



POOMPUHAR SHIPPING CORPORATION LIMITED

(Government of Tamilnadu Enterprise)

692,(Old No. 473) Anna Salai, IV Floor,

Nandanam, Chennai – 600035.

CIN.U63090TN1974PLC006596

Phone:24330505, 24330807 E-mail: pscgmfinance@gmail.com, pscship@gmail.com

PSC/F2-01/Outsourcing of Account Unit/HO/2024

Date: 27.06.2024

**QUOTATION DOCUMENT**

To  
Audit firms

Sir/Madam,

Sub: PSC- Quotations for Outsourcing of Accounts unit of PSC to Chartered Accountant Firm – Request for quote-reg.

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**Preamble:** Poompuhar Shipping Corporation Limited is a wholly owned state Government undertaking was incorporated on 11<sup>th</sup> April 1974 with the exclusive responsibility of shipment of coal along the east coast of India to meet the requirement of the thermal power station NTPC Tamil Nadu Energy Company Limited (NTECL).

The Company is under the administrative control of the Highways and Minor Ports Department of the Government of Tamil Nadu. The Management is vested with a Board of Directors appointed by the State Government. The day to day operations are carried out by the Chairman and Managing Director who is the Chief Executive officer of the company, with the assistance of the Heads of the Departments viz., Finance, Operation, Technical and Personnel & Administration.

The Corporation is also operating ferry service in Kanniyakumari to transport the tourist and pilgrims to visit Vivekananda Rock Memorial and Ayyan Thiruvalluvar Statue through three ferries owned by the Corporation.

The book of accounts of the corporation is being maintained in Tally. As the corporation is a state owned undertaking the following audits are being carried out.

1. Internal Audit through the Chartered Accountant.
2. Statutory Audit through the Chartered Accountant appointed by the C&AG
3. C & AG Audit.

**Requirement from the CA firm:** To meet the requirements of the Statutory norms the Corporation is proposed to outsource the areas of GST, Income Tax, filing of TDS on IT, TDS under GST & Corporate Tax matters by deploying a suitable staff of the CA firm to work in Corporation's Head office in all working days of each month to look after all the above said matters *The selected Chartered Accountant firm is to provide a suitable staff (one or two) to function in the Corporation for*

*all the working days of the office.* Further, the Chartered Accountant is to periodically visit the office for supervising work of the nominated staff and to proceed further matters in respect of periodical filing of returns etc. **The selected firm will be assigned with the work order for Six months.** The details of Scope of Work are given below;

**I. Scope of Work related to Tally entries / Accounting entries:**

1. Tax applicability / Rate applicable from various tax forums (GST/IT and any other taxes) for each and every transaction carry by each department/Section and the respective note for approval should be checked and certified by the CA firm and forwarded to Accounts department.
2. After approval from the competent authority of PSC, CA firm should guide the PSC employee to make the payment entry and respective Journal Vouchers (if any) and same should be certified by CA firm.
3. Each and Every Debtor's and Creditor's reconciliation should be done by CA firm each and every month's interval.
4. Finalization of accounts as per the Income Tax Accounts and Companies Act and other authorities, if applicable.

**II. Scope of Work related to Service Tax/GST matters:**

1. Preparation and filing of GST Returns/Forms applicable to PSC from time to time
2. Any other work/ issues related to GST/Service Tax, as and when assigned by PSC.

**III. Scope of Work related to Income Tax/ TDS matters:**

1. To prepare TDS due statement (section wise) and prepared the notes for making the payment within the due date.
2. Preparation of monthly statement of TDS deducted and deposited details and same to be filed within the due date.
3. To ensure the disbursement of Form 16A / 16B to the respective person.
4. Preparation of IT calculations for each and every employee of the PSC.
5. Any other work/ issues related to TDS, as and when assigned by PSC.
6. Preparation of Income Tax return for the FY 2023-24

**IV. Scope of Work related to Corporate Tax & Foreign payments etc.:**

1. Finalization of Annual Accounts, grouping of accounts and other related works as per the norms prescribed by the various authorities and submit to the statutory auditor.
2. Issue of Form 15 CA & 15 CB for Foreign transactions
3. Any other work/ issues related, as and when assigned by PSC.

**V. Scope of other Tax related works:**

1. Appearing before the various forums/tribunals and other authorities relating to Tax related issue pending before the various forums/tribunals (both Income Tax and GST).
2. The CA firm should give the Tax opinion / Advice, to PSC whenever required.

