

**PUNJAB STATE GRAINS PROCUREMENT CORPORATION Ltd.  
(PUNGRAIN)**

**Anaaj Bhawan, Sec 39-C. Chandigarh**

**Notice for Inviting Tender for engagement of Chartered Accountant Firm**

PUNJAB STATE GRAINS PROCUREMENT CORPORATION seeks to invite proposal from ICAI registered and C&AG empanelled Chartered Accountant Firm for preparation and finalisation of Financial Statements from FY 2021-22 to FY 2025-26. The bid/tender documents & other details will be available on website i.e. <https://eproc.punjab.gov.in> and <http://foodsuppb.gov.in> from 07.01.2026 (10:00a.m). Bids completed in all manner prescribed in tender should be uploaded on 22.01.2026 by 12:00 noon.

PUNGRAIN reserves the right to scrap tender at any stage without assigning any reason and PUNGRAIN will not be liable for any costs and consequences incurred by the intending bidders.

Any corrigendum / addendum will be uploaded on <https://eproc.punjab.gov.in>

SD  
MD, PUNGRAIN



### **E-Tender**

For Appointment of Chartered Accountant firms for preparation and finalisation of Financial Statements for the FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25 and FY 2025-26.

Uploading of Tender document on 07.01.2026 at 10:00 AM.

Last date for submission: 22.01.2026 till 12:00 noon

Tender Inviting Authority

Managing Director

**PUNJAB STATE GRAIN PROCUREMENT CORPORATION**

**ANAAJ BHAWAN**

**Sec -39/c , CHANDIGARH**

**Website: <https://eproc.punjab.gov.in> and <http://foodsuppb.gov.in>**

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## **PUNJAB STATE GRAINS PROCUREMENT CORPORATION LIMITED**

### **TENDER DOCUMENT**

PUNJAB STATE GRAIN PROCUREMENT CORPORATION (PUNGRAIN) seeks to invite tenders from ICAI registered and C&AG empanelled Chartered Accountant firms for preparation of books of accounts and finalisation of Financial Statements for the FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25 and FY 2025-26. This appointment shall be subject to accomplishment of task assigned.

1. The details about the PUNGARIN, objective of hiring, scope of work, reporting and timing, eligibility criteria, procedure regarding selection and general guidelines for submission of bids are given in the following paragraphs.
2. A complete set of bid document specifying eligibility criteria and other terms and conditions applicable for the above said assignment may be obtained from website <https://eproc.punjab.gov.in> and <http://foodsuppb.gov.in> from 10:00 a.m. on 07.01.2026
3. The bids invited will be received till 12:00 Noon of 22.01.2026 and will be opened by the Committee in the O/o PUNGRAIN, Anaaj Bhawan, Chd on the same day i.e. 22.01.2026 at 3:00 PM. in the presence of the authorized representatives of the bidder in case they wish to be present. The representatives attending the bid opening proceedings must tender an authorization letter from the bidders.

#### **1. About PUNGRAIN:-**

The name of the Company is "Punjab State Grains Procurement Corporation Limited, which operates with its head office at Anaaj Bhawan Chandigarh and district offices (23) in Punjab at Amritsar, Barnala, , Bathinda, Faridkot, Shri Fathegarh Sahib, Ferozepur, Fazilka, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, Ludhiana, Muktsar , Mansa, Moga, Malerkotla, Nawashaher, Patiala, Ropar, Mohali, Sangrur, Pathankot, Tarn Taran was established for below mentioned activities:-

1. To undertake trade, purchase, storage, movement, including inter-state movement, distribution and sale of food grains and other food-stuffs.
2. To undertake procurement, import, supply and distribution of such essential commodities as identified by the government from time to time.
3. To make such other arrangements as to ensure the availability of essential commodities in the market at reasonable rates, as may be deemed necessary.
4. To undertake and promote trade in any commodity which may be considered feasible commercially or which may be considered necessary to either maintain the line of supplies or to maintain prices in the market.

