



**Tender for appointment of CA Firm for
Professional Services for Punjab
Tourism Development Corporation
Limited (PTDC) & its 3 Demerged
Companies**

Reference number: PTDC/Accts/2024/001

Department of Tourism
Plot No. 3, Sector 38A,
Chandigarh

Pin Code: 160036

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1 Notice inviting tender

**PUNJAB TOURISM DEVELOPMENT CORPORATION LIMITED
PLOT NO. 03, SECTOR 38-A, CHANDIGARH.**

PH: 0172-5047911, 5042956

email: acfadcam@gmail.com

Bid No. PTDC/Accounts/2024/

Dated: 28-07-2024

Punjab Tourism Development Corporation Limited, invites the bids for "**Appointment of CA firm for Professional Services**" through e-tendering system from eligible bidders for the work detailed below:-

Name of Work	Bid Security / Earnest Money	Cost of Document / Tender Fee	Maximum Contract Value	Period
Appointment of CA firm for Professional Services	Rs. 10,000/-	Rs. 1,000/-	Rs.5,00,000/- (per annum)	Two Year (2 Year)

The online bids are to be submitted upto 20 Aug, 2024 by 11.00 AM. For detail terms and conditions refer to website: <https://eproc.punjab.gov.in>. Corrigendum, if any, will be uploaded on the website.

**Sd/-
Managing Director**

2 Document control sheet

S/No.	Particular	Details
1	Document reference number	PTDC/Accts/2024/001
2	Date & time for the start of sale of e-tender	31 st July' 2024 11.00 AM
3	Last date and time for submission of queries through email	14 th Aug, 2024 11.00 AM (No queries will be entertained after the abovementioned date/time)
4	Time and Date of pre bid meeting	8 th Aug, 2024 11.30 AM
5	END Date and time for submission of bids	20 th Aug, 2024 11.00 AM
6	Address for communication	Punjab Tourism Development Corporation Limited (PTDC) Plot No. 3, Sector 38A, Chandigarh. 160036
7	Earnest Money Deposit (EMD) through online mode (RTGS/NEFT)	Rs. 10,000/- (Rs. Ten Thousand Only)
8	Maximum Contract Value	Rs. 5,00,000/- per annum
9	Cost of document/ Tender Fee	Rs. 1000/- only (through online mode)
10	Contact details	Sh. Navjot Singh, ACFA Mobile: +9183604-80823 Email: acfadcam@gmail.com
11	Website for tender reference	https://eproc.punjab.gov.in

Note: All corrigendum / addendums / clarifications regarding this tender shall be posted on the above mentioned websites only. No other communication or advertisement will be given.

3 Definitions

Unless the context otherwise requires, the following terms whenever used in this tender and contract have the following meanings:

“Bid” means proposal submitted by bidders in response to this tender issued by PTDC.

“Bidder” means business entity who submits bid in response to this tender.

“Committee” means the committee constituted by PTDC for evaluation of bids.

“Contract” refers to the contract entered between PTDC and the Service Provider.

“PTDC /Client” means Department of Tourism.

“Day” or **“Days”** means a calendar day or days of 24 hours each.

“EMD” means “Earnest Money Deposit”.

“PTDC” means “Punjab Tourism Development Corporation Limited”

“PBG” means “Performance Bank Guarantee”.

4 Introduction

Punjab Tourism Development Corporation Limited & its three demerged companies are the undertakings of the Department of Tourism, Govt. of Punjab and these companies were incorporated under the Companies Act, 1956 in the name and style "Punjab Tourism Development Corporation Limited (PTDC), Amritsar Hotel Limited, Neem Chameli Tourist Complex Limited & Gulmohar Tourist Complex (H.H) Limited. These were mainly established for the development of Tourism in the State of Punjab and out of Punjab.

Sr No.	Name of Company	CIN	Authorized Share Capital	Paid up Share Capital
1	Punjab Tourism Development Corporation Limited	U45202CH1979SGC003951	8.00 Crore	6.66 Crore
2	Neem Chameli Tourist Complex Limited	U55101CH2003SGC026178	3.00 Lakhs	2.00 Lakhs
3	Amritsar Hotel Limited	U55101CH2003SGC026175	3.00 Lakhs	2.00 Lakhs
4	Gulmohar Tourist Complex (H.H) Limited	U55101CH2003SGC026176	3.00 Lakhs	2.00 Lakhs

5 Objective:-

1. **Ensure Compliance:** To ensure that all statutory and regulatory requirement are met, including adherence to relevant laws and the licensee Agreement.
2. **Independent Assurance:** To provide independent, objective assurance and consulting service to enhance the organization's financial integrity and operational efficiency.

