avenues of tax planning so that Punjab State Transport Society is able to save Income Tax in legal manner.
7. You may also be assigned such other duties as may become necessary at the discretion of the Management in any Branch or office of the Society.
8. Statutory audit work of PSTS alongwith Compilation & Consolidation of all the Balance Sheet of Society & tax audit for a respective assessment year (i.e. FY 2022-23) is complied within time and without delay.
9. Filing of Income Tax Return for a respective assessment year is complied within time and without delay. (Financial Year 2022-23)
10. Any other work assigned by the Member Secretary from time to time.

TERMS AND CONDITIONS

1. No advance payment shall be released in this regard.
2. You shall visit Head Office, Chandigarh as well as field offices as and when required.
3. The Appointment can be discontinued after giving a one month prior notice.
4. All works assigned to you shall be done within the specified time frame from time to time.
5. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Society.
6. The Society lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations.

7. Your firm will give at least three month notice for leaving the assignment.
8. It may be noted that no commitment on behalf of PSTS shall be made without the prior approval of Member Secretary, Punjab State Transport Society.

UNDERTAKEN

I/We hereby under take. That I/We will abide by the terms and conditions mentioned above and do the audits work strictly as per these terms and conditions.

Dated

Signature
With official seal

PUNJAB STATE TRANSPORT SOCIETY
0/0.State Transport Commissioner, Punjab
SCO 177-78, Sector 17C, Chandigarh.

FORMAT OF TECHNICAL BID

Referred in Expression of Interest (EOI) for hiring of services of Chartered Accountant Firm (Chartered Accountants).

1. Name of the Firm:
2. Address of the Firm:
3. Contact Person:
4. Phone No. & Mobile No.:
5. Email I.D.:
6. Valid PAN Number.
7. CAG's Empanelment No.
8. GST Number.
(If not provided GST will not be paid)
9. Valid registration with Institution of Chartered Accountants of India.
10. The firm should have standing of more than 10 years, **Yes/NO.**
(If Yes, please attach proof.)

11. Working experience as a Consultant/CA with Govt. and Semi Govt./PSU organizations. **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the Institution)
12. Auditing the Accounts of the firms/Institutions with Receipt/ Expenditure of over a Crore of Rupees Per Annum. **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the Institution)
13. Turnover of firm/CAS 50 Lacs for last 3 years **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the institution)

Above statement is true and correct to the best of my knowledge, belief and information. Nothing is concealed therein. For any misrepresentation and consequences thereof, undersign will be fully responsible for the same.

Date:

Signature
With official seal

PUNJAB STATE TRANSPORT SOCIETY
0/0.State Transport Commissioner, Punjab
SCO 177-78, Sector 17C, Chandigarh.

FORMAT OF FINANCIAL BID

Referred in Expression of Interest (EOI) for hiring of services of Chartered Accountant Firm.

1. 1 Name of the Firm:
2. Address of the Firm:
3. Contact Person:
4. Phone No. & Mobile No.:
5. Email I.D.:
6. Valid PAN Number.
7. CAG's Empanelment No.
8. GST Number.
(If not provided GST will not be paid)
9. Valid registration with Institution of Chartered Accountants of India.

Professional Fee In figure.....

(In words)

Dated.

Signature
With official seal