

Cost of Form = Rs. 590 (including GST)

# **MARKFED**

**E-TENDER FOR APPOINTMENT**  
**OF**  
**CHARTERED ACCOUNTANT FIRM**  
**AS**  
**STATUTORY AUDITOR FOR A PERIOD**  
**OF**  
**THREE FINANCIAL YEARS**  
**2024-25 to 2026-27**  
**FOR**  
**MARKFED**

THE PUNJAB STATE COOPERATIVE SUPPLY & MARKETING FEDERATION LIMITED  
"Markfed House" 4, Sector 35- B, CHANDIGARH – 16.022PBX:  
+91-172-2609470, 2605502, 2660161-65, Fax: +91-172-609471  
[www.markfedpunjab.com](http://www.markfedpunjab.com);  
[email:business@markfedpunjab.com](mailto:business@markfedpunjab.com)

## 1. **INTRODUCTION:**

The Punjab State Co-operative Supply & Marketing Federation Ltd. popularly known as “Markfed” was registered in 1954. At the time of registration, it began with one bicycle, three employees, thirteen members and a capital of Rs. 54,000/-, it has now achieved meteoritic volumes and has grown to become the largest marketing co-operative society in Asia with an annual turnover of over Rs. 22,883 crores budgeted for 2022-2023. Markfed operates through 22 District offices, over 100 Branch offices in Mandi, Towns and 6 processing and trading units.

Markfed has emerged as a very solid and stable organization committed to the service of the farmer community of the State of Punjab. Markfed has been awarded National Productivity Awards in various fields like co-operative marketing activities, food processing, cattle feed production etc., to name a few. Several innovative incentive schemes have been introduced for the benefit of the farmers and the member co-operative societies. Markfed contributes to research & development through the Punjab Agricultural University, Ludhiana (Punjab). A fair amount is also being re-invested in the setting up of new projects, modernization and diversification of existing plants.

### **AVAILABILITY OF DETAILED E-TENDER DOCUMENT**

The detailed E-tender document is available at [www.markfedpunjab.com](http://www.markfedpunjab.com)

**The empanelment of Statutory Auditor will be for a period of three years i.e. 2024-25 to 2026-27. The Statutory Audit will commence w. e. f. 01.04.2024.**

## 2. **SCHEDULE OF DATES:**

<b>Sr. No.</b>	<b>Events</b>	<b>Date</b>
1	Date of issue of E- tender	07.02.2025
2	Last date and time for Proposal submission (Separately for Technical and Financial Bid).	28.02.2025 by 5.00 pm
	2(i) Date and time for opening of technical bids.	07.03.2025 at 11.00 am

	2(ii) Date and Time for opening of Commercial Bids.	17.03.2025 at 11.00 am
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### **3. SUBMISSION OF THE PROPOSAL:**

The interested firm shall submit the Technical and Financial proposal on or before the scheduled date and time.

### **4. MINIMUM FEES:**

For the purpose of Statutory Audit, minimum fees structure is given below:

	<b>Particulars</b>	<b>Minimum Proposed Fees</b>
Statutory Audit of Markfed	Certification of Financial Statements i. e. Balance Sheet, Profit & Loss Account alongwith schedules and annexures alongwith certification of accounts of all Districts and its branches / Plant/ Units/ Depots/ CFA/ LO Office / Head Office Branches as per scope of work defined in clause no. 8.	Rs. 20,000/- Per Financial Year. Exclusive of GST which will be paid extra.

### **5. CATEGORIZATION OF CA FIRM:**

For the purpose of Statutory Audit categorization, eligibility of CA Firm is given as under:

<b>Category</b>	<b>Name</b>	<b>Remarks</b>
Statutory Audit	The Statutory Audit of Markfed shall be done through a Firm of Chartered Accountants /LLP firm which fulfill the eligibility criteria.	The appointment of Statutory Auditor will be a period of three financial Years i. e. 2024-25 to 2026-27.

### **THE TECHNICAL BID SHALL INCLUDE THE FOLLOWING:**

1. Copy of receipt of depositing of earnest money of Rs 1000/- through online/E- Payment mode.
2. A declaration by the partner of the firm /LLP stating that their /his firm fulfills the eligibility criteria.
3. Copy of registration with ICAI and GST authorities.
4. A declaration that no partner/Chartered Accountant employee of the firm has

been held guilty of professional misconduct by the ICAI.

