

**PATIALA URBAN PLANNING AND DEVELOPMENT AUTHORITY**

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

**PUBLIC NOTICE****Quotation Notice for hiring of Chartered Accountant for the F.Y. 2023-24 for  
audit and preparation of Balance Sheet**

1. Sealed Quotations/ bids are invited from Chartered Accountants/ firms with an experience of minimum 10 years for conducting Audit of Books of Accounts of PDA and prepare the Annual Statements i.e., Profit and Loss Account and Balance Sheet for the year 2023-24.
2. Profit and Loss Account and Balance Sheet will be prepared strictly as per Income Tax Act, 1961 and as per accounting standards/norms.
3. The work shall have to be completed by 31.07.2024 in all respects under all circumstances including submission of Final Balance Sheet.
4. In the event of non-completion of the work within the stipulated period, 10% of the fee will be deducted as penalty for delay for each 5 days and a part thereof.
5. The return may be filed before the due date. If any delay occurs while submitting the return to the income tax department and any financial implications come to PDA, then the entire financial burden shall be borne by your firm.
6. If any query is raised by income tax authorities or any other authority regarding Balance Sheet, in capacity as Statutory Auditor/ Tax Auditor, you will give the reply and appear before the concerned authority.
7. The Quotations/ bids should reach this office in room no. 112, first floor, Puda Complex, Urban Estate, Phase-2, Patiala upto 01.00 PM on 03-07-2024 which shall be opened on 04-07-2024 at 11.00AM in the office room of Additional Chief Administrator, PDA Patiala in the presence of bidders who may like to be present.

  
Chief Accounts Officer