



PUNEMETROPOLIS

# पुणे महानगर प्रदेश क्षेत्र विकास प्राधिकरण, पुणे

Email : [cafopmrda@gmail.com](mailto:cafopmrda@gmail.com) दूरध्वनी क्र (०२०-२५९३३३४४)

स.क्र.१५२-१५३, चौथा मजला, महाराजा सयाजीराव गायकवाड उद्योग भवन, औंध पुणे- ६७

PMRDA/FA/CA Firm/80/2018

Date – 02/08/2018

**Subject:** - Request for Quotation (RFQ) for appointment of Chartered Accountant firm for Pune Metropolitan Region Development Authority (PMRDA), Pune to Audit Financial Statements for the Financial Years 2015-16, 2016-17 and 2017-18

Additional Chief Executive Officer, PMRDA, invites quotation for appointment of Chartered Accountant firm to Audit financial statements for the Financial Years 2015-16, 2016-17 and 2017-18

- 1) You are invited to submit your most competitive quotation as per the details mentioned below:

Sr. No	Nature of Work (Activity)	Time line
1	<ul style="list-style-type: none"><li>To Conduct Audit of Financial Statements prepared by PMRDA for the Financial Years 2015-16, 2016-2017 and 2017-18.</li><li>Restated Balance Sheet with Audit Adjustment accepted to PMRDA, if any.</li><li>Detail observation Report</li><li>Certification of respective Balance Sheet</li></ul>	One months from the date of work order

## 2) Qualification criteria

- The firm should be empanelled with CAG. C.A. firm should be an Indian Firm having Independent Legal existence, registered under the applicable Act. [Submit proof of CAG Empanelment, Registration Certificate, Articles and Memorandum of Association].
- The firm shall have at least **Ten years** experience in the Profession (will be assessed based on the year of incorporation)
- Firm should have office in pune
- Firm should have Average Annual turnover of Rs. 50 Lakhs or more during last three financial years.
- Firm should have experience of accounts and audit of Companies, Banks, Local Bodies and Government Authorities (Minimum 3 Years)
- Firm should have valid PAN
- Firm should have GST Registration certificate

## 3) Quotation Price:

- The quotation should be inclusive of all duties, taxes & other levies payable by the CA firm including logistic and boarding arrangement.
- GST in connection with the delivery of services shall be shown separately. But it will not be taken into account in evaluation.

## 4) Evaluation of Quotations: -

- a. Chartered Accountant Firms should submit Bid in 2 envelopes (Technical Bid-envelope 1 & Financial Bid – envelopes 2).

Firms should ensure that one sealed envelope which contain these two sealed envelopes will be submitted to PMRDA office (within stipulated time)

Technical Bid must include photocopy of following documents-

1. CAG Empanelment, Registration Certificate, Articles and Memorandum of Association. **(if any)**
2. Audited Financial Statements/Certificate from Chartered Accountant–which indicates Average Annual Turnover of Rs. 50 Lakhs or more during last three financial years.
3. Certificate showing year of incorporation
4. GST Registration No.
5. PAN No.

- b. PMRDA will open and evaluate the technical bid (envelop one) first and the financial bids of technically qualified bidders will be considered for comparison.

**5) Terms and Conditions :**

- a. Conditional quotations which are not in line with this request for quotation shall be treated as non-responsive.
- b. Quotations must be submitted as per the attached format in a sealed envelope. Quotation in any other format and by any other means will not be accepted.

**6) Award of contract: -**

- a. The PMRDA will award the contract to the bidder whose quotation has been determined to be substantially responsive, technically qualified and who has offered the lowest evaluated quotation price.
- b. Notwithstanding the above, the PMRDA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**7) Place of Work:**

Pune Metropolitan Region Development Authority (PMRDA), Survey no. 152- 153, Third and Fourth Floor, Maharaja Sayajirao Gaikwad Udyog Bhavan Aundh, Pune - 411067, E mail: [cafofpmrda@gmail.com](mailto:cafofpmrda@gmail.com), Contact no.: 020 25933355 or Mr. S.G. Khurd - 9822967909.

**8) Quotation Submission:-** You are requested to provide your offer latest by 3.00 PM hours on or before **13/08/2018** to above mentioned office address (as mentioned in section 4a.) **(Opening of technical bids - Date 13/08/2018 Time 15.30 hrs.)**

**9) Payment:**

The payment will be made after completion of Audit and submission of all audit reports mentioned in the Work Order.

**Sd-**

**Kavita Dwivedi  
Additional Commissioner  
(Administration),  
PMRDA, Pune.**

## QUOTATION FORMAT

(ON THE LETTER HEAD OF C. A. FIRM)

Date:-\_\_\_\_\_

To  
Additional Commissioner (Administration)  
Pune Metropolitan Region Development Authority (PMRDA),  
Survey no. 152-153, Third and Fourth Floor, Maharaja Sayajirao Gaikwad Udyog Bhavan, Aundh, Pune -  
411067

**Sub:** - Submission of quotation for appointment of Chartered Accountant firm for Pune Metropolitan Region Development Authority (PMRDA), Pune to Audit the financial Statements for the Financial Year 2015-16, 2016-17 and 2017-18.

**Ref:** Your quotation request letter no. PMRDA/FA/CA Firm /80/2018-19 Dated 02/08/2018

**Dear Sir,**

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under.

1	2	3	4	5
Sr. No	Nature of Work (Activity)	Total Amount (Lump sum in Rs.without GST)	GST Amount	Total (col. no. 3+4 )
1.	*To conduct audit of Financial Statements prepared by of PMRDA for the Financial Year 2015-16, 2016-2017 and 2017-18.  *Restated Balance Sheet with Audit Adjustment accepted to PMRDA, if any.  *Detail observation report.  *Certification of respective Balance sheet.			

- Firm must quote single rate for above mentioned work.

We agree to provide above mentioned services in accordance with the terms and condition and technical specifications mentioned in the invitation for quotation.

**Name**  
**Address**  
**Telephone no.**  
**Email ID -**

**Authorized signatory with stamp**

