



**PUSHPA GUJRAL SCIENCE CITY**  
**JALANDHAR-KAPURTHALA ROAD, KAPURTHALA**

**APPLICATION FOR APPOINTMENT AS CHARTERED ACCOUNTANT  
FOR ANNUAL AUDIT**

1. Name of the firm (in block letters) : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. E-mail address : \_\_\_\_\_
4. Telephone No.  
Landline : \_\_\_\_\_  
Mobile : \_\_\_\_\_  
Fax : \_\_\_\_\_
5. CAG Empanelment Number of the firm and validity (pls attach proof) : \_\_\_\_\_
6. Consolidated Annual Charges for conducting the Annual Audit including transport, taxes, other charges etc. : In Figures: \_\_\_\_\_  
In words: \_\_\_\_\_

7. Experience Details (Attach relevant Documentary Proof)

S. No.	Name of Organization	Nature of Assignment	Whether Govt. Sector (Yes/No)	Documentary Proof Attached (Yes/No)

(Attach Separate Sheet if required)

Notes:

- 1) Minimum Fee for the said assignment is Rs. 10,000/- p.a. (all inclusive).
- 2) The offers/quotes below the minimum fee will be outrightly rejected.
- 3) No other payment will be made in addition to the amount quoted above.
- 4) In case of variation between amount given in figures and in words, the amount quoted in words shall be considered as final.
- 5) Total annual receipts of PGSC is in the range of Rs. 7-8 crores.
- 6) CA's based in Jalandhar, Kapurthala and Ludhiana need only apply.
- 7) The initial appointment will be for a period of one year extendable on year to year basis for a maximum period of three years. The charges may be quoted for Annual Audit of one year and shall remain same for three years.

- 8) The ICAI Firm Constitution Certificate (as on date) must be attached.
- 9) In case of tie between the firms, the criteria shall be as under:
  - a) The firm with more Audit Assignments in Government sector shall be given preference.
  - b) If still there is a tie at a) above, the age of the firm shall be considered from the date of registration i.e. the firm with older incorporation shall be given preference.
- 10) The firms who have applied earlier in response to advertisement in The Tribune dated 29.08.2018 need to apply afresh.
- 11) All documents submitted must be duly signed/stamped by the firm.
- 12) The envelope must be superscribed "Quotation for Annual Audit of PGSC" and also subscribe the name of contact person, contact no. and e-mail id.
- 13) Offers not submitted on prescribed format or sent through E-mails or conditional in nature will be summarily rejected.
- 14) The intimation regarding opening of quotations shall be placed on PGSC website [www.pgsciencecity.org](http://www.pgsciencecity.org). The authorized representative of firms can attend the same who may like to be present.
- 15) Last date for submission of offer is 12.11.2018.
- 16) The offers must be submitted either in person or through Speed/Registered Post.
- 17) PGSC will not be responsible for any postal delays. The offers received after the due date & time will not be entertained.
- 18) For any clarification, please contact Dr. Munish Singla, MFA, PGSC, Mobile No. 9815417699, e-mail: [mfa.pgsc@yahoo.in](mailto:mfa.pgsc@yahoo.in).
- 19) PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.
- 20) The decision of PGSC shall be final and binding in all respects.
- 21) All matters are subject to Kapurthala jurisdiction only.

(SIGNATURE WITH SEAL)