3. **Certification:** To issue necessary certificates for statutory filings and compliance purpose.
4. **Financial Advisory:** To offer expert financial advice and recommendations to support strategic decision-making and financial planning.

These objectives ensure the CA firm's role in maintaining high standards of financial management and transparency.

6 Instructions to Bidders

Eligibility / pre-qualification criteria

Chartered Accountants Firm fulfilling the following eligible criteria as follows:-

- a) The bidder should be a Chartered Accountancy Firm and registered with Institute of Chartered Accountants of India, New Delhi. For the purpose certificate of practice issued by ICAI, New Delhi be submitted. The bidder should be empanelled with the office of Comptroller General of India (CAG), New Delhi and submit copy of empanelment. (Empanelment certificate should be valid & not expired)
- b) The bidder should be in practice for at least 15 Years. The Bidder should have required experience in any Govt. Corporation, Govt. entity or Board of Minimum 5 Years Experience of all income tax cases, Filing of GST/TDS Returns and Preparation of Balance Sheets is required to be attached.
- c) The bidder should submit CA certified with UDIN duly mentioned annual turnover of Rs 25.00 Lakhs in the last 3 financial years (Audited financial statements (if available)& ITRs to be attached).
- d) The bidder should have their office in tri-city i.e Chandigarh/ Panchkula/ Mohali. For the purpose, bidder should submit proof in this regard. If any dummy office is found for the purpose of Fulfillment of Eligibility Criteria same will be reported to ICAI/CAG or any other Govt. Office and bid will be cancelled.
- e) The bidder should have to submit an undertaking that they are not debarred or black-listed by any Government and / or semi Government / Autonomous entities and should have never been issued notice for failure to submit deliverables and cancellation of work order etc., by any

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Government and / or semi Government / Autonomous entities/or black-listed. An Undertaking to be submitted by the Firm to that effect.

If the successful firms fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for PTDC to forfeit either in whole or in part, the performance security furnished by the firm.

Earnest Money Deposit (EMD)

- 1 The bidder shall furnish EMD through online mode, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet.
- 2 The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- 3 The EMD will be forfeited on account of one or more of the following reasons: -
 - Bidder withdraws its bid during the validity period specified in the tender.
 - Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
 - In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee in time.
 - If a bidder makes misleading or false representations in the forms, statements and attachments submitted in the bid documents.

Clarification on tender document

The bidders requiring any clarification on the bid document may submit his queries by the due date and time as mentioned in the Document Control Sheet in the following format in a MS Excel file:

SN	Tender Clause No.	Page No.	Tender Clause detail	Amendment Sought / Suggestion	Justification

Pre bid meeting

The pre bid meeting will be held on 8th Aug, 2024 at 11.30 a.m. in the committee room of the Department of Tourism and Culture Affairs, Punjab,

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Plot No. 3, Sector 38A, Chandigarh. Bidder must ensure that pre bid meeting is attended by their concerned senior people so that all the clarification and assumptions are resolved before bid submission.

Preparation of bid

1. The bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and conditions and other formats of the bid. Failure to furnish all the necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at bidder's own risk and may be liable for rejection.
2. Once the bid is submitted, it will be presumed that the bidder has seen and understood the complete Scope of Work.
3. The bid shall be uploaded on the "www.eproc.punjab.gov.in" website by the bidder or duly authorized person(s) to bind the bidder to the contract.
4. The bidder shall be responsible for all costs incurred in connection with participation in the bid process.
5. The bids submitted by fax / e-mail / envelope etc. shall not be accepted. No correspondence will be entertained on this matter.
6. The bids submitted by a consortium of companies/firms or any subcontractors will be rejected.
7. All correspondences between the bidders and PTDC shall be written in the English language.
8. All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by PTDC on the basis of this tender.
9. Failure to comply with the below requirements shall lead to the bid rejection: -
 - Comply with all requirements as set out within this tender.
 - Submission of the forms and other particulars as specified in this tender and respond to each element in the order as set out in this tender.
 - Submission of all supporting documentations specified in this tender, corrigendum or any addendum issued.