**6. ELIGIBILITY CRITERIA:**

Chartered Accountants Firms must qualify the following minimum criteria:

Sr. No.	ELIGIBILITY CRITERIA	Period
1	Two Numbers of full time partners associated with the firm for not less than 5 years and shall be member of the Institute of Chartered Accountants of India.	
2	Average Turnover of the firm of last three financial years amounting to Rs 50 lacs per annum. (Turnover includes only professional receipts and will not cover indirect receipt). Firm will need to submit the audited balance sheets, profit & loss account statements, Income Tax returns and GST returns for each of the last three financial years.	Average of last three financial years.
3	Number of years of firm's existence. The firm should have adequate Articles.	Not less than 5 years.
4	Number of assignments of Statutory Audit of Private/ Govt./ Semi-Govt. / Board / corporation / PSUs / Cooperative institutions having turnover of not less than Rs.100 crore per annum. The experience of the firm preceding 5 years shall only be considered. (i.e. 01.04.2019 to 31.03.2024). The experience of the CA firm in statutory audit in one Company / PSU / Corporation / Cooperative Institutions for more than one year will be considered as one assignment only. However, the Bank branch Audit Assignments shall not be considered for this purpose.	At least 3 no's.
5	The Firm should have Head Office/Branch Office in Punjab/Chandigarh.	Since last 2 years from the date of tender.

**\* Note: MD Markfed reserves the right to relax any condition on the basis of merit.**

**7. EVALUATION CRITERIA FOR EMPANELMENT OF THE CHARTERED ACCOUNTANTS FOR CONDUCTING STATUTORY AUDIT**

## **TECHNICAL EVALUATION:**

The evaluation criteria for selecting the Chartered Accountant's Firm are mentioned below:

<b>Sr. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>						
1	Partners should necessarily be a member of Institute of Chartered Accountants of India (2 partners with 10 marks, 2.5 marks for each additional partner above 2 partners).	15						
2	The firm should have Articles (As per ICAI records) to undertake audit work 2 marks per Article.	15						
3	Number of professionally qualified staff (with associate/fellow membership of ICAI): 2.5 marks for one CA member with maximum of 10 Marks. In addition if firms have Cost Accountant / Accountants from ICWA for which 5 marks will be given.	15						
4	Turnover for last three years of the firm: <table border="1"><tr><td>More than Rs. 50 lacs upto Rs. 75 lacs p. a.</td><td>2 marks for each year</td></tr><tr><td>More than Rs. 75 lacs upto Rs. 1crore</td><td>3 marks for each year.</td></tr><tr><td>More than Rs. 1 crore</td><td>5 marks for each year.</td></tr></table>	More than Rs. 50 lacs upto Rs. 75 lacs p. a.	2 marks for each year	More than Rs. 75 lacs upto Rs. 1crore	3 marks for each year.	More than Rs. 1 crore	5 marks for each year.	15
More than Rs. 50 lacs upto Rs. 75 lacs p. a.	2 marks for each year							
More than Rs. 75 lacs upto Rs. 1crore	3 marks for each year.							
More than Rs. 1 crore	5 marks for each year.							
5	Number of statutory audit undertaken during the last 5 years (i.e. 01.04.2019 to 31.03.2024) in Govt./Semi-Govt. / Private / Board / corporation/PSUs / Cooperative Institutions whose not less than Rs.100 crore per annum. The Experience of the Firm in one company for more than one year will be considered as one Assignment only. (4 mark for each assignment and only 8 additional marks for having experience in above mentioned industry undertakings, to a maximum of 40 marks).	40						
	<b>Total</b>	100						

**\*The minimum qualifying marks shall be 60% on technical evaluation.**

### **8. SCOPE OF WORK OF STATUTORY AUDITORS:**

8.1 Certification of Financial Statements i.e. Balance Sheet, Profit and Loss Account

alongwith schedules and annexure alongwith certification of accounts of Districts and its branches / Plants / Units / Depots /CFAs / LO Office/Head Office branches.