5. To trade or carry on business in other kinds of merchandise and for the purpose to purchase, store and sell all kinds of goods included in this category.
6. To carry out and implement any food policies or such other policies of Government, Central or State, as may be directly or indirectly linked with the objects of the Company and also to act as the agents of Punjab and Central Government or Food Corporation of India or any other institution or body corporate or society in the matter of procurement and distribution, both wholesale and retail, of food grains and foodstuffs.
7. To carry out all such activities and trades as may ensure suitable price to the primary producer of agricultural commodities and protect the consumer from the vagaries of speculative trade.
8. To regulate and monitor the functioning of all trades and business related directly or indirectly with the functioning of procurement trade by taking whatever regulatory measures that may be required for this.
9. Any other activity or work assigned by the Government relating to procurement & Distribution of grains.

Provisional	Turnover (in crores)	Procurement	
	(in crores)	Wheat (LMT)	Paddy (LMT)
2020-21	24420	11294000	20013000
2021-22	31936	10202000	18506000
2022-23	31229	9024944.5	1801672.9
2023-24	21898	11698197.79	18491001.28
2024-25	28896	12131744.61	17186065.31

## 2. Scope of Work:

### 2.1 Finalization of Balance Sheet of the Previous Years .

The CA firm shall prepare the books of accounts ,inventory accounts and the Trial Balance and finalise the financial statements of all District Offices as well as Head Office, PUNJAB STATE GRAIN PROCUREMENT CORPORATION for the FY 2021-22, FY 2022-23, FY 2023-24 , FY 2024-2025 and FY 2025-26 .

Financial Statement shall include the following:

- i. Books of Accounts
- ii. Trial Balance
- iii. Inventory Accounts
- iv. Profit & Loss Account.
- v. Balance Sheet along with Schedules of each year
- vi. Any other accounting required for the finalization of the Balance Sheets.
- vii. The preparation of Financial Statements shall include the books of accounts, trial balance and financial statements of District Offices of PUNGRAIN alongside the head office, PUNGRAIN.

- 2.2 Adherence to Accounting principles and government Rules:-** The CA firms Needs to ensure:-
- Generally Accepted Accounting Principles are followed in preparation of Financial Statement.
  - Proper documents, namely, tender documents, invoices, vouchers, receipts, pay bills, T.A. bills etc., are maintained and linked to the transactions and retained till the end of the program.
  - All necessary supporting documents, records and accounts in respect of expenditure incurred have been kept as program-wise / scheme-wise. Clear linkage should exist between books of accounts and reports presented to the Government of India/State Govt. etc. 665551/2019/FINANCE/ACCOUNTS-DGR 59
  - The expenditure statements/ financial statements included in the statement of expenditure of the relevant period represent a true and fair view of implementation and operations of the program at the end of the financial year and of resources and expenditure for the year ended on that date.
  - Reconciliation of Bank statements and accounts is regularly carried out on monthly/quarterly basis.

**2.3 Tax Management:** - The CA firm shall guide in:-

- Filling of the TDS/TCS returns timely; accurate generation compilation and issuance of form No. 16(PART; B in case of Salary Part A in case of Non salary).
- All applicable compliances related to Goods and Service Tax Act
- Filling of all applicable returns including Annual Income Tax Returns.

**2.4 Auditing the Financial Statement :-**

- The CA firm shall be required to look into the position of audit compliance/ various other statutory compliances which were mandatory and objections raised, if any, have been adhered to/redressed. In case of non-compliance, the Audit Report should include a Separate Para in this regard.
- The CA firm shall assist and help the PUNGRAIN in getting the statutory audit and C&AG audit accomplished for the financial statements.
- Rectification of wrong entries.
- The CA firm after auditing the financial statements of 2021-22, 2022-23, FY and 2023-24 or 2024-25 and 2025-26 as the case may be submit the following:-
- Component-wise/ consolidated Income and Expenditure Statement of each project.

- Crop wise/ Component-wise Receipt & Payment Account of each scheme and consolidated for PUNGRAIN as a whole
- Crop wise and consolidated Balance sheet with details of all schedules and annual consolidated financial statement audit certificate etc., as per Bank reconciliation statements duly verified separately for each scheme.
- Report all discrepancies noticed in the financial accounts and suggestions for its non-recurrence.

**2.5 Any other matter relating to accounting/audit/ taxation may also be sent to the CA firm for its advise/report/submissions. Scope of Work may be increased on rates increased in case of requirement in future at mutually agreed rates.**

### **3. Bid Evaluation**

Bid Evaluation shall be done in Two stages:

1. Technical Evaluation
2. Financial Evaluation

#### **3.1 Eligibility Criteria for Selection of Chartered Accountant firm**

The evaluation shall be carried out by Technical Evaluation Committee as per the eligibility criteria defined below, followed by Technical evaluation and Financial Evaluation.