## **BID QUALIFICATION REQUIREMENTS: (BQR)**

- **Minimum 2 years of Experience in the relevant field of Shipping Company/Govt. Company/ Port Trust**
- Overall experience of minimum 5 years and experience certificate should be submitted
- The CA Audit firm should have minimum 3 partners.
- The CA Audit firm should produce the last 3 years audited financial statements (complete set) and IT return acknowledgement.
- The detailed profile of the audit firm should be submitted, stating different activities undertaken by the firm such as Internal Audit/ Tax Audit / Statutory Audit /GST Audit /Independent Audit/ filing of statutory returns/ Book Maintenance etc., in which specifically mentioned in sector wise i.e., Shipping company/ Port Trust/ Government company etc.,

## **REJECTION OF QUOTATION:**

### Quotation will be rejected

- If, not meeting the Bid Qualification Requirement
- If, Quotation is not authenticated by the CA firm.
- If, Quotation received via e-mail.
- If, Quotation received from the black listed firm.
- If, the Price is mentioned in the technical/Commercial quotation.
- If, the Quotation is not in a sealed cover, super scribing the envelopes as mentioned in general conditions.
- If, The cover is received after the due date & time

### **Termination Clause:**

1. *In case of repeated dissatisfactory performance of the deputed staff (or) auditor including delay in filing of statutory returns the Poompuhar Shipping Corporation Ltd., reserves right to cancel the work order issued to the audit firm and terminate the contract.*
2. *The contract is terminable by the Corporation at its option by issue of fifteen days notice of such termination to the Contractor.*

### **General Instructions**

1. Please go through the enclosed notice inviting request for proposal (Quotation Document) before submitting the offer.
2. Ensure that all documents are submitted in English language.
3. Ensure that each offer, contains the following documents:
  - I. Technical/Commercial quotation: **Cover "A"**
    - a) Detailed profile of the CA Firm, having the details of the partners and their overall experience in relevant fields.

- b) Details of different activities undertaken by the firm such as Internal Audit/ Tax Audit / Statutory Audit /GST Audit /Independent Audit/ filing of statutory returns/ Book Maintenance etc., in which specifically mentioned in sector wise i.e., Shipping company/ Port Trust/ Government company etc.,
- c) Audited financial statements for the last 3 financial years.
- d) Particulars of well known experience staff to be deputed to the PSC as per the PSC requirement as mentioned in quotation document.

II. Price Quotation: Cover “B”

- a) Clearly mentioned the price for each category of the requirement as per the enclosed format (Annexure-A)

*Note: If the bidder is not qualified as per BQR, based on the documents kept in Cover A (commercial quote), then the respective price quote Cover B is not opened for evaluation purpose.*

**General Conditions:**

*The Audit firms may quote separately in two cover system i.e.,*

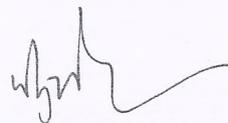
1. *Cover A: Technical/Commercial Quote (should contain documents as per BQR and General instructions) and it should be sealed cover, super scribing the envelope as “Cover A- Technical/Commercial quotation”*
2. *Cover B: Price quote (as per enclosed format annexure A) and it should be sealed cover, super scribing the envelope as “Cover B- Price quotation”*

*Both cover A and cover B, should be kept in single sealed cover super scribing the envelope as “quotations to Engage a Chartered Accountant firm for providing suitable man power for managing all the matters relating to GST and Income Tax matters”*

**Due Date:**

*The sealed quotation should reach our office on or before 5<sup>th</sup> July by 15:00 hrs*

*The sealed quotation should be addressed to “the Chairman and Managing Director, Poompuhar Shipping Corporation Limited, 692, Anna Salai, 4<sup>th</sup> floor, MHU complex, Nandanam, Chennai – 600 035”.*



CHAIRMAN AND MANAGING DIRECTOR (FAC)  
POOMPUHAR SHIPPING CORPORATION LIMITED



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QUOTATION DOCUMENT

Annexure-A

**Fee for Outsourcing of Accounts Unit of Poombuhar Shipping Corporation Ltd.**

**Activity wise quoted amount (without GST)**

S.No.	Activity	Period	Amount in Rs.
1	Deploying a suitable staff (one or more) of the audit firm to work in the Corporation for all working days to do the scope of work (I, II, III IV and V) mentioned in the letter calling quotation.	(Rs. _____ x 6 months)	
2	For filing of Income Tax, TDS returns (Quarterly)	(Rs. _____ x 3 months)	
3	For filing of GST returns (monthly)	(Rs. _____ x 6 months)	

**\*Applicable GST will be charged additionally**

SIGNATURE WITH SEAL OF AUDIT FIRM