Deviations

Bids submitted with any deviations to the contents of the tender document will be considered as non-responsive. No deviation(s) / assumption(s) / recommendation(s) shall be allowed with the bid.

Validity of bids

- Bids shall remain valid till 60 (Sixty) days from the date of submission of bids. PTDC reserves the right to reject a proposal valid for a shorter period.
 - If required, PTDC may solicit the bidder's consent to extend the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder may refuse the request without forfeiting the Earnest Money Deposit. A bidder granting the request will not be permitted to modify its bid.
 - PTDC reserves the right to annul the tender process, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
 - PTDC may, at its own discretion, extend the date for submission of proposals.
-

Amendment to the tender document

Amendments / corrigendum's / addendums / clarifications necessitated due to any reasons, shall be made available on the website only as provided in the document control sheet. No separate communication either in writing or through email will be made to any interested/ participating bidders. It shall be the responsibility of the bidders to keep on visiting the website to amend their bids incorporating the amendments so communicated through the website.

In order to provide prospective bidders reasonable time for taking the corrigendum(s) or addendum(s) into account, PTDC, at its discretion, may extend the last date for the receipt of bids.

Bid evaluation process

The bidder who fulfill the eligibility criteria and will quote the lowest rate shall be awarded the contract.

If more than one bidder quotes the same rate then MD, PTDC reserves the right to allot the bid by calling the physical bids from such bidders and if again more than one bidder quotes the same rate, then the bid shall be allotted by draw of lots.

Disqualifications

PTDC may at its sole discretion and at any time during the evaluation of bids, disqualify any bidder, if the bidder has: -

- Made misleading or false representations in the forms, statements and attachments submitted in bid documents. The EMD of the bidder will be forfeited in such cases.
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- Failed to provide clarifications related thereto, when sought;
- Submitted more than one bid (directly / indirectly);

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- Declared ineligible by the Government of India / State / UT Government for corrupt and fraudulent practices or blacklisted.
- Submitted a bid with price adjustment/variation provision.
- Documents are not submitted as specified in the tender document.
- Suppressed any details related to bid.
- Submitted incomplete information, subjective, conditional offers and partial offers submitted.
- Not submitted documents as requested in the checklist.
- Submitted bid with lesser validity period.
- Any non-adherence/non-compliance to applicable tender content.

Issue of Letter of Intent (LoI)

PTDC will issue a Letter of Intent (LoI) to notify the successful bidder in writing about acceptance of their bid. The LoI will constitute the formation of the contract after submission of performance security to PTDC by the successful bidder.

Performance security

As soon as possible, but not more than 20 days after the issue of Letter of Intent (LoI), the successful bidder shall furnish performance security @10% of the contract value in the form of FDR's and performance bank guarantee to PTDC which will be valid for a period of 180 days beyond the expiry of the contract. Whenever the contract is extended, the service provider will have to extend the validity of performance security proportionately.

In case the successful bidder fails to submit performance security within the time stipulated, PTDC at its discretion may cancel the Letter of Intent (LoI) to the successful bidder without giving any notice and the EMD of the concerned bidder will be forfeited.

The Service Provider will not be entitled for any interest on the performance security submitted.

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PTDC shall forfeit the performance security in full or in part in the following cases:

- When the terms and conditions of contract are breached/ infringed and are not cured within a period of 1 month from the date of notice.
- When a contract is being terminated due to non-performance of the Service Provider.
- The PTDC incur any loss due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.
- When the PBG is pending to be renewed and the validity is not renewed one month before the expiry of the PBG.

Signing of Contract

- i. The successful bidder will sign the contract with PTDC within 20 days of issue of Letter of Intent (LoI) subject to submission of performance security. After signing of the contract, no variation in or modification of the term of the contract shall be made except by mutual written amendment signed by both the parties.
-

For detail refer Annexure-I

7 Scope of Work

Maintaining accounts and preparation of Balance Sheets of the Punjab Tourism Development Corporation Limited and its 3 demerged companies namely Amritsar Hotel Limited, Neem Chameli Tourist Complex Limited and Gulmohar Tourist Complex (Holiday Home) Limited.