The Bids that don't fulfil the eligibility criteria shall be treated as non-responsive and shall not be considered further.

<b>Sr. No</b>	<b>Eligibility Criteria</b>	<b>Support Document to be submitted</b>	<b>Reference Page No In submitted bid</b>
1.	<p>The Bidder should be a Chartered Accountant Firm, registered with ICAI <b>AND</b> also empanelled with C&amp;AG. The Bidder should be either</p> <ol style="list-style-type: none"> <li>1. A partnership Firm registered under partnership act 1932 OR</li> <li>2. Limited Liability Partnership firm registered under LLP Act 2008 with minimum no of 5 partners/directors respectively.</li> </ol>	<p>Certificate of Registration with ICAI and empanelled with C&amp;AG</p> <p>Partnership Deed in case of Partnership Firm and registration certificate of ROC for LLPs</p>	
2.	The Bidder must have at least one office in Tricity of Chandigarh and 1 offices at any of the district headquarters of Punjab .	An undertaking in FORM'A'	

3	The Bidder must have at least 15 years of experience	Copy of firm's registration.	
4.	The Bidder Should have carried out at least one (1) Statutory Audit of PSU/ Govt. Company/ Bank having minimum Turnover of 5,000 Crore in Last 5 years	The letter of engagement in the name of the bidder firm be submitted along with the copy of P&L A/c of PSU/Govt Company/ Bank as a proof of turnover.	
5.	The Bidder should have minimum four number of FCA Partner as on date.	The Copy of certificate of all the FCA partners issued by ICAI	
6.	The Bidder should have minimum three number of paid assistant as on date	Certificate giving names of paid assistants along with the Copy of pay slips of month of December of assistants working in the firm.	
7.	<u>The bidder should have minimum 5(five) year's Peer Review Certificate</u>	The Copy of the Peer review empanelment certificate	
8.	The turnover of the bidder during last Three years should be minimum Rs 1 Crore per annum.	The Copy of P& L Balance Sheet of last three years need to be attached	
9.	<u>The Bidder must have audited of any PSU/ Govt. Company/ Bank having ERP System Experience</u>	Self-Declaration	
10.	The Bidder Firm should not have been blacklisted / debarred / terminated by any government financial Institutions / Bank / RBI / ICAI / IBA / Government / Semi Government Department / PSU s in India	A self-declaration in FORM 'B' on the bidders letter head.	

### 3.2. Technical Evaluation

The second stage shall be Technical Bid evaluation wherein bidders who have been found eligible pre-qualification criteria defined at Clause 3.1. Technical evaluation shall be done as below:

Sr. No	Parameter	Marks to be given	Maximum marks
1.	Number of Years of Experience		
	Upto 15 years	2	
	More Than 15 to 20 years	4	
	More Than 20 to 30 years	6	
	More than 30 years	10	10
2.	Number of Branches in Punjab		
	0-1	5	
	2-4	10	
	More than 4	15	15
3.	No. of partner / directors in the Firm		
	Upto 5 partners	1	
	6 to 8 partners	4	
	9 to 12 partners	6	
	More than 12 partners	10	10
4.	No. of FCA Partner		
	Upto 4	1	
	5-8	5	
	8 or More	10	10
5.	No. of Paid Assistant		
	Upto 2	1	
	More Than 2 to 5	5	
	More Than 5	10	10
6.	Peer Review Certificate		
	Upto 5 years	1	
	More Than 5 to 10 years	5	
	More than 10 years	10	10
7.	CISA/ DISA Certificate		
	NIL	0	
	1-3	5	
	4 and more	10	10
8.	Total Number of Statutory Audit Completed of PSU / Govt Company in last 5 years (i.e FY 2020-21 Till date)		

	(excluding of Bank or Bank assignments)		
	Turnover 5,000 to 10,000 crore per assignment 5 marks	15	
	Turnover more than 10,000 crore per assignment 10 marks	10	25
9.	Total		100

Note : 1. Technical score is total number of technical marks scored by the bidder in technical bid  
 2. The bidders whose technical score is equal or more than **60 in Technical** shall be treated as Technically Qualified and shall be eligible for Financial Evaluation.

