

TENDER NOTICE

Memo No. EE-I/PMDA/2026/273

Dated : 01.04.2026

On behalf of Panchkula Metropolitan Development Authority Online E-Tenders on the website: <https://etenders.hry.nic.in> are hereby invited from the eligible contractors / firms who meets the following eligibility criteria :-

Sr. No.	Name of Work	Bid Document Fee	E-processing fee	EMD (Rs.)	Time Duration
1	Hiring of Chartered Accountant for Preparing of Accounts, Balance Sheet, Audit Report, Taxes, Audit Statement, Provision of one Tally Operator for PMDA office and other Accounts related matters.	5,000/-	1180/-	25,000/-	12 Months


Tender bid submission start date = 01.04.2026 at 06.00 PM

Tender bid submission end date = 16.04.2026 at 03.00 PM

Tenders will be opened = 16.04.2026 at 04.00 PM

For other details, visit website <https://etenders.hry.nic.in>

For & On behalf of PMDA


Executive Engineer,
Const. Division-I,
PMDA, Panchkula

HARYANA GOVERNMENT

**Panchkula Metropolitan Development Authority
(PMDA), Panchkula**

HIRING OF CHARTERED ACCOUNTANT

for

Preparing & Maintaining Accounts Books,
Statement of Accounts, Balance Sheet, Audit
Report, Taxes, Audit Statement, Provision of one
Tally Operator for PMDA Office and other
Accounts related matters

HARYANA GOVERNMENT

**PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY (PMDA),
Sector-3, Majri Chowk, Near Kaushal Bhawan, Panchkula.
Telephone No. 0172-2997880**

TENDER NOTICE

The tender are, hereby, invited for the hiring of Chartered Accountant on retainer-ship basis for Preparing & Maintaining Accounts Books, Statement of Accounts, Balance Sheet, Audit Report, Tax, Audit Statement, Provision of one Tally Operator for PMDA Office, other accounts related matters of **Panchkula Metropolitan Development Authority (PMDA), Panchkula** (initially for a period of one year)

1.	Start date of submission of tender	
2.	Last date of submission of tender	
3.	Date of Opening of tender	

The detailed notice inviting tender (DNIT)/Bid Document alongwith all other terms and conditions, instructions to bidder can be collected from the office of **Panchkula Metropolitan Development Authority (PMDA), Majri Chowk, Near Kaushal Bhawan, Sector-2, Panchkula. Tele phone No. 0172-2997880.**

1. The Bid Document can also be downloaded from the website <https://pmdahry.org.in>
2. The under signed reserves the rights to reject any or all tenders without assigning any reasons.

**Chief Executive Officer,
PMDA, Panchkula**

PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY OFFERS IN TWO PACKET BID SYSTEM FROM CHARTERED ACCOUNTANT ON RETAINER-SHIP BASIS FOR PREPARING & MAINTAINING ACCOUNTS BOOKS, STATEMENT OF ACCOUNTS, BALANCE SHEET, AUDIT REPORT, TAXES, AUDIT STATEMENT, PROVISION OF ONE TALLY OPERATOR FOR PMDA OFFICE AND OTHER ACCOUNTS RELATED MATTERS

Scope of work

- (1) Preparing and maintaining of Accounts/Accounts affiliated books on updated Tally ERP software in electronic mode by deputing a qualified employee in the office of PMDA.
- (2) Framing methods/procedures for ensuring proper accounting in the accounting software.
- (3) Taking advice on day-to-day matters pertaining to accounting and taxations.
- (4) Undertaking periodic checks in the areas of tax compliance and accounting.
- (5) Ensuring that the books of accounts are maintained as per the requirements.
- (6) Compilation of Balance Sheet and filing of Income Tax Returns
- (7) Ensuring compliance with tax laws & tax planning within the frame work of law.
- (8) Annual tax audit and issuing report of tax audit under the provisions of Income Tax Act, 1961.
- (9) Ensuring that the requirements of Income Tax Act regarding deduction of TDS, advance tax etc. are duly complied within the time.
- (10) Preparation and filing of quarterly TDS Returns.
- (11) Preparation and filing of monthly, quarterly and annual GST Returns.
- (12) Preparation and filing of monthly GST (TDS) Returns.
- (13) Reconciliation of input tax credit as per books of accounts with the portal generated GST (2B) (i.e. reported by the third party).

The Chartered Accountant should have a registered office in the Municipal Area of Chandigarh/Panchkula/Mohali and will be required to attend the office of **PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY** as and when required.

Pre-Qualification Criteria- The bids of only those bidders will be considered who shall qualify the eligibility criteria and uploaded documentary evidence in support of following:

- The Chartered Accountant (Partnership or Proprietorship) should be registered with the Institute of Chartered Accountant of India (ICAI).
- Should have a valid PAN and GST registration. (Copies to be provided).
- The Chartered Accountant should have been in operation for at least ten (10) years or more years and atleast three (03) years experience in Govt. departments/ Societies /Boards /Corporations/Authorities/Universities.
- The proprietor or partners of the firm or any CA or CMA employed/associated with the firm should not have been blacklisted/debarred/cautioned by Institute of Chartered Accountant of India/Institute of Cost Accountants of India/Central or State Public Sector Enterprise/Government (Central/State). (Affidavit be enclosed in this regard with technical bid).
- The average financial if the Firm in the last three (03) financial years must be equal to or more than Rs twenty lakh (Rs. 20 lakh) per annum. This should be supported by relevant documents.
- EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the shape of DD in favour of **PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY**. EMD of unsuccessful bidder will be refunded after allotment of tender and EMD of successful bidder will be adjusted in Performance Security.