- 8.2 Whether the Markfed is maintaining proper records showing all particulars including financial quantitative details and situation of fixed assets.
- 8.3 Fixed Assets: Whether these fixed assets have been physically verified by the management, at reasonable intervals whether any material discrepancies were noticed on such verifications.
- 8.4 Whether physical verification of inventory has been conducted at reasonable intervals by the management; are the procedures of physical verification of inventory followed by the management reasonable and adequate in relation to Markfed and the nature of its business. If not, the inadequacies in such procedures should be reported; whether Markfed is maintaining proper records of inventory and whether any material discrepancies were noticed on physical verification and if so, whether the same have been properly dealt with in the books of account.
- 8.5 Is there an adequate internal control system commensurate with the size of the Markfed and the nature of its business, for the purchase of inventory and fixed assets and for the sale of goods and services.
- 8.6 Is the Markfed regular in depositing undisputed statutory dues including provident fund, employees' state insurance, income-tax, GST, Cess and any other statutory dues with the appropriate authorities and if not, the extent of the arrears of outstanding statutory dues as at the last day of the financial year concerned for a period of more than six months from the date they became payable, shall be indicated by the auditor.
- 8.7 In case dues of GST or income tax, cess and any other statutory dues have not been deposited on account of any dispute, then the amounts involved and the forum where dispute is pending shall be mentioned.
- 8.8 Whether the Markfed has defaulted in repayment of dues to a financial institution or bank or debenture holders? If yes, the period and amount of default to be reported.
- 8.9 Whether term loans were applied for the purpose for which the loans were obtained.
- 8.10 Whether Grant in aid received by Markfed from Govt. of India/Govt. of Punjab under different schemes has been properly utilized.
- 8.11 The list given above is only indicative and not exhaustive. CA firms are bound to cover all the areas as necessitated by the Accounting Standards and Directives issued by

ICAI/Govt./Punjab Co-operative Act, 1961. It should also be ensured that all the areas which directly/indirectly may have financial impact on Markfed should not remain untouched.

8.12 During the course of audit if any other issue related to Embezzlement, Serious Irregularity or Misappropriation arises the same may be appraised to the Management immediately by the Statutory Auditor so that timely action may be taken accordingly.

8.13 MD Markfed has right to revised the scope of the work as per the requirement time to time.

#### **9. REPORTING PROCESS:**

Statutory Auditor will submit their report to competent authority through e-mail (both pdf and word format) as well as signed copy for the compliance of the same.

### **10. General Terms & Conditions for empanelment of Auditors with The Punjab State Co-op Supply & Marketing Federation Ltd.**

#### **Terms & Conditions**

10.1 To carry out the Statutory Audit of Markfed, the prospective CA firm will have to constitute a team headed by qualified Chartered Accountant.

10.2 The Firm shall submit the proposal in two parts, 1st part comprising of “Technical Proposal” and 2nd part will comprise of “Financial Proposal” and both the proposals shall be placed in two separate sheets On- line.

10.3 The Firm shall furnish, as part of its bid, a refundable EMD of INR 1000/- (Rupees one thousand only) for MARKFED through online /E-Payment mode. The technical bid will disqualify if EMD is not submitted along with the technical bid. Unsuccessful firm’s bid security will be discharged/returned as promptly as possible but not later than 60 days after the award of the contract to the successful firm. The EMD of the successful bidder will be retained and converted into security.

10.4 The prospective firms, who will qualify the technical criteria, shall only be considered for Further evaluation of their commercial bids.

10.5 One firm will be eligible for the allotment of statutory audit.

10.6 Technical bids:

- a. The firm should be registered with the Institute of Chartered Accountants of India & registered with GST Authorities and should be operative for the last five years.
- b. A power of attorney in the name of person signing the bid.

- c. No partner/Chartered Accountant employee of the firm has been held guilty of professional misconduct by the Institute of Chartered Accountant of India.
- d. The firms shall provide all the necessary documents, samples and reference information as desired by the Markfed Tender Committee. The firms shall also assist the Markfed tender committee in getting relevant information from the firms references.
- e. Depending on the evaluation methodology mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points as per the Technical Evaluation Criteria. The minimum technical score required to qualify for the financial evaluation is 60.
- f. Seeking clarifications cannot be treated as acceptance of the proposal. Markfed Tender Committee may seek any additional information which has to be supplied by the firm in writing. For verification of information submitted by the firms, the committee may visit firm's offices.
- g. Markfed tender Committee may, at its discretion, call for additional information from the firm(s). Such information has to be supplied within the set out times frame, otherwise Markfed Tender Committee shall make its own reasonable assumptions at the total risk and cost of the firms and the proposal is liable to be rejected.