### **3.3. Financial Criteria for Selection of Chartered Accountant firm.**

Bidders who qualify as per technical criteria shall be eligible for Financial bids evaluation. The Financial Bids will be opened on date and at venue as communicated to eligible bidders online. The bidder quoting the lowest price shall be declared as L1.

In case of a tie in the Financial Bids, wherein two or more bidders quote an identical lowest price, the bidder securing the highest technical score shall be declared as L1.

### **4. Selection Criteria**

- 4.1 The bidders with lowest price will be declared as L1 and further be recommended for selection and award of contract.
- 4.2 The L1 bidder shall be assigned the balance sheets for the two financial years, i.e., FY 2021–22 and FY 2022–23, while the L2 bidder would be assigned the balance sheets for the subsequent two financial years, i.e., FY 2023-24 and FY 2024-25 subject to acceptance of the assignment at the L1 rate and L3 bidder would be assigned the balance sheet for remaining 1 Year i.e. FY 2025-26 at L1 rate.

In case there are only two bidders, then L1 bidder shall be assigned the balance sheets for the three financial years, i.e., FY 2021–22, FY 2022–23 and FY 2025-26, while the L2 bidder would be assigned the balance sheets for the two financial years at L1 rate, i.e., FY 2023-24 and FY 2024-25.

In case of single successful bidder, the balance sheets for all the five financial years will be assigned to that bidder.

**Note:** In case the L2 bidder does not accept the L1 rate, the balance sheet for the subsequent two financial years shall be offered to L3 and onwards, subject to their acceptance of the assignment at the L1 rate.

**5. Tenure of Assignment.**

<b>S.N o</b>	<b>Particular of Assignment</b>	<b>Period</b>
<b>1</b>	Finalization of Balance Sheet of Punjab State Grains Procurement Corporation FY 2021-22, 2022-23, 2023-24, 2024-25 and FY 2025-26.	As per timelines mentioned at clause 5.1

**5.1 Timelines for performance of contract**

The bidder shall have to complete a balance sheet within a period of 60 days. In case the balance sheet of previous year not finalised then extension of 30 days would be given to the bidder from the date of assigning of audit report of previous year of Balance sheet .

<b>S.No</b>	<b>Particular of Assignment</b>	<b>Cutt-off dates</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>A</b>	Finalization of Balance Sheet of Punjab State Grains Procurement Corporation FY 2021-22	30.04.2026
<b>B</b>	Finalization of Balance Sheet of Punjab State Grains Procurement Corporation FY 2022-23	30.06.2026
<b>C</b>	Finalization of Balance Sheet of Punjab State Grains Procurement Corporation FY 2023-24	31.08.2026
<b>D</b>	Finalization of Balance Sheet of Punjab State Grains Procurement Corporation FY 2024-25	31.10.2026
<b>E</b>	Finalization of Balance Sheet of Punjab State Grains Procurement Corporation FY 2025-26	31.12.2026

**6 Payment Terms**

- 6.1 50% payment will be made after the successful preparation and completion of the Balance Sheet and other financial statements for the respective Financial Year within the timelines defined at column 3 of Clause 5.1. Final payment of balance amount shall be made after Completion of Statutory and C& A.G audit
- 6.2 In case, the successful bidder fails to submit the balance sheet within 60 days, 10% of payment shall be deducted. If he further fails to complete the work, within extension allowed (if any), he shall not be paid any fee for that particular year of balance sheet and his contract may also be terminated.