Detail of pending accounts of these companies is as under:-

Sr. No.	Name of the Company	Pending accounts for the Financial Year	Remarks
1.	Punjab Tourism Dev. Corp. Ltd.	2019-20 & onwards	Standalone & Consolidated Balance Sheet
2.	Amritsar Hotel Limited	2020-21 & onwards	Standalone Balance Sheet
3.	Neem Chameli Tourist Complex Limited	2021-22 & onwards	Standalone Balance Sheet
4.	Gulmohar Tourist Complex (Holiday Home) Limited	2020-2021 & onwards	Standalone & Consolidated Balance Sheet

1. Preparation of all type of monthly as well as annual statements and Checking Ledger, Cash Book, Journal Entries with related voucher & putting signatures of verification & checking, making corrections, advising how to streamline accounting procedures.
2. Reconciliation of bank accounts of PTDC, as well as demerged Companies and inter unit reconciliation of financial statement etc.
3. Maintenance of journal & Ledger of PTDC and three demerged companies and reconciliation of financial statement etc.
4. Coordinating with Statutory Auditors and A.G Auditors and other Audit Parties duly appointed by the A.G Punjab for General Audit etc.
5. A.G. Audit and settlement of audit paras relating to Audit and Public Undertaking Committees.

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6. Preparation of Trial Balance and Balance Sheet at Corporate Office Level.
7. Deduction of Income Tax from contractor's bills and other parties payments and filing of Income Tax return.
8. Looking after the Income Tax Cases of PTDC and three demerged companies. Coordinating with Chartered Accountant/Advocates in the case of regular demand of Income Tax pending before ACIT/ DCIT, CIT, ITAT and Punjab and Haryana High Court in respect of PTDC and its three demerged companies.
9. Checking and Verification of Ex-Employees Claims existing in the books of accounts.
10. Giving Professional Advices desired by the Management of the PTDC from time to time with regard to past, present and future tax implications and other matters in which suggestions of a chartered accountant firm is expected.
11. Frame replies of CAG Audit Paras/observations relating to the Current/Present/Past year in respect of PTDC and three demerged companies.
12. Preparation of GST/TDS details and filing of returns regularly as per Govt. timelines & procedures and reply to notices of GST/TDS etc. & attending Tax deptt. For any hearing / appearances.
13. To attends meetings in person, as & when called. Since meetings generate information & pupation about status of accounts, its related weaknesses, Grey areas, how to improve these.
In addition to above any other work/duties related with the accounts matter assigned by the Manager (F&A)/ Managing Director.
14. Reply of all Income Tax Notices and handling of all cases of Scrutiny, Appeal- CIT (A), Appeal- ITAT **for any year i.e. current year as well as previous years.**
15. All EPF Pension settlement returns and other EPF work.

8 Contract period

The CA firm/ Company shall be appointed for a period of 02 years from the date of signing of contract but the performance shall be reviewed by the Management of PTDC to continue the appointment. Any extension beyond this period shall be subject to mutual consent of both the parties. Final decision regarding extended period , incremental fees and other terms & conditions shall be subject to decision of competent authority of PTDC.

9 Payment Terms General

- Payment to the Service Provider shall be made in Indian Rupees through NEFT / RTGS.
- Payments shall be made on quarterly basis and shall be subject to deductions of any amount for which the Service Provider is liable under the contract. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) at the rate applicable from time to time as per the Income-Tax Act, 1961 and any other applicable deductions/ taxes.
- The decision of the PTDC pertaining to the quality and quantity of works / services performed by the Service Provider will be final and acceptable to the Service Provider besides being binding. It shall be the responsibility of the Service Provider to rectify the deficiencies so pointed out without any extra payment. In the event of default by Service Provider, PTDC reserves the right to get the concerned work/ services fixed at its own level at the cost, risk and responsibility of the Service Provider after giving a notice in regard thereto in writing and expenditure so incurred by the PTDC will be recovered from the invoices of the Service Provider or from PBG, as it may deem fit.
- Only a single itemized bill shall be raised for all the services availed under the contract.
- All taxes, duties and any statutory levies etc. payable by the Service Provider during the contract tenure shall be the sole responsibility of the Service Provider.