**10.7 Financial Evaluation (For empanelment of firms):**

- a) Financial Proposals of only those firms would be opened who qualify the technical evaluation. The financial proposals of all unqualified firms would not be opened.
- b) The commercial scores for each of the firm will be calculated as follows:

$$FN = F_{min} / F_{bid} * 100$$

Where,

$F_n$  = Normalized financial score of the firm under consideration

$F_{bid}$  = Evaluated cost for the firm under consideration

$F_{min}$  = Minimum evaluated cost for any firm

- c) Final evaluation would be done using Quality and Cost Based Selection (QCBS). An overall score will be calculated based on the technical and financial scores of each firm as detailed below:

$$B_n = (W_{tech} * T_b) + (W_{fin} * F_n)$$

Where,

$B_n$  = Overall score of firm under consideration

Tb = Absolute Technical score for the firm under consideration

Fn = Normalized Financial score of the firm under consideration

Wtech = 0.60

Wfin = 0.40

- d) Allotment Criteria: - The Firm, whose Bn Value (overall score) will be higher, will be assigned job for conducting statutory audit.
- 10.8 The Auditors should intimate their acceptance of the Audit assigned to them, within a week of receipt of the appointment letter from Markfed.
- 10.9 The auditors shall act with independence, integrity and objectivity. They shall undertake all audit works with an independent open mind and shall not come under any Influence of anybody. In case of direct or indirect association with any unit of Markfed in any capacity, it should be disclosed in the application for empanelment.
- 10.10 The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct/blacklisted facing disciplinary action by the Institute of Chartered Accountants of India.
- 10.11 The firm has to give a declaration / undertaking that:
- a. The audit team shall consist of Minimum staff as mentioned in eligibility criteria, of which one should necessarily be a partner of the firm. The audit would not be done by a person who is neither a partner nor an article of the CA firm to which the audit has been allotted.
  - b. The partners, employees and other personnel of the firm will not divulge any information that has come to their possession during the course of audit to any person other than the authorized officials of the Markfed.
- 10.12 The firm(s), which fulfill the empanelment criteria would be short-listed and empanelled for the financial year 2024-25, 2025-26 & 2026-27 for Markfed.
- 10.13 In case of any change in the constitution of the firm on account of merger, de- merger or for any other reason the same would be brought into the notice of the Markfed.
- 10.14 If the selected firm back tracks from its agreement, Markfed will be at liberty to allot the audit work to L-2 firm at the risk and cost of L-1 firm.
- 10.15 The methodology adopted for conducting the Statutory Audit should be as mentioned below:
- a) The Auditor would be required to submit the duly signed Audit Reports in Hard (two

- copies) and in soft form.
- b) The firm will quote lump sum fee to be payable by Markfed, Punjab depicting basic price and GST for each financial year. Statutory deductions/ TDS will be deducted by the Federation as per the provisions of Income Tax Act, 1961.
  - c) It will be mandatory on the part of Audit Firm to give the certificate that after thorough checking/reconciliation and Statutory Audit of Markfed which has been allotted that accounts have been properly maintained by the concerned. If at any later stage the anomaly surfaces, the Audit Firm will be held responsible for the financial implications, which includes imposition of penalty and withholding of the dues of the agency, apart from other legal remedy.
  - d) Markfed and the firm shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the agency and the firm have been unable to amicably resolve dispute, the same shall be referred to the Arbitrator i.e the Registrar, Cooperative Societies Pb. Chandigarh or his nominee, whose decision shall be final & binding to both the parties. In this regard, provisions of Arbitration & Conciliation Act, 1996 & The Punjab Cooperative Societies Act, 1961 amended up-to-date shall be applicable.
  - e) The firm shall have to execute an agreement with Markfed on non-judicial stamp paper worth Rs.100/- upon selection as per Annexure-II.
  - f) The jurisdiction for any dispute arising out of this contract/appointment shall be at Chandigarh only.