## **7 Guidelines for Submitting the Proposal/ bid:**

- 7.1 Bidders are required to submit their bid on e-procurement of Punjab <https://eproc.punjab.gov.in> before the time and date as defined in Tender document and prospective bidder may also seek clarifications up to 12.01.2026 till 12:00 noon. through email id compilationbranch4@gmail.com and department will submit the clarification by 15.01.2026 on <https://eproc.punjab.gov.in>.
- 7.2. All Tender document and corrigendum documents shall be available on <https://eproc.punjab.gov.in> portal. Bidders are advised to check the e-procurement portal of Punjab regularly for all updates regarding this Tender document.
- 7.3. Only online Bids shall be accepted. No other mode of Bid submission shall be accepted. If any of the attached documents are found to be forged/ fabricated / false/ Conditional at any stage, the bid of the bidder shall be liable to be rejected without prejudice to the right of the purchase to proceed against the bidder legally.
- 7.4. The bidders should submit their responses as per the format given in this Tender document in the following manner ***along with the*** Tender document.
- a) Technical bids -(To be submitted online)
  - b) Financial bids - (To be submitted online)
- Note: Any financial information contained in the technical bid may invalidate the bid.
- 7.5 The bids of bidders shall address all the requirement of their tender and must be submitted in English Language.
- 7.6 All the pages of the proposal /bid must be sequentially numbered and must contain the list of content with page numbers. Any deficiency in the documentation may result in the rejection of the Bid. All pages of the bid, shall be initialled and stamped by the person or persons who is authorised to sign the bid.
- 7.7 Each page, Form, Annexure and Appendices of both the Technical bid Financial bid must be signed by the Authorized signatory of the firm.
- 7.8 All blank spaces in the technical & financial proposal / bid must be filled in completely where indicated, either typed or written in ink.
- 7.9 Punjab State Grains Procurement Corporation, Punjab reserves the right to accept or reject any proposal/ bid at any time without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.

- 7.10 **The Proposal(s) / bid shall consist of:**
- i. Letter of Transmittal (**Form T-1&T-2**)
  - ii. Details of the Firm (Form T-2)
  - iii. Financial Bid format (**Form F-1**)
  - iv. Undertaking of presence of Head office in Chandigarh (**Form A**)
  - v. Undertaking for not being Blacklisted /terminated and convicted (Form B)
- 7.11 The Fees quoted is valid till six months from the date of submission of the proposal / bid.
- 7.12 The bidder must employ their own dedicated staff and essential devices like computer and laptops to accomplish all assigned work of Pungrain head office and districts. Pungrain shall only provide office space for the bidder to complete the assigned work.
8. **Tender Fees:** The cost of tender document is Rs. 10,000 /- (Rupees Ten Thousand Only) which is non-refundable. It shall be submitted on <https://eproc.punjab.gov.in>" The tender fees shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/ UTR shall be submitted as part of Technical Bid.
- 9 **Earnest Money** Deposit of @ Rs. 1,25,000/- (One lakh Twenty Five Thousand only) shall be submitted on <https://eproc.punjab.gov.in>" The EMD amount deposited by unsuccessful bidders shall be returned after finalisation of bid. Whereas the EMD of successful bidder shall be returned after execution of the agreement and depositing of performance security.
10. **Financial Bid :**
- i. The bidder shall submit a rate for finalisation of financial statement of all the district offices and Head offices for **one financial year** in the financial bid form F1. The same rate shall applicable on all financial statements of other years as mentioned in Clause 2.1.  
The rate quoted shall be inclusive of the TA/DA and taxes as applicable.  
The Financial Bid shall be submitted as per Form F-1.
  - ii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.
11. **Award of Contract**
- The Successful Bidder shall be issued the Letter of Intent to perform various works defined in the Scope of work section of this document. Post acceptance by the successful Bidder and deposit of the PBG by the Successful Bidder, the contract shall be signed.

**12. Performance Security:**

- The successful bidder needs to deposit Performance Security of Rs 1,25,000/- (One lakh Twenty Five Thousand only) within Seven days from the release of LOI. This performance security amount will be refunded after satisfactory completion of contract period. The performance security amount will not carry any interest.
- If firm fails to perform the contract as per terms and conditions of the contact the entire performance security shall be forfeited.

**13 Exit Management**

Upon preparation of financial statements of PUNGRAIN (including the district offices and getting the same audited by statutory auditors and C&AG, the CA firm shall ensure the proper handover of record, failing which, the successful bidder shall pay the PUNGRAIN such damages, which shall be deducted from the payment due/Performance Security.

**14. Standards of performance**

The Successful Bidder shall deliver the services and carry out its obligation under the contract with due diligence and efficiency in accordance with generally accepted professional standards and practices. The successful bidder shall always act in respect of any matter relating to this contract as a faithful successful bidder to the purchasers. The Successful bidder shall always support and safeguard the legitimate interest of procuring entity (PUNGRAIN), in any dealing with a third party. The successful bidder shall conform to the standards laid down in the Tender document in totality.

