



PUNJAB CRICKET ASSOCIATION
I.S. BINDRA STADIUM, SECTOR-63, SAS NAGAR (MOHALI)

Date: 13/12/2022

Term & Conditions

The Punjab Cricket Association (PCA) invites applications from interested Firms/Companies for providing services as **Statutory Auditors and Income Tax Consultants** of the Punjab Cricket Association for the year 2022-23.

A. Eligibility Criteria - **Statutory Auditors**: -

- Firms/Companies having at least 10 years' experience in doing statutory audit of the firms/companies.
- Should have conducted Statutory Audit of an institution having turnover of Rs.50 crores or more in the previous three financial years.
- Preference to Companies/Firms having their office in Punjab or Chandigarh.

B. Eligibility Criteria – **Income Tax Consultants**: -

- Either Advocate or CA or Firm of Chartered Accountants/Lawyers having experience of handling Tax Litigations at various forums i.e CIT (Appeals), Income Tax Appellate Tribunal, High Court and Supreme Court.
- Should have Tax Consultant of an institution for atleast three financial years having Turnover of Rs.50 Crores or more.
- Preference to Consultants having Office in Tricity i.e. Chandigarh, Mohali, Panchkula.

The Interested Firms/Companies have to submit their Technical Bid and Financial Bid for Statutory Auditors and Income Tax Consultants in a separate envelope, as per the formats published on the official website of Punjab Cricket Association i.e. www.cricketpunjab.in.

The last date of filing of Technical Bid and Financial Bid is **20th December, 2022** by **1700 Hours** and must be sent by hand or by post to **Punjab Cricket Association, I.S. Bindra Cricket Stadium, Sector-63, SAS Nagar, Mohali.**

For any clarification, you may get in touch with **Mr. Abhishek Mookherjee, DGM (Finance)** on **+91 80592-28289**.

sd/-
Chief Executive Officer

Technical Bid for providing Services as Statutory Auditors:

- 1) The following documents have to be submitted in the Technical Bid:-
 - a) Registration Certificate of the Firm of Chartered Accountants and the detailed profile of the Firm along with their partners.
 - b) Proof of having Experience of Statutory Audit of an Institution having Turnover of Rs.50 crores or more in the Financial Year 2019-20, 2020-21 and 2021-22. The details have to be submitted as per Format 'A' enclosed below. The experience of Statutory Audit of Scheduled banks will not be considered.
 - c) List of Office(s) of the Firm of Chartered Accountants.
 - d) Declaration confirming no disciplinary action is instituted against the Firm or any of his Partner(s).

Format 'A'

S.no	Name of Institution	Year of Statutory Audit	Turnover of Institution	Copy of Engagement letter of Statutory Audit (to be attached)

Note-1: The Interested Firms must note that the Financial Bid of the Firms will be opened only after the PCA is satisfied with the Technical Bid submitted by the Firms. Further, the Association is not bound to inform the reasons of acceptance/rejection of Technical Bid of any Firm.

Financial Bid for providing Services as Statutory Auditors:

The Interested Firms should submit their Financial Bid as per the formats placed below:

S.no	Fees to be charged for Statutory Audit of PCA for the F.Y 2022-23	Inclusions and Exclusions in the Fees Charged.

Note 1: The Fees to be quoted must not be in percentage of any amount. The Association is at liberty to allot the work of Statutory Audit to any firm, in the best interest of the Association. Further, the Association is not bound to disclose the fees charged by the Firms to any one participating in the Bid process.

Technical Bid for providing Services as Income Tax Consultants:

The following documents have to be submitted in the Technical Bid:-

- a) Registration Certificate of the Firm of Chartered Accountants/Lawyers and the detailed profile of the Firm along with their partners. In case, a CA or Advocate is applying for the services, then, the CA or Advocate has to be submit their certificate of Membership/License with ICAI or Bar Council, along with their detailed profile.
- b) Proof of having Experience of Tax Consultant of an Institution having Turnover of Rs.50 crores or more in the Financial Year 2019-20, 2020-21 and 2021-22. The details have to be submitted as per Format ‘A’ enclosed below.
- c) List of Office(s) of the CA or Advocate or Firm of Chartered Accountants/Lawyers.
- d) Declaration confirming no disciplinary action is instituted against the CA or Advocate or Firm of Chartered Accountants/Advocates or any of his Partner(s).

S.no	Name of Institution	Year in which work as Tax Consultant	Turnover of Institution (Certification by Institution declaring their Turnover on their letter head is sufficient)

Note 1: Scope of Services of Tax Consultants:

The Interested parties must take note that the following would be in the scope of services to be provided by Income Tax Consultants to PCA. The List is not exhaustive: -

- a) Preparing replies/ representing PCA, after discussions with PCA authorities, before the Income Tax authorities during Assessment proceedings/notices received from Income Tax departments.
- b) Preparing replies/representing PCA with respect to Income Tax cases, before various forums i.e CIT (Appeals), Income Tax Appellate Tribunal, High Court and Supreme Court.
- c) Filing of annual Income Tax return of PCA, as per the forms notified by Income Tax Authorities.
- d) Provide opinions/assistance in Income Tax matters including TDS matters, any amendments in Income Tax law and its effects on PCA etc.

Note 2: The Interested Parties must note that the Financial Bid of the Firms will be opened only after the PCA is satisfied with the Technical Bid submitted by the Interested Parties. Further, the Association is not bound to inform the reasons of acceptance/rejection of Technical Bid of any Firm.

Financial Bid for providing Services as Income Tax Consultants:

The Interested Parties should submit their Financial Bid as per the formats placed below:

S.no	Fees to be charged Tax Consultant of PCA for the F.Y 2022-23. (Monthly Retainership)	Inclusions and Exclusions in the Fees Charged.

Note 1: The Fees to be quoted must not be in percentage of any amount and must be quoted in the form of Monthly Retainership to be charged. Further, the Association is at liberty to allot the work of Income Tax Consultant to any Interested parties, in the best interest of the Association. Further, the Association is not bound to disclose the fees charged by the Interested Parties to any one participating in the Bid process.