10.16 **Removal/de - empanelment of auditors:**

Markfed reserves the right for the removal/de-empanelment of any auditor/firm, in case work is not found satisfactory or there is any breach of contract/misconduct by the firm with a prior one month notice in writing after taking approval from Registrar, Co-operative Societies, Punjab, Chandigarh.

**11. Arbitration Clause:**

All the disputes and difference arising out of or in any manner touching or concerning the agreement whatsoever, shall be referred to the sole arbitration of an Arbitrator to be appointed by the SPA / Markfed from the panel of the independent Arbitrators. The second party will have no

objection to the appointment of the Arbitrator from the panel of independent Arbitrators maintained by SPA / Markfed, which is in consonance with the 7th schedule of the Arbitration & conciliation Act, 1996. The award of the Arbitrator shall be final and binding on the parties to the contract. In the event of death of an Arbitrator or his being transferred or vacating his office or being unable to act for any reasons, the SPA/Markfed concerned at the time of such transfer, vacation of office, death or inability, shall appoint another person to act as Arbitrator.

Subject as aforesaid, the Arbitration & Conciliation Act, 1996 (as amended in 2015) or any statutory re-enactment or modification thereof shall apply to the arbitration provided under this clause. The fee of the Arbitrator so appointed shall be governed by the terms and conditions of the Markfed.

## **REQUEST FOR PROPOSAL FOR INVITING BIDS FOR STATUTORY AUDIT**

THE PUNJAB STATE COOPERATIVE SUPPLY & MARKETING FEDERATION LIMITED invites tenders from Chartered Accountant Firms/ LLP for carrying out the Statutory Audit of Markfed and Statutory Audit as per the terms and conditions, mentioned in Request for Proposal for three financial year's i. e. 2024-25, 2025-25 & 2026-27. Technical & Financial bids may be furnished in separate sheets. Interested parties may download detailed tender document from our website [www.markfedpunjab.com](http://www.markfedpunjab.com). The tender should reach this office on or before 28.02.2025 by 5.00PM. Technical Bids will be opened on 07.03.2025 at 11.00 am and financial bids of technical qualified tenderers will be opened on 17.03.2025 at 11.00 am in the office of Punjab Markfed, Plot no. 04, Sector 35-B, Chandigarh. Markfed reserves the right to alter, change, and amend any of the terms and conditions of the RFP without any further notice.

MANAGING DIRECTOR

**ANNEXURE - I**

**AUDITOR FIRM'S LETTERHEAD  
APPLICATION FORMAT FOR EMPANELMENT AS  
STATUTORY AUDITOR**

The Managing Director,  
Markfed, Punjab,  
Chandigarh.

I/we hereby apply for empanelment of Statutory Auditor and furnish hereunder the requisite information / documentation for your consideration:

1. Name of the Applicant
2. Constitution of Partnership Firm / LLP
3. Firm's Details
3. a Address
3. b Phone No.
3.c Email
3.d Date of establishment
3.e Membership/affiliation details with Institutes of Chartered Accountants of India
Name of the Body
Membership Since
Membership Type
Membership No.
3.f Firm's PAN/TAN
3.g Practicing as auditor since
3.h Details of present set up/infrastructure available to deal with Statutory audit works
3.i Details of existing empanelment
3.j Names of all partners (also mention managing/key/senior partner)
1
2
3
4
4. Gross Income in last three years

**Undertakings / Declarations:**

- a. I/We have gone through the Request for Proposal document for the empanelment of CA and scope of work mentioned therein and undertake that [strike out which is not applicable] I/we/none of our employees are ex-employees of Markfed, Punjab, Chandigarh. OR I/... of our partners/... of our employees was/were ex-employees of the Markfed (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment, since last 3 years AND I/We shall not induct/employ any partner/employee during the tenure of our empanelment as an Auditor who is/are comes within the scope of above mentioned period of 3 years from the date of retirement/resignation.
- b. I/We do hereby solemnly declare and affirm that:
  - i. I/We have not been removed/dismissed from service/employment earlier,
  - ii. I/We have not been convicted of any offence and sentenced to a term of imprisonment, nor any case/FIR is pending.
  - iii. I/We have not been found guilty of misconduct in professional capacity,
  - iv. I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958, nor any case/proceedings are pending.
  - v. I/We am/are not undischarged /insolvent(s).
  - vi. There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law
  - vii. I/We have not been blacklisted/depenalled by any Company/Bank/FI/IBA/others in the past.
- c. I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms & conditions of Markfed, Punjab relating to empanelment of Statutory Auditors are acceptable to us and I/We also undertake to keep Markfed informed of any events/happenings which would make me/us ineligible for empanelment/remaining empanelled as Statutory Auditor.
- d. Additional information, if any

