**Eligibility Criteria**

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| **Sr no** | **Criteria** |
| 1 | Firm should have experience of at least 20 years in operation. |
| 2 | Average Annual Turnover of the Firm should be more than Rs.100 Lakhs for the last 3 FY i.e (FY 2019-20,2020-21 and 2021-22) – Please attach supporting docs. |
| 3 | Firm should have experience of more than 10 Audits in the field of Statutory audits (Internal Audit, Revenue Audit, and Concurrent Audit will not be considered and counted for this purpose) allotted/assigned by any government regulatory authority/ Government organization in the area of verification of accounts/Verification of Banking Transaction/ legal or regulatory compliance. |
| 4 | Firm should have at least Seven Chartered Accountants Partners having more than 05 years post qualification experience withthe Firm and at least two Full time Chartered Accountants employees on its role.Please submit firm constitution certificateand Firm Card issued by ICAI. |
| 5 | Firm should have at least two partners, having qualified the Finance and Government Accounting Course of ICAI.(Please Attach the Certificates.) |
| 6 | The firm should be empanelled with CAG – Please attach supporting docs |
| 7 | The firm should have a Register office in Tricity i.e. Chandigarh, Panchkula , Mohali only. |

**Scope of Work**

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| **Sr no** | **Work Required**  |
| **1** | Audited UC’s (Qtrly.) to be sent to respective departments on whose behalf this society is executing/implementing various e-governance projects. |
| **2** | Daily Cash/Bank Book/ Reconciliation.  |
| **3** | Entries through journal Voucher. |
| **4** | Checking /security of entries made in the software (Tally). |
| **5** | Advance Tax. |
| **6** | Statutory Obligations – PF/ESI/TDS/GST etc. |
| **7** | Preparation of Balance Sheet for the Year 2021-22 & Year 2022-23 |
| **8** | Filling of Income tax return for the above years. |
| **9** | To deal with queries/notices/scrutiny Cases if any in the offices of concerned authorities |
| **10** | All GST Monthly Returns i.e. GST TDS, GSTR1, GSTR2B & GSTR3B for the FY 2022-23. |
| **11.** | Unaudited Quarterly Financial Statements for the FY 2022-23 within 15 days from the end of quarter. |

**Financial Bid**

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| **Sr no** | **Particulars** |
| **1** | Consolidated Fee |
| **2** | GST |
| **3.** | Total Amount |

**General Terms & Conditions**

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| **Sr no** | **Particulars** |
| **1** | The Two envelopes viz. Technical Bid Cover and Financial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with “Quote/Rates for Preparation of final Accounts of SPIC, Chandigarh”. |
| **2** | The name and address of the bidder shall be clearly written and no overwriting, correction, insertion shall be permitted. |
| **3** | Person signing the bid must clearly write his/her name and also specify the capacity in which signing. |
| **4** | SPIC reserves the right to reject the bid without assigning any reason. |
| **5** | Before submitting the bid document to the SPIC, the bidders may seek clarifications, if any, from administrative department of SPIC on Tel 0172-2970450, 2970451 or in person by visiting the SPIC office in EDC Building during working hours between 9:30 am to 5:00 pm by taking prior appointment. |
| **6** | SPIC reserves the right to change any condition before opening of the bids. |