

Patiala Development Authority (PDA)

Urban Estate, Phase-2, Patiala.

Public Notice for Engaging/Hiring Chartered Accountants Firm for Providing Accounts Executives for PDA.

PDA invites sealed quotations/bids within 10 days from the date of advertisement for engaging/hiring a firm of Chartered Accountant for providing 03 Accounts Executives for PDA along with complete bio-data of the candidates. Please visit the website of PDA <https://www.pdapatiala.in> for more details.

Amit
Chief Accounts Officer,
PDA, Patiala

Patiala Development Authority (PDA)

Urban Estate, Phase-2, Patiala.

Terms & Conditions for hiring the service of Firm of Chartered Accountants for providing Account Executives for PDA.

1. Position and Requirement

- a. Upon engaging the firm, the candidate would be assigned as Account Executive.
- b. Account Executive should have minimum qualification of Graduation in Commerce with proper functional knowledge of Tally Software and the candidates should have good knowledge of Punjabi and English typing/language.
- c. During the term period, PDA may change the Account Executive location based on the working requirements or according to the working capacities and performance of hired Account Executives.

2. Performance of Duties

- a. The Account Executive agrees that during the Engagement Period, he/she shall devote his/her full business time to the business affairs of the Authority and shall perform the duties assigned to him/her faithfully and efficiently, and shall endeavor, to the best of his/her abilities to achieve the goals and adhere to the parameters set by the Authority.

3. Compensation

Subject to the following provisions of this Engagement, the Firm shall be paid for hiring the services as follows:

- a. Approximate Rs. 20000/- per month per Account Executive inclusive of all pay and allowances will be paid to the firm.
- b. The firm offering lowest rate shall be considered at the time of finalization and the firm shall quote their Service Charges separately. L-1 will be determined on the basis of aggregate of base rate payable to the Account Executive and the service charges payable to the firm/ service provider.
- c. Payments shall be subject to normal statutory deductions by the Authority as applicable from time to time.
- d. During the term, the Firm shall be paid by means of bank transfer, cheque, or any other method convenient to the Authority.
- e. All reasonable expenses i.e T.A arising during the term of engagement of firm shall be reimbursed to Account Executives concerned on actual basis as per Level 1 of pay Matrix (6th Pay Commission).
- f. The Statutory Taxes i.e. GST, if, applicable, shall be paid extra.

4. Selection Criteria.

- a. The sealed quotations/bids should be submitted in Room no. 112, 1st Floor, PDA Bhawan within the prescribed time limit of 10 days from the publication of advertisement in the News paper/ PDA Website.
- b. Quotations/Bids received after the due date shall not be entertained.
- c. Internal Committee of PDA shall finalize the candidates under consideration.

5. Obligations of the Account Executive

- a. The Account Executive shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the Authority as notified from time to time.
- b. The Account Executive shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her engagement with the Authority.
- c. Upon Engagement of firm, the Account Executive shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premises of employment. If he/she shall do so, the Authority shall not be liable for such an act done at his/her own risk.
- d. The Account Executive further promises to never engage in any theft of the Authority's property or attempt to defraud the Authority in any manner.

6. Leave Policy

- a. The Account Executive is entitled to 1 day of paid casual leaves in a calendar month, which will be got approved in advance.
- b. The Account Executive may not carry forward or encash any holiday to the next month.
- c. In the event that the Account Executive is absent from work due to sickness or injury, for more than 15 days, the firm will provide its substitute within 5 days from absent from duty of the concerned Executive.

7. Assignment

- a. The Account Executive acknowledges that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that the Account Executive may individually or jointly conceive or develop during the term of Engagement are "works made for hire" and to the fullest extent permitted by law,
- b. Account Executive shall, upon request of the Authority, execute, acknowledge, deliver and file any and all documents necessary or useful to vest in the Authority all of Account Executive's right, title and interest in and to all such matters.

8. Confidentiality

- a. The Account Executive acknowledges that, in the course of performing and fulfilling his duties hereunder, he/she may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Authority, the disclosure of any of which confidential information to the 3rd Party/outside of the Authority would be highly detrimental to the interests of the Authority.
- b. The Account Executive further acknowledges and agrees that the right to maintain the confidentiality of trade secrets, source code, website information, business plans or client information or other confidential or proprietary information, for the purpose of enabling the other party such

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information constitutes a proprietary right which the Authority is entitled to protect.

- c. Accordingly, the Accounts Executive covenants and agrees with the Authority that he/she will not, under any circumstance during the engagement of firm, disclose any such confidential information to any person, firm or corporation, nor shall he/she use the same, except as required in the normal course of his engagement hereunder, and even after the termination, he/she shall not disclose or make use of the same or cause any of confidential information to be disclosed in any manner.
- d. The Authority owns any intellectual property created by the Account Executive during the course of the engagement, or in relation to a certain field, and Authority shall thereon have all the necessary rights to retain it. After termination of engagement Account Executive shall not impose any rights on the intellectual property created. Any source code, software or other intellectual property developed, including but not limited to website design or functionality that was created by the Account Executive, during the course of engagement, shall belong to the Authority.

9. Remedies

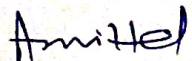
If at any time the Account Executive violates to a material extent any of the covenants set forth in above paragraphs, the Authority shall have the right to terminate all of its obligations to make further payments. The Firm/Account Executive acknowledges that the Authority would be irreparably injured by a violation of above paragraphs and agrees that the Authority be entitled to an injunction restraining the firm/Accounts Executive from any actual or threatened breach of above paragraphs or to any other appropriate equitable remedy without any bond or other security being required.

10. Amendment and Termination

- a. Authority may terminate the agreement/engagement of contract at any time with advance notice of 1 month to the service provider firm.
- b. The Firm may terminate at any time by giving the Authority at least 3 month(s) advance notice before termination of agreement.

11. Severability

Each paragraph shall be and remain separate from and independent of and severable from all and any other paragraphs herein except where otherwise indicated. The decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs.


Chief Accounts Officer,
PDA, Patiala
