

**PATIALA URBAN PLANNING AND DEVELOPMENT AUTHORITY**

PUDA Complex, Phase –II, Urban Estate, Patiala-147002


PUBLIC NOTICE**Quotation Notice for Appointment of Chartered Accountant**

Sealed quotations are invited by PDA for the appointment of GST Auditor for GST Audit for the period April 2022 to March 2023 from Chartered Accountants or Cost Accountants. The quotations can be submitted up to 1.00 p.m. on 08.06.2023 and shall be opened at 11.00 a.m. on 09.06.2023 in the office of Additional Chief Administrator, PDA, Patiala in the presence of firms/persons who may like to be present. The eligibility conditions are as under:-

1. The firm should have 10 years of experience.
2. The firm should have experience of handling PSU accounts.
3. There should not to be any complaint against the firm/declared black list.

The scope of work is as under:-

- 1) Auditor's scope of work shall include examination of all the heads of financial statements on which GST is applicable and reconcile the amount of GST with the supply on monthly basis. In case there is any discrepancy/shortfall, pending liability of GST shall be computed. GST Audit shall be conducted as per provisions of GST Act/rules and regulations.
Auditor shall file a certified reconciliation statement of all divisions/offices of PDA in the relevant forms (i.e. Form GSTR-9 & GSTR-9C or any other form required from time to time), reconciling the value of supplies declared in the return with the audited annual statement for all GSTIN falling under the jurisdiction of Patiala Development Authority.
- 2) The job shall have to be completed before 30.11.2023 under all circumstances. Your firm shall deploy the requisite staff so that audit can be completed within due time.
- 3) Auditor will check all the requisite vouchers in tally software, whenever required.
- 4) If the work is not completed within stipulated time then a penal deduction of 10% fees shall be made for each 3 days or part thereof.
- 5) If any query is raised by GST Authorities regarding GST Audit, in capacity as GST Auditor, he will give the reply or appear before that Authority, if required.
- 6) The Auditor will check the accounts and records.
- 7) The Auditor will check that the Financial Statements are prepared as per the books of accounts maintained at the Principal place of business or additional place of business of the tax payer.
- 8) To prepare the GSTR-9 and GSTR-9C and to certify that the information of GSTR-9C is accurate.


Accounts Officer