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- The payment against services not rendered shall be withheld until the services are delivered and verified by PTDC. Such deductions shall be separate from liquidated damages and shall not be included in the liquidated damages cap, if defined in the tender / contract.
- Billing shall commence from the date of commencement of services. In case notice of non-conformity has been given by PTDC, billing for services will commence from the revised date as per actual commencement of service.
- Payments shall be subject to deductions of any amount for which Service Provider is liable under the contract.
- The Service Provider's cumulative liability to PTDC under the contract for all claims made under or in connection with the contract whether arising under contract (including under any indemnity), negligence or any other tort, under statute or otherwise at all will not exceed the total contract value in aggregate of the contract.
- In the event of expiry or termination of contract, PTDC shall make due payments to the service provider as per terms & conditions of the signed contract.

Prices

- i. The rates quoted in the bid shall be inclusive of all taxes. However, the taxes shall be paid as applicable from time to time.
- ii. The prices shall remain fixed for the complete contractual period. No price change request will be accepted after opening of the bids and during the validity of the contract.

10. General Contract Conditions

- **Mandatory Visit:** (i) A Chartered Accountant partner from the appointed CA firm must visit PTDC premises at least once every quarter.
(ii) An article assistant from the appointed CA firm must visit PTDC premises at least once every week.
- **Attendance record:** An attendance record must be maintained for

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each visit made by CA partner and article assistant. This record should include the date of the visit, duration, and the agenda discussed. The record must be signed by both the CA partner and an authorized representative of PTDC.

- **Reporting:** The CA partner is required to provide a brief report after each quarterly visit, highlighting key observations, issues discussed and any recommendations made.

b.

Standards of performance

The Service Provider shall deliver the services and carry out its obligations under the contract with due diligence and efficiency in accordance with generally accepted professional standards and practices. The Service Provider shall always act in respect of any matter relating to this contract as a faithful Service Provider to the PTDC. The Service Provider shall always support and safeguard the legitimate interests of the PHTPB, in any dealings with a third party. The Service Provider shall conform to the standards laid down in the tender in totality.

Confidentiality

- Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Service Provider and/ or the PTDC to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.
- The Service Provider shall ensure that while providing services, all the details and information inside various IT equipment is kept confidential.
- During the execution of the project except with the prior written consent of the PTDC, the Service Provider or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.
- The Service Provider will maintain the confidentiality of the data stored on the computer systems of the end customer. The Service Provider will be required to take appropriate actions with respect to its personnel to ensure

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that the obligations of non-use & non- disclosure of confidential information are fully satisfied. In case of failure, the PTDC has the right to take legal action against the firm.

Termination of contract for default

In the event of default of terms and conditions of this tender or the subsequent contract by the Service Provider, PTDC shall give 1 months' time to Service Provide for curing such default. In case default remains uncured, PTDC can terminate the contract by giving 1 months' written notice. In such a case, the provisions under the Exit Management clause shall apply.

Termination of contract for insolvency, dissolution etc.

The PTDC may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to PTDC. In such a case, the provisions under the Exit Management clause shall apply.

Exit Management

On expiry or premature termination of the contract, the CA firm shall handover all documentation, Password, reports, etc. related to the activities performed by CA firm as per the contract to the Client.

Force Majeure

The PBG of the Service Provider shall not be forfeited or the contract shall not be terminated for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence, and not foreseeable. Such events may include, but are not

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restricted to, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.

If a Force Majeure situation arises, the Service Provider shall promptly notify the PTDC in writing of such condition and the cause thereof. Unless otherwise directed by PTDC in writing, the Service Provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Resolution of disputes

In case any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case any dispute remaining unresolved, decision of Principal Secretary, Department of Tourism of Cultural Affairs, Govt. of Punjab being Arbitrator will be final and binding on both the parties to the contract.

Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Chandigarh, only.

Amendment to the contract

The contract signed thereof can be amended by mutual consent of both the parties, provided such amendment is made in writing and signed by both the parties.

Fraud and corrupt / malpractices

All the bidders must observe the highest standards of ethics during the process of selection of Service Provider and during the performance and execution of contract.

For this purpose, definitions of the terms are set forth as follows:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the PTDC or its personnel in contract executions.

"Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the PTDC of the benefits of free and open competition.

"Unfair trade practice" means supply of services different from what is ordered, or change in the Scope of Work.

"Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

PTDC will reject a proposal for award, if it determines that the bidder recommended for award, has been determined to have been engaged in corrupt, fraudulent or unfair trade practices.

PTDC will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

Outsourcing / subletting

CA firm shall not outsource any work related to the project or the part thereof to any other associated / franchisee / third party under any circumstances. If it so happens, then it may lead to termination of contract along with forfeiture of PBG. The bidder shall take prior approval from PTDC from any outsourcing work.

11 Covering Letter

Bid Reference No.:

[Bidders are required to submit the covering letter as given here on their letterhead]

To
Managing Director,
Punjab Tourism Development Corporation Limited,
Plot No. 3, Sector 38 A,
Chandigarh.

Sub: Submission of bid for Selection of CA firm for PTDC.

Dear Sir,

- 1 We, the undersigned, have carefully examined the above referenced tender and submit our bid in full conformity with the said tender.
- 2 We have read all the provisions of tender & corrigendum and confirm that these are acceptable to us.
- 3 We further declare that additional conditions, deviations, if any, found in our bid shall not be given effect to.
- 4 We agree to abide by this bid, consisting of this letter and financial bid, and all attachments, till 60 days from the date of submission of bids as stipulated in the tender and any additional documents submitted, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
- 5 Until the formal final contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.
- 6 We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.

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- 7 We understand you are not bound to accept any bid you receive, not to give reason for rejection of any bid and that you will not reimburse any expenses incurred by us in bidding.
- 8 We declare that this is our sole participation in this tender bid and we are not participating /co-participating through any of the other related parties or channels.
- 9 We have not been blacklisted or barred by any State Govt. / Central Govt. / Board,Corporations and Government Societies / PSU for any reason.
- 10 Tender document cost and EMD has been paid online and the details are as below: -[Insert the details as applicable].
- 11 Our details have been filled below: -

	Particulars	Details
1	Name of the bidder	
2	Address with telephone numbers, email, etc	
3	Date of incorporation and/or commencement of business	
4	Registration Number	
5	PAN Number	
6	GST Registration Number	
7	Name, designation, postal address, e-mail address, phone numbers (including mobile) etc., of Authorized Signatory of the bidder with power of attorney.	
8	Details of individuals who will serve as the point of contact/communication with the PTDC in case of the award of the contract. <i>[The details include Name, designation, postal address, e-mail address, phone numbers (including mobile) etc.]</i>	

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12 Details of projects that are in progress or have been completed (Proofs attached): -

S N	Name of the Service Contract	Name of the Client	Number of persons deployed	Value of Contract	Contract start date	Contract completion date

Signature
Full name

In the capacity of

Duly authorized to sign Proposal for and on behalf of

Date.....

Place.....

[*: Strike off whichever is not applicable]

12 Format for Undertaking

[On the letterhead of the organization]

No.

Date:

To,

Managing Director,

Punjab Tourism Development Corporation Limited,

Plot No. 3, Sector 38A,

Chandigarh.

Subject: Self Declaration for not being blacklisted, insolvent and convicted of any criminal offense.

Ref: Your Bid Ref. No.

Dear Sir/ Madam,

We confirm that as on the date of submission of this bid: -

- A. Our company / firm has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and has not been blacklisted by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason.
- B. Our company / firm has not ever been insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and has not been the subject of legal proceedings for any of the foregoing reasons.
- C. That our directors, partners and officers have not been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications within a period of three years as on date of submission of bid or not have been otherwise disqualified pursuant to debarment proceedings.

Tender for appointment of CA firm for Professional Services

Yours Sincerely,

Signature of
Authorized
Signatory Name
and designation of
Signatory: Name of
Firm:
Address:

13 Format for Performance Bank Guarantee

To,

Managing Director,
Punjab Tourism Development Corporation Limited ,
Plot No. 3, Sector 38A,
Chandigarh.

Whereas, <<name of the Service Provider and address>> (hereinafter called "the applicant") has undertaken, in pursuance of Tender No: / Contract no. <<Insert tender / contract no.>> dated.

