

HOUSEFED PUNJAB
S.C.O.No.150-151-152, Sector-34A CHANDIGARH
Tel.No.0172-5029702,5029707

Engagement of Chartered Accountants/Registered Firms

Applications are hereby invited from the experienced Chartered Accountants/Registered Firms (Service Provider) of Chandigarh engaged in the business of providing financial services for the following works:-

1. Reconciliation of loan accounts of Housefed Punjab with District Managers in the state w.e.f. 01.04.2004..
2. Writing of all vouchers w.e.f. 1.4.2010 onwards and preparation of Profit & Loss Account, Balance Sheet & allied personal ledgers.

Interested Parties may submit financial proposals to Housefed in a sealed cover by 15.09.2011 and the same shall be opened on 16.9.2011 at 11.30 A.M. Detailed information and volume/scope of work may be had/ assessed on any working day from this office.. However, terms & conditions may also be seen on our website <http://punjabcooperation.gov.in> or at office notice board. Housefed reserves the right to accept or reject any or all applications without assigning any reason.

Sd/-

Managing Director

TERMS AND CONDITIONS

- a. The area of operation of the Federation is the whole State of Punjab, having 17 District Offices. Presently it advances loan in Urban & Rural Areas of the State through 245 Coop. House Building Societies.
- b. The work shall be executed by the Agency on Computer.
- c. The agency should execute the given assignment within a period of one year from the date of allotment of work and both the assignments upto 31.3.2011 as indicated at Sr.1 and 2 above shall be completed by 31.3.2012.
- d. The preparation of profit & loss account, balance sheet and other allied personal ledgers and reconciliation of loan accounts for the financial year 2011-12 shall be accomplished by 20th June, 2012 and 20th July, 2012 respectively.
- e. The Agency shall have to produce the latest registration/renewal and PAN Card along with the application. The agency shall also have minimum five years experience
- f. The year wise financial bid shall be submitted for both the assignments alongwith the application in a sealed envelope mentioning "Engagement of Chartered Accountants/Registered Firms" on it.
- g. The Agency may visit the office of Punjab Housefed on any working day from 07.09.2011 to 09.09.2011 between 10-00 A.M. to 4-00 P.M. to assess the volume of work before submitting the bid. In case of any clarification in this regard, the matter could be discussed with the office. However, copy of previous year's profit & loss account and balance sheet could be obtained from the Chief Accounts Officer/Accounts Officer.
- h. The proposal bid should be inclusive of all taxes and cost of stationery etc.
- i. Relevant record shall be made available to the agency at his office address and for this purpose , two officials would be deputed by the office .
- j. Earnest money amounting to Rs.10,000/- shall be submitted in the shape of demand draft in favour of " Managing Director, Housefed Punjab Chandigarh" alongwith the application. In the absence of requisite earnest money and experience, the offer would not be considered .
- k. The requisite fee shall be paid proportionately on the basis of completion of work and the agency shall have to provide soft copy of completed work periodically.
- l. Conditional bids shall not be entertained and application indicating financial bid shall be submitted in the office on or before 15.9.2011, which shall be opened on 16.09.2011 at 11-30 A.M. in the presence of Agency or their authorized representatives, who may remain present at the time of opening of financial bid, if they desire so.

- m. In case the date of opening of bids happens to be a holiday then the financial bid shall be opened on the next working day at the same time.
- n. if the work of the agency found unsatisfactory at any stage, then the Managing Director reserves the right to cancel the work order.
- o. Managing Director Reserves the right to accept or reject any or all applications without assigning any reason.

Sd/-

MANAGING DIRECTOR