



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 : _____
(please 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) The minimum Fee for the said assignment is Rs.10,000/- p.a. (inclusive of all charges).
- 2) The offers/quotes below the minimum fee will be out rightly 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 are in the range of Rs. 8-14 Crores.
- 6) The bidder must have a well-established office either in Jalandhar, Kapurthala or Ludhiana.

- 7) The initial appointment is for one year and can be extended annually up to a maximum of three years. The quoted charges for the first year's Annual Audit will remain unchanged for subsequent years.
- 8) **The ICAI Firm Constitution Certificate (valid as on date) must be attached.**
- 9) In case of tie between the firms, the criteria shall be as under:
 - a. Preference will be given to the firm with more Audit Assignments in the Government sector during the last three years. Proof of the same should be enclosed
 - 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) All documents submitted must be duly signed/stamped by the firm.
- 11) The envelope should be clearly marked with "Quotation for Annual Audit of PGSC," and should also include the name of the contact person, contact number, and email address.
- 12) Offers not submitted on prescribed format or sent through e-mails or conditional in nature, will summarily be rejected.
- 13) The intimation regarding opening of quotations shall be placed on PGSC website www.pgsciencecity.org. The authorized representative of firms can attend the same who may like to be present.
- 14) Last date for submission of offer is 12.08.2024.
- 15) The offers must be submitted either in person or through Speed/Registered Post.
- 16) PGSC will not be responsible for any postal delay. The offers received after the due date & time will not be entertained.
- 17) For any clarification, please contact Aman Sharma, Manager (F&A), PGSC, Mobile No. 7009582220, e-mail: mfa.sciencecity@gmail.com
- 18) 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.
- 19) The decision of PGSC shall be final and binding in all respects.
- 20) All matters are subject to Kapurthala jurisdiction only.

(SIGNATURE WITH SEAL)