Time period of Engagement

The selected Chartered Accountant will be required to provide the above-mentioned services initially for One (01) year from the date of allotment of contract, which may further be extended for other two (02) years on year-to-year basis on the basis of satisfactory performance of work and with the approval of the Competent Authority-

**CHIEF EXECUTIVE OFFICER,
PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY**

Payment Terms

The payment against the services provided by the firm is subject to the following terms and conditions.

- The price quoted by the firm should be valid for the entire contract period.
- Payment shall be made at agreed rates on monthly basis.

ANNEXURE-A

PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY

Detail of Experience of Chartered Accountant:-

S. No	Name of the Office	Period	Nature of the Assignment	Details of supporting documents attached
1.				
2.				
3.				
4.				
5.				
6.				

Furnish the copy of the documentary evidence in support of the above said information. Please attach additional sheets, if required. Non attachment of supporting documents will make the bidder ineligible for the tender.

Seal

Dated

Signature

Name and Designation

PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY

Financial Bid

Monthly Professional fees including remuneration of One Tally Operator deputing in PMDA Office	For all the works as mentioned in the scope of work above and any other account related work as per the requirements of PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY		
Fees payment Schedule	The services provider will raise bills on monthly basis		
Financial Bid Amount	Professional charges of CA Firm	Rupees (Per Month)	
	Remuneration of Tally Operator	Rupees (Per Month)	

Notes

- a. Fee is inclusive of professional fee taxes and all other expenses. Nothing extra shall be paid.
- b. Only GST as applicable shall be paid extra on the above quoted fees.
- c. Statutory deduction like TDS etc shall be made as per statutory rates and norms wherever applicable.
- d. Any charges/ statutory fee paid by the hired firm for filing online returns with income tax authorities will be reimbursed upon submission of vouchers along with the bills.
- e. Remuneration of Tally Operator will be paid by the CA Firm which will be reimbursed by the PMDA to CA Firm. PMDA will not be responsible for any wage related issues paid to the Tally Operator by the CA Firm.

We under-take that the rates quoted above by us will not change during the contract period. We also accept the payment schedule / payment terms.

SEAL

Dated


Signature


Name and Designation

Detailed Terms and Conditions: -

1. The approved firm will visit or depute its official(s) to visit this office as and when required for the management and compliance of scope of work. No TA/DA will be given separately.
 2. One qualified Accounts Personnel (B Com in 2nd Division having knowledge of Tally ERP latest version).
 3. If performance of Tally Operator is not found satisfactory than CA Firm will replacement of him/her within seven days from the issue of notice. Also if the Firm wants to replace the Tally Operator than the intimation of same be given 15 days prior to the replacement.
 4. **Performance Security @ 10% of the agreement amount will have to be deposited by the successful bidder the form of Bank Guarantee/FDR from any scheduled bank of India within the 15 days of the allotment. In case of failure, EMD will be forfeited and allotment will be cancelled**
 5. That any penalty or interest charged by the government authorities for non-compliance or for non-timely compliance affiliated/associated with scope of work, shall be borne by the Chartered Accountant or the firm as the case may be . In addition to this penalty for any kind of mistakes/lapses will be charges as under:-
 - (i) 1st time - Rs. 10,000/- per mistake/lapse.
 - (ii) 2nd time - Rs. 20,000/- per mistake/lapse.
 - (iii) 3rd time - Rs. 50,000/- per mistake/lapse
- After that the contract will be terminated and Performance Security will be forfeited. Also the Firm will be Blacklisted for two (02) years from participation in any kind of work.
6. In any case, CA Firm fails to complete the work within time frame, the work will be got done by this office from any other Firm on risk and cost of CA Firm.
 7. The payment will be made on monthly or quarterly basis on submission of bill induplicate.
 8. The firm must be based in Chandigarh/Panchkula/Mohali or having its registered office within the Municipal limits of Chandigarh Panchkula/Mohali.
 9. The firm must exchange its telephone numbers with the office so that the proprietor/partner of the firm or the Director of the company can be contacted any time.

10. **PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY** will not in any case be held responsible for salary and other disputes of the firm/ company with its employees deputed from time to time at this office for work as mentioned above.
11. The approved firm/company may at time be required to visit concerned Tax office or such other allied offices on behalf of **PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY**. The firm/company will in-variably visit at such offices at no extra cost.
12. A copy of the certificate issued by the Institute of Chartered Accountants of India in the name of owner/proprietor/director and the GST registration certificate must be attached with the documents.
13. The **Chief Executive Officer, PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY** reserves the right to reject any or quotation (s) with or without assigning any reason (s) thereof.
14. The **Chief Executive Officer, PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY** reserves the right to terminate the tender at any time during the validity of tender, if at any time it is established that the services of the firm/ company are not satisfactory. In such case the performance security will be forfeited.
15. The firm/company will also maintain privacy of records as per Officials Secrets Act.
16. The proprietor or partners of the firm or any CA or CMA employed/associated with the firm should not have been blacklisted/debarred/cautioned by Institute of Chartered Accountant of India/Institute of Cost Accountants of India/Central or State Public Sector Enterprise/Government (Central/State). An affidavit to this effect must be attached with the tender document.
17. The approved firm/company will submit all the required returns within stipulated time limits as per the requirement of Income Tax & GST Laws.
18. The firm/ company will not sub-let the contract or any part of it, in any case. Any such action will lead to termination of contract debar the firm and forfeiture of performance security deposit.
19. The decision of the Chief Executive Officer, **PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY** will be final and binding upon the bidder.
20. That all legal disputes will be settled within Panchkula jurisdiction.


Narinder Singh,
Superintendent, PMDA.


Sr. Accounts Officer
PMDA, Panchkula


Executive Engineer,
PMDA, Panchkula