<<Insert date>> to provide consulting services for <<name of the assignment>> to PTDC (hereinafter called "the beneficiary")

And whereas it has been stipulated in the said contract that the applicant shall furnish you with an irrevocable and unconditional bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<Name of the Bank>> a banking company incorporated and having its head

/registered office at <<address of the registered office>> and having one of its offices at

<< address of the local office>> have agreed to give the PTDC such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider, up to a total of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Tender for appointment of CA firm for Professional Services

We hereby waive the necessity of your demanding the said debt from the applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

Notwithstanding anything contained herein:

- 1 Our liability under this bank guarantee shall not exceed Rs <<Insert Value>> (Rupees <<Insert value in words>> only).
- 2 This bank guarantee shall be valid up to <<insert expiry date>>.
- 3 It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>> failing which our liability under the guarantee will automatically cease.

14 Format For Non- Disclosure Agreement

This Non-Disclosure Agreement (the “Agreement”) is entered into as of (Date), by and between:

PHTPB (Punjab Heritage and Tourism Promotion Board), having its principal place of business at [Address] (“Disclosing party”), and [CA Firm Name], having its principal place of business at [Address] (“Receiving Party”)

1. Definition of Confidential Information

For purposes of this Agreement , “Confidential Information” includes, but is not limited to, any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including but not limited to:

- Financial information
- Technical information, including research, development, procedures, algorithms, data, designs, and know-how
- Business information, including operations, planning, marketing interests, and products

2. Obligation of Receiving Party

The receiving party shall:

- Keep the confidential Information confidential and use it only for the purpose of evaluating or engaging in discussions concerning a potential business relationship with the Disclosing Party.
- Not disclose any Confidential Information to third parties without the prior written consent of the Disclosing Party.
- Take all reasonable steps to ensure that the Confidential Information to third parties without the prior written consent of the Disclosing Party.
- Take all reasonable steps to ensure that the Confidential Information is not disclosed or distributed by its employees, agents, or consultants in violation of this Agreement.

3. Exclusions from Confidential Information

Confidential Information does not include information that:

- Is or becomes generally available to the public other than through a breach of this agreement by the receiving party.

Tender for appointment of CA firm for Professional Services

- Is in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the Disclosing party.
- Is lawfully disclosed to the receiving party by a third party without any obligations of confidentiality.
- Is independently developed by the receiving party without use of or reference to the disclosing party's confidential information.

4. Term

This agreement shall remain in effect for a period of 2 years from the date of execution and if the contract period is further extended by competent authority of PTDC a fresh agreement is to be signed again.

5. Return of materials

Upon termination of this agreement, or upon the disclosing party's written request, the receiving party shall promptly return or destroy all documents and other tangible materials representing the confidential information and any copies thereof.

6. No License

Nothing in this Agreement is intended to grant any rights to the receiving party under any patent, copyright, or other intellectual property of the disclosing party.

7. Miscellaneous

This agreement contains the entire agreement between the parties concerning the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, between the parties, any amendments or modifications to this agreement must be in writing and executed by both parties.

IN Witness Whereof, the parties hereto have executed this Non-Disclosure Agreement as of the date first above written.

“Disclosing party: PTDC

Signature _____

Name _____

Title _____

Tender for appointment of CA firm for Professional Services

“Receiving party: [CA Firm Name]

Signature _____

Name _____

Title _____

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ANNEXURE-I

Detailed Scope of Work

CA firm is expected to suggest preventive measures apart from remedial measures to avoid audit objections from CAG/ AG Auditors. The function of the Chartered Accountant is broadly designed to cater to the needs of the PTDC management so as to ensure the following and not limit to the same

1. **Preparation of Balance Sheets for the current and all pending previous Financial Years.**

Data Collection and Verification

Collect financial data from the client's accounting records.

Ensure all transactions are recorded in accordance with applicable accounting standard

Financial Statement Preparation:

Prepare balance sheets as per the relevant accounting standards and regulations.

Ensure proper classification of assets, liabilities, and equity.

Prepare supporting schedules and notes to the balance sheet.

Compliance and Review:

Review the prepared balance sheets for compliance with regulatory requirements.

Ensure the balance sheets are audited by auditors appointed by CAG and certified as necessary.

2. **TDS (Tax Deducted at Source) Services**

TDS Compliance:

Review and verify TDS deductions from various payments (salaries, contractor payments, etc.).

Ensure timely deposit of TDS with the government treasury.