For & on behalf of ..... (Firm)

(Signature)	(Signature)	(Signature)	(Signature)
Name	Name	Name	Name
Membership No.	M. No.	M. No.	M. No.

[All partners to subscribe their Signatures]

Date:

Place:

**Self-attested documents to be provided along with the application:**

1. Identity and address proof of the applicant Statutory Auditors firm along with partners.
2. Copy of registered partnership deed/document proving constitution of the firm.
3. Copies of PAN/TAN Card of the concerned applicant.
4. Income Tax returns and GST returns of last 3 financial years.
5. Evidences of professional qualifications and experience of the applicant statutory auditor/proprietor/all partners.
6. Evidences of experience as a statutory auditor.
7. Evidences of existing empanelment, if any, with other companies in Government Authorities/departments etc.
8. The firm should be registered with the Institute of Chartered Accountant of India and with Goods & Service Tax – Registration Authorities.

## ANNEXURE –II

[To be executed on non-judicial stamp paper worth 100/- upon selection by Empanelment Committee and name of selected Statutory Auditor will be enlisted only upon execution]

### **AGREEMENT WITH THE STATUTORY AUDITOR ON THE APPROVED PANEL**

This Agreement made at ..... on this ..... day of ..... 2025, between ..... of (hereinafter called the ‘Statutory Auditor’) of the One Part and The Punjab State Cooperative Supply & Marketing Federation Ltd., Punjab, herein after referred to as Markfed Punjab, India, having its Head Office at Markfed House 4, Sector 35- B, CHANDIGARH and offices at different places (hereinafter called Markfed, which term shall unless repugnant to context include its successors and assigns) of the Other Part. Whereas on the request of the Statutory Auditor (Name of the Auditor Firm), Markfed, Punjab has empanelled the Statutory Auditor to undertake audit of books of accounts of Markfed and other service in the nature of opinion/advise/consultancy/certification, as may be requisitioned by Markfed from time to time. Whereas the Statutory Auditor has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder;

### **NOW THIS AGREEMENT WITNESSED AS UNDER:**

1. That the Statutory Auditor agrees to undertake audit of books of accounts as per requisition made by Markfed, from time to time, through job specific letter of engagement/assignment, with terms of engagement and accept fee as per terms & Conditions of tender by Markfed.
2. That the Statutory Auditor shall not sub-contract the work, to any other auditor.
3. That the Statutory Auditor will personally inspect the books of accounts and relevant concerned documents and financial statements in respect that in connection with the audit of the same.
4. That the Statutory Auditor shall maintain secrecy of Markfed and their assets / liabilities.
5. That the Statutory Auditor shall act with independence, integrity and objectivity and shall not come under influence of anybody.
6. That in case constitution of the Statutory Auditor undergoes any change, the same shall be informed to Markfed immediately.

7. That if for any reason whatsoever Markfed Punjab may not maintain any appointed statutory audit firm or discontinue the same, the Statutory Auditor shall have no grievance against Markfed and Markfed shall not to be liable in any manner whatsoever.
8. That in case services of Statutory Auditor are not found satisfactory and their audit reports are unworthy of being acted upon, Markfed may delist/de-panel the Statutory Auditor's name from the approved panel of Markfed after issuance of show-cause notice.
9. That Markfed Punjab reserves the right to take appropriate legal action including filing / lodging complaint to the professional body, if there is any misconduct on the part of the Statutory Auditor or Audit report submitted by the Statutory Auditor to Markfed is incorrect or false. This shall be without prejudice to Markfed's right to de-list/de-panel the Statutory Auditor from its panel.
10. a) If "Statutory Auditor" leave the work during this period after accepting the allotment, then it will be allotted to second next CA firm/other suitable firm as the management may seem fit on the risk & cost of this firm and suitable legal action like black listing etc. will be also be taken accordingly.  
b) That the Statutory Auditor agrees and hereby gives consent to exchange information with other parties directly or through the other medium about particulars (name, address and other details) of Statutory Auditor, performance as well as cause for delisting / de-paneling, if any.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

Statutory Auditor (signature with Membership/Registration No.)

