

**Notice Inviting Bids/Quotations for Internal Audit  
For the F.Y2022-23**

PGSC invites bids/quotations from Chartered Accountant Firms, empanelled with the Comptroller & Auditor General of India for the professional guidance as well as carrying Internal Audit of PGSC for the financial year 2022-23 (extendable on year to year basis based on performance). The last date of receipt of quotation is 15.11.2022. The bid document and other detailed information are available on our website [www.psgsciencecity.org](http://www.psgsciencecity.org). Those who have already submitted their application in response to the previous advertisement published on 25.09.2022 need not submit again.

## **TECHNICAL BID**

The technical bid eligibility criterion is stipulated below. The necessary documentary proof in this regard are to be submitted.

<b>Sr. No.</b>	<b>Eligibility criterion</b>
1	Age of the firm – not less than 5 years & Self Certified Profile of the firm.
2	Empanelment with CAG.
3	Experience of Similar type of Audit Assignments in Govt. Sector / Govt. Institutes/Autonomous bodies etc.
4	Permanent Account Number
5	Details of Proprietor, Partners, Staff
7	The average turnover of the firm for the last three Financial Years should not be less than Rs.20 Lakh.
8	CA firms based in Jalandhar, Kapurthala or Ludhiana only need to apply.
9	Total Work Experience
10	All documents submitted must be duly signed/stamped by the firm.
11	Offers not submitted on prescribed format or sent through e-mails or conditional in nature, will summarily be rejected.The offers must be submitted either in person or through Speed/Registered Post.
12	PGSC will not be responsible for any postal delay. The offers received after the due date & time will not be entertained.

## **FINANCIAL BID**

The format for Financial Bid is stipulated below. The Financial Bid shall state the price quoted by the firm for internal audit for F.Y2022-23.

Name & Address of the Firm	
Annual Fee of Internal Audit for Financial Year 2022-23 (inclusive all taxes)	

**Note:-**

- **I/We have gone through the Scope of Work and Terms and Conditions and will adhere to that**
- **No other payment will be made in addition to the amount quoted above.**
- **TA / DA and Expenses incurred on account internal audit are not admissible and will not be entertained in any circumstances.**
- **The offers/quotes below the minimum fee i.e. Rs.40,000/- will be outrightly rejected.**
- **In case of variation between amount given in figures and in words, the amount quoted in words shall be considered as final.**

\_\_\_\_\_  
Signature & Stamp

**SCOPE OF WORK FOR INTERNAL AUDIT OF PGSC (Financial year 2022-23)**

1. Audit and scrutiny of accounting records/books including Cash Receipts/book, Files, Bank Reconciliation statements, stock registers (consumable and non-consumable), assets register, salary, EPF files, entries into software and all the financial transactions monthly / quarterly basis and compilations, certification of Annual Books of Accounts up to audited balance sheet of PGSC to ensure their arithmetical and statutory accuracy as well as its presentation according to the Uniform Format for Autonomous bodies issued by Comptroller General of Accounts and if any rectifications/modifications required that to be done immediately during monthly / quarterly audit period.
2. To prepare and finalize of annual accounts and all financial statements including Balance Sheet, Income & Expenditure Account, Utilization Certificates (UC) and Statement of Expenditure (SoE), etc. as well as their related schedules & certification thereof within two months at the end of financial year for onwards submission to the DSTE and AG, Punjab/CAG and other concerned departments including research projects.
3. Filing of Income Tax Return to Income Tax Department as per I.T Act 1961, GST Returns etc (GST 1, GST 3, etc.) of the institute on monthly, quarterly or whenever required, on timely basis, Ensuring compliance of TDS as per the provisions of the Income Tax Act and filing of eTDS Returns, challans to Income Tax Department as per norms, settlement of the case if it falls under scrutiny in the Income Tax Department and also ensure the compliance with applicable statutory requirements like GST,EPF etc. Any damages/interest/penalty owing to delay in submission of Income Tax/TDS/GST Return, will be the responsibility of the Internal Auditor.
4. Carrying out audit of the physical verification of fixed assets and stocks at least once in a financial year and their comparison with the accounting

records and reporting of the variations, if any, checking and verification of Government Grants received and utilized and their quarterly reconciliation, to ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions, outstanding staff loans and advances are recovered as per the stipulated terms / GFR rules and the salary to staff is being paid as per their terms and condition and to ensure the Correctness of pay fixation. Internal Auditors will be responsible for examining and evaluating the level of compliance to the PGSC/departmental/Govt. rules and procedures.

5. Drafting of appeals and appearances before relevant authorities of GST/Service Tax, Income Tax and EPF. Clarification / replies to the queries of Statutory Auditors, Income Tax authorities & GST Authorities as and when required by the competent authorities, guidance, opinion and certification in respect of financial / accounting matters as and when required and any other relevant work of internal audit / financial matters assigned by the Management / Finance Committee / Governing Body from time to time.
6. To finalise the accounts, pre-audit of all major payments, other financial certifications, to provide assistance & compliance of AG and other statutory audits as and when required.

## **TERMS & CONDITIONS**

1. The successful bidder will have to submit security deposit of 10% of the total cost of the contract within 15 days after the award of contract, in the shape of Demand Draft /NEFT/RTGS from any commercial / nationalized bank in favour of "Pushpa Gujral Science City" payable at Kapurthala.
2. The CA firm will depute at least one qualified CA with assistant on regular basis at PGSC, Kapurthala at least once a fortnight. The number of visits can be extended according to work requirement. In case of irregular visit(s) or deputing non-qualified person, the internal auditor would be liable for penalty for non-compliance of terms and conditions. The penalty may be charged @ 2% of max. contract value apart from forfeiting of EMD/performance security. The penalty clause may be relaxed subject to approval of Competent Authority upon furnishing of due justifications beyond control of the vendor.
3. Shifting of office files out of the office premises is not allowed in any case. However, in case of any urgency, the files can be taken with the written consent of the concerned Head of Division/Office based on the written request of the Internal Auditor.
4. Internal Auditor has to present / give his consent to any question raised for the audit period of his contract as and when asked by the statutory / income tax /GST authorities and management in future or as and when required. In case of any dispute, it will be referred to sole arbitration of the person appointed by the Director General, PGSC.
5. In case of breach of any terms and conditions stipulated in the contract, the performance security deposit of the firm will be liable to be forfeited by Pushpa Gujral Science City besides annulment of the contract.

6. Fee / Charges as quoted in Financial Bid by the Internal Auditor will be paid on quarterly basis on completion of the audit. Expenditure on account of Govt. Fees (actual) will be reimbursed. Any extra expenses claimed viz. TA/DA or in any form to carry out internal audit work by the CA firm will not be entertained for re-imburement in any case.
7. The appointment will be for one year i.e. F.Y. 2022-23 (extendable based on performance). The selection of Firm as Internal Auditor will be at the sole discretion of the Selection Committee, PGSC, or competent authority will be final. Director General, PGSC/Committee reserves all rights to reject any or all of the offers received, without assigning any reason.
8. In case of breach of any terms and conditions stipulated in the contract, the performance security shall be forfeited by PGSC apart from annulment of the Contract.
9. The Minimum Annual Fee/ Charges of internal audit (for FY 2022-23) will be Rs.40,000/- .
10. In case of tie between the firms, the criteria shall be as under:
  - a. The firm with more Audit Assignments in Government sector/Public Sector/Govt. Autonomous Bodies in last three financial years (i.e. 2019-20, 2020-21 & 2021-22) will be given preference.
  - b. If still there is a tie at 'a' above, the highest Turnover for last three financial years (i.e. 2019-20, 2020-21 & 2021-22) will be considered.
11. The intimation regarding opening of quotations shall be placed on PGSC website [www.pgsciencecity.org](http://www.pgsciencecity.org). The authorized representative of firms can attend the same who may like to be present.

12. PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof. The decision of PGSC shall be final and binding in all respects.
13. The envelope must be superscribed "Quotation for Annual Audit of PGSC" and also subscribe the name of contact person, contact no. and e-mail id.
14. All matters are subject to Kapurthala jurisdiction only.