Prepare and file quarterly TDS returns (Form 24Q, 26Q, 27Q, etc.).

TDS Certificates:

Prepare and issue TDS certificates to the deductees.

Handle any discrepancies or queries related to TDS certificates.

TDS Reconciliation:

Reconcile TDS records with the books of accounts.

Address any mismatches or discrepancies in TDS records.

3. GST (Goods and Services Tax) Services

GST Registration:

Handle any modifications or updates to the GST registration details.

GST Compliance:

Ensure accurate and timely filing of monthly/quarterly GST returns (GSTR-1, GSTR-3B, GSTR-9, etc.).

Handle the computation and payment of GST liabilities.

GST Reconciliation:

Reconcile GSTR-2A with the input tax credit claimed.

Address any discrepancies or mismatches in GST records.

4. Advisory and Consultancy Services

Tax Planning and Advisory:

Provide advice on tax planning and optimization strategies.

Update the client on any changes in tax laws and their implications.

Regulatory Compliance:

Assist in compliance with all applicable tax laws and regulations.

Provide guidance on regulatory changes and their impact on the client's business.

5. Reconciliation of Bank Accounts

Data Collection and Verification:

Obtain bank statements and relevant financial records from the client.

Verify the accuracy and completeness of the bank statements.

Reconciliation Process:

Reconcile bank statements with the client's cash book and ledger.

Identify and resolve discrepancies between bank statements and accounting records.

Prepare monthly bank reconciliation statements.

Reporting

Provide detailed reports on reconciliation, highlighting discrepancies and actions taken to resolve them.

Ensure reconciliation reports are reviewed and approved by the client.

6. Maintenance of Journal and Ledger

Journal Entries:

Record all financial transactions in the general journal accurately and timely.

Ensure proper classification and coding of transactions as per accounting standards.

Ledger Maintenance:

Post journal entries to the general ledger.

Maintain subsidiary ledgers for accounts payable, accounts receivable, fixed assets, etc.

Perform periodic review and reconciliation of ledger accounts.

Trial Balance Preparation:

Prepare trial balances at the end of each accounting period.

Identify and correct any errors in the trial balance.

7. Reply to AG and CAG Audit Paras (Current and Previous Years)

Data Collection and Analysis:

Collect relevant documents and records required to address audit observations.

Analyze the AG and CAG audit paras to understand the issues raised.

Drafting replies:

Prepare detailed and accurate replies to each audit para.

Provide necessary supporting documents and evidence to substantiate the replies.

Follow-up:

Liaise with AG and CAG offices to ensure acceptance of replies.

Address any further queries or clarifications raised by the auditors.

8. Handling Income Tax Notices or notice under any other law

Review and Analysis:

Review notices received by the client.

Analyze the notices to understand the issues and implications.

Preparation of Responses:

Prepare and submit detailed responses to the concerned authorities.

Provide necessary supporting documents and explanations.

Representation:

Represent the client before concerned authorities during assessments and hearings.

Ensure compliance with all procedural requirements and deadlines.

9. Coordination with Lawyers in Case of Litigation

Case Preparation:

Tender for appointment of CA firm for Professional Services

Collaborate with the client's legal team to prepare for litigation cases. Provide necessary financial data, documents, and expert opinions to support the legal case.

Documentation:

Assist in the preparation and submission of required legal documents. Ensure accuracy and completeness of financial information provided to lawyers.

Court Representation:

Coordinate with lawyers for representation in court proceedings. Attend court hearings and provide expert testimony if required.

10. Physical verification reports of all companies

Conducting of physical verification on the closing day of financial year.

- 11.** To file online EPF Pension Applications, EPF withdrawal/ settlement applications, Returns & other documents, attach digital signature in required forms and returns , to receive notices/ letters and reply the same and to do all other lawfull acts as considered necessary.

12. Other responsibilities

Highlight the mistakes that are material and have significant impact on the performance of the PTDC or any project handled by the PTDC.

Prepare audit program/ schedule (including the names of persons engaged for the assignment) for HO and the branch offices of PTDC for each quarter. The same shall be sent in time to enable PTDC to make necessary arrangements for records, information/ clarifications.

Provide such additional/ special report as may be desired by the PTDC management for any specific area/ operation.

To undertake & cover any other work which is related & involved with the present assignment without claiming additional fee/ remuneration.