[In case of partnership firms all the partners to subscribe their signatures]

For The Punjab State Cooperative Supply & Marketing Federation Ltd.

Authorized Signatory

**THE PUNJAB STATE COOPERATIVE SUPPLY & MARKETING  
FEDERATION LIMITED, PLOT NO.-4, SECTOR-35 B, CHANDIGARH-160022**

**E-tender No.**

**PERFORMA FOR FINANCIAL BID**

**NAME OF THE WORK**

Financial bid for appointment as Statutory Audit for a period of three financial years 2024-25, 2025-26 & 2026-27. Minimum prescribed fee for this audit is Rs. 20,000/- p. a. plus GST.

<b>Name of Bidder</b>	
<b>Address</b>	
<b>Contact Details</b>	

<b>Sr. No.</b>	<b>Name of Audit</b>	<b>Amount in Rs.</b>		
		<b>Financial Years</b>		
<b>A.</b>	<b>Statutory Audit</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
1	Fees for appointment of Statutory Auditor for Markfed			
2	Goods & Service Tax			
	<b>Total Rs.</b>			

Note:

1. Taxes and other statutory levies will be paid on actual basis. However present rates of applicable taxes and levies may be indicated by the tenderer.
2. Both TDS will be applicable i. e. TDS under Income tax Act as well as GST - TDS under GST Act.
3. The tender is deemed to have thoroughly studied and examined the technical specifications, important instructions and general terms and conditions of the tender documents.

For & on behalf of ..... (Firm)

(Signature)

Name

Membership No.

(Signature)

Name

M. No.

(Signature)

Name

M. No.

(Signature)

Name

M. No.

[All partners to subscribe their Signatures]

Date :

Place :

**THE PUNJAB STATE COOPERATIVE SUPPLY & MARKETING FEDERATION**  
**LIMITED, PLOT NO.-4, SECTOR-35 B, CHANDIGARH-160022**

**E-tender No.**

**PERFORMA FOR TECHNICAL BID**

**NAME OF THE WORK**

E-Tender for appointment of Chartered Accountant Firm as Statutory Auditor for a period of three financial years 2024-25, 2025-26 & 2026-27.

<b>Name of Bidder</b>	
<b>Address</b>	
<b>Contact Details</b>	

The evaluation criteria for selecting the Chartered Accountant's Firm are mentioned below:

<b>Sr. No.</b>	<b>Evaluation Criteria</b>	<b>Attached or Not attached</b>
1	Copy of receipt of depositing of earnest money for Rs. 1000/- through online/E-Payment mode.	
2	A declaration by the partner of the firm stating that their /his firm fulfills the eligibility criteria.	
3	Copy of the registration with ICAI and GST authorities.	
4	A declaration that no partner/Chartered Accountant employee of the firm has been held guilty of professional misconduct by the ICAI.	
5	Partners should necessarily be a member of Institute of Chartered Accountants of India No. of Partner associated with ICAI / ICWA	
6	No. of Articles presently serving with the Firm.	
7	Number of professionally qualified staff (with associate/fellow membership of ICAI and ICWA.	
8	Turnover for last three years of the firm and Average of the same.	

9	Number of statutory audit undertaken during the last 5 years in Govt./Semi-Govt. / Private / Board / corporation/PSUs / Cooperative Institutions whose turnover is more than Rs.100/- Crore.	
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Note: - Scanned copy of the documents should be uploaded on E-tendering Portal with the Bid proof.

For & on behalf of ..... (Firm)

(Signature)

Name

Membership No.

(Signature)

Name

M. No.

(Signature)

Name

M. No.

(Signature)

Name

M. No.

[All partners to subscribe their Signatures]

Date :

Place :