

Dera Baba Nanak Development Authority

PUDA Bhawan, Green Avenue, Amritsar.

Ref. No. 11

Dated: 17/04/23


Notice for Inviting Bids

Sealed bids are invited from Chartered Accountant Empanelled with CAG of Dera Baba Nanak Development Authority for the FY-2022-23 as per following schedule:

Schedule of Event

- | | | |
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| 5. Availability of Documents | : | 17 April, 2023 9:00 AM
to 01 May, 2023 3:00 PM |
| 6. Last Date and Time of Submission of Bids | : | 01 May, 2023 3:00 PM |
| 7. Date & Time of Opening of Bid | : | 02 May, 2023 1:00 PM |
| 8. Place of opening Bids | : | O/o Chief Administrator, DBNDA |

Detailed Terms And Conditions like eligibility, scope of work etc. can be seen in the office of undersigned at any working day.


Estate Officer
DBNDA Amritsar.

Dera Baba Nanak Development Authority

PUDA Bhawan, Green Avenue, Amritsar.

QUOTATION FOR APPOINTMENT OF AUDITOR

Dera Baba Nanak Development Authority was established on 14.12.2018 with the objective of all round development of Dera Baba Nanak and its surroundings. The authority, as per rules, has to prepare balance sheet for the FY-2022-23, for this purpose, Authority needs services of qualified Chartered Accountant.

Quotations are invited from qualified, duly CAG approved, practicing Chartered Accountants.

TERMS AND CONDITIONS

5. Balance sheet and profit and loss account has to be prepared strictly as per Standard Accounting norms (Income Tax Act 1961 and other taxation requirements).
6. Job shall have to be completed before 15.06.2023 under all circumstances.
7. Dera Baba Nanak Development Authority has to file income tax return before due date. Chartered Accountant will be responsible for filing of all kinds of returns well in time, If any delay occurs in filing of income tax and other returns or any financial implication occurs, Chartered Accountant will be held responsible.
8. If any query is raised by income tax authorities or any other authority regarding balance sheet, in capacity as a statutory/tax auditor, Chartered Accountant will give reply or appear before the authority if required.

PAYMENT TERMS

5. An audit fee including GST will be paid. The fee shall be inclusive of out of pocket expenses.
6. No advance payment shall be made in this regard.
7. 75% (seventy five percent) of fee agreed shall be released after signing the balance sheet by representative of Dera Baba Nanak Development Authority.
8. Balance 25% payment will be released after approval from the Dera Baba Nanak Development Authority.

SCOPE OF WORK

10. Streamlining the accounting procedures.

11. Rendering advice on matters regarding accounting and taxation matters as and when required and representing the Dera Baba Nanak Development Authority at various forms of Income Tax Department, Service Tax Department, Tribunals, courts etc. with regards to these issues and preparation of various appeals and disposal thereof.
12. Redesigning and restructuring financial accounting system as per requirement of income Tax Act and other laws.
13. Ensuring that the requirement of Income Tax Act regarding TDS, advance tax and issue of various certificates with in time without delay.
14. Quarterly Assessment of advance tax.
15. Appearing before Assessing Authority/ Appellate Authority/ Courts as and when required or order by this authority.
16. Advising and undertaking avenues of Tax planning so that this authority is able to save income tax in legal manner.
17. It may be noted that no commitment on behalf of this authority without prior approval of Chief Administrator of this Authority is to be made before any authority.
18. Updating of Tax matters from the date of functions of Dera Baba Nanak Development Authority.

ELIGIBILITY CRITERIA

Candidate must be a registered member of Chartered Accountants Council and empanelled in CAG.


Estate Officer
DBNDA Amritsar.