**15. Confidentiality**

1. Confidential information shall mean and include any and all confidential or proprietary information furnish, in whatever form or medium, or disclose verbally or otherwise by the successful bidder and Procuring entity (PUNGRAIN), or the to each other including, but not limited to, the services, plans, financial data and personnel statics, whether or not marked as confidential or proprietary by the parties.
2. The successful bidder shall ensure that providing services, all the details and information created / designed / developed / shared / exchanged is kept confidential.
3. During the execution of the assignment except with the prior written consent of the Procuring entity (PUNGRAIN), the successful bidder or its personnel shall not at any time communicate to any person or entity or any confidential information acquired in the course of contact
4. The successful bidder will maintain the confidentiality of the data stored on the computer system of the purchaser .The successful bidder will be required to take appropriate actions with respect to its personnel to ensure that obligations of non-use and non-disclosure of the confidential

information are fully satisfied. In case of failure, Procuring entity (PUNGRAIN) has the right to take legal action against the firm.

**16. Termination of Contract**

PUNGRAIN reserves the reserves the right to terminate the contract and forfeiture of Performance security in case of breach of contract/ non-performance of obligations within the timelines as defined in the Tender document/Contract.

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**Letter of Transmittal**

To,

Managing Director,  
Punjab State Grains Procurement Corporation, Punjab  
Sec-39/C , Chandigarh,

Sir

We, the undersigned, offer to provide the services for Punjab State Grains Procurement Corporation, Punjab as mentioned in tender document dated 07.01.2026. We are hereby submitting our Proposal / bid, having details about the firm and proposed assignment fees.

We hereby declare that all the information and statements made in this Proposal / bid are true and accept that any mis-interpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till six months from the date of submission of the proposal / bid. We confirm that this / bid shall remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal /bid and to bear any further pre-contract costs.

**We understand that Punjab State Grains Procurement Corporation, Punjab is not bound to accept the lowest or any proposal / bid or to give any reason for award, or for the rejection of any proposal / bid.**

I confirm that I..... have authority of [Insert Name of the C.A. Firm] to submit the proposal / bid and to negotiate on its behalf.

Yours faithfully  
(Signature and stamp of the Bidder)

Printed Name  
Designation  
Business Address

**Form T-2 Format for Proposal / Bid**

<b>S r. N o .</b>	<b>PARTICULARS</b>	<b>Supporting Documents required to be submitted along with this Form</b>
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No:
		Fax No:
		Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3.....(Particulars of each branch to be given)	Phone No: Fax No: Mobile No. of each Branch Office In-charge:
	Mention the date of establishment of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST/TAN Registration No	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.
6	Empanelment No. with C&AG	Attach proof of empanelment with C&AG in current FY
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed and copy of registration of firm as per ICAI record
8	Turnover of the Firm in last three years	Attach a copy of Balance Sheet and P & L Account of the last three years or a C.A. Certificate giving turnover for 3 years along with Break-up of Audit Fee and Other Fees Received.
9	Peer Review Certificate in the name of firm	Attach the Certificates of all the years issued by ICAI

10	Firms ERP system experience	Yes/No
11	<p>Details of Partners</p> <p>Provide following details along with supporting documents as mentioned:-</p> <ul style="list-style-type: none"> <li>● Name of all the partners</li> <li>● Qualification.</li> <li>● Date of joining.</li> <li>● Experience</li> <li>● ERP EXPERIENCE CERTIFICATE of partners (if any)</li> <li>● CISA/DISA CERTIFICATE of partners if any</li> <li>● Membership no.(attach the ICAI certificate)</li> <li>● Whether the partner is engaged full time or part time.</li> <li>● The contact no,email and full address</li> </ul>	<p>A certificate giving all the details as mentioned.</p> <p>Copy of ICAI Membership certificates, ERP system certificate, CISA/DISA certificate issued by ICAI.</p>
12	<p>Details of Paid Assistants</p> <p>Provide following details along with supporting documents as mentioned:-</p> <ul style="list-style-type: none"> <li>● Name of all the paid assistants.</li> <li>● Qualification.</li> <li>● Date of joining.</li> <li>● Experience</li> <li>● ERP EXPERIENCE CERTIFICATE (if any)</li> <li>● CISA/DISA CERTIFICATE of partners if any</li> <li>● Membership no.(