

**EXPRESSION OF INTEREST FOR HIRING OF SERVICES OF PROFESSIONAL
CONSULTANT (CHARTERED ACCOUNTANT)**

Punjab Land Records Society, having its head office at Jalandhar invites "Expression of Interest" from interested Chartered Accountants firms/CAs having office in Jalandhar City for hiring of services of Professional Consultant (CA).

1. The firm should have standing of more than 20 years
2. Working experience as a Consultant/CA with Govt. and Semi Govt./PSU organizations.
3. Auditing the Accounts of the firms/institutions with receipts/ expenditure of over a Crore of Rupees Per Annum.
4. Empanelment with CAG of India.
5. Turnover of firm/CAs 60 Lacs for last 3 years

Eligible firms/CAs to submit their interest for above assignment. The interested firms/CAs must submit their technical as well as financial BID alongwith EOI, profile of the firm supported by statement of assignments already executed. Scope of work and Terms and conditions are available on official website of Society i.e. www.plrs.org.in must be signed. Technical and financial bids should be sent separately in sealed envelopes super subscribed as "**Expression of Interest for hiring of services of Professional Consultant (Chartered Accountant)**" by **31/07/2023** till **01 PM** in the office of Member Secretary, Punjab Land Records Society, Kapurthala Road, Jalandhar. The undersigned reserves the right to accept or reject any application without assigning any reason thereof.

Sd/-
Member Secretary.

Punjab Land Records Society
O/o. Director Land Records, Punjab,
Kapurthala Road, Jalandhar.

Scope of Work and terms & Conditions for hiring of service of professional Consultant (Chartered Accountant).

SCOPE OF WORK:-

1. You shall observe all rules and regulations of the Society and Streamlining the Accounting procedure.
2. Rendering advice on matters regarding accounting and taxation matters as and when required and representing PLRS at various forums of Income Tax Department, Tribunals, Courts etc. with regard to these issues and preparation of various appeals and disposals thereof.
3. Redesigning and Restructuring financial Accounting System as per requirement of Income Tax Act.
4. Ensuring that the requirement of Income Tax Act regarding TDS, Advance tax issue of various certificates, filing of returns is complied within time and without delay.
5. You shall produce the relevant documents for the validity of the Income Tax Exemption Certificate as and when required/demanded by Assessing Authority of Income Tax Department.
6. Appearing before the Assessing Authority/Appellate Authority/Courts as and when required or ordered by such Authority.
7. Advising and Undertaking avenues of tax planning so that Punjab Land Records Society is able to save Income Tax in legal manner.
8. You may also be assigned such other duties as may become necessary at the discretion of the Management in any Branch or office of the Society.
9. Vetting of payment relating to BOOT Operator & salary of PLRS.
10. Statutory audit work of H.O. Jalandhar, PLRS Cell, Chandigarh alongwith Compilation & Consolidation of all the Balance Sheet of Society & audit U/s.10B for a respective assessment year is complied within time and without delay.
11. Filing of Income Tax Return & respective Forms i.e. 9A & 10A etc. for a respective assessment year is complied within time and without delay.
12. Visit the Head office, Jalandhar at least two times a week personally or through qualified representative & upon a special call and Chandigarh office as and when required.
13. Any other work assigned by the Member Secretary from time to time.

TERMS AND CONDITIONS:-

- 1 No advance payment shall be released in this regard.
- 2 You shall visit Head Office, Jalandhar as well as Chandigarh as and when required.
- 3 The Appointment can be discontinued after giving a one month prior notice.
- 4 All works assigned to you shall be done within the specified time frame from time to time.
- 5 You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Society.
- 6 The Society lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations.
- 7 Your firm will give at least three month notice for leaving the assignment.
- 8 It may be noted that no commitment on behalf of PLRS shall be made without the prior approval of Member Secretary, Punjab Land Records Society.

UNDERTAKEN

I/We hereby under take: That I/We will abide by the terms and conditions mentioned above and do the audits work strictly as per these terms and conditions.

Dated. _____

Signature
With official seal

PUNJAB LAND RECORDS SOCIETY O/O. DLR, PUNJAB,
KAPURTHALA ROAD, JALANDHAR
FORMAT OF TECHNICAL BID

Referred in Expression of Interest (EOI) for hiring of services of Professional Consultant (Chartered Accountants).

1. Name of the Firm:
2. Address of the Firm:

3. Contact Person:
4. Phone No. & Mobile No.:

5. Email I.D.:
6. Valid PAN Number.

7. CAG's Empanelment No.

8. GST Number.
(If not provided GST will not be paid)

9. Valid registration with Institution of Chartered Accountants of India.

10. The firm should have standing of more than 20 years. **Yes/NO.**
(If Yes, please attach proof.)

11. Working experience as a Consultant/CA with Govt. and Semi Govt./PSU organizations. **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the institution)

12. Auditing the Accounts of the firms/institutions with Receipt/ Expenditure of over a Crore of Rupees Per Annum. **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the institution)

13. Turnover of firm/CAs 60 Lacs for last 3 years **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the institution)

Above statement is true and correct to the best of my knowledge, belief and information. Nothing is concealed therein. For any misrepresentation and consequences thereof, undersign will be fully responsible for the same.

Signature
With official seal

Dated. _____

PUNJAB LAND RECORDS SOCIETY O/O. DLR, PUNJAB,
KAPURTHALA ROAD, JALANDHAR
FORMAT OF FINANCIAL BID

Referred in Expression of Interest (EOI) for hiring of services of Professional Consultant (Chartered Accountants).

1. Name of the Firm:
2. Address of the Firm:

3. Contact Person:
4. Phone No. & Mobile No.:

5. Email I.D.:
6. Valid PAN Number.

7. CAG's Empanelment No.

8. GST Number.

(If not provided GST will not be paid)

9. Valid registration with Institution of Chartered Accountants of India.

Retainership Fee in figure.....

(In words).....

Signature
With official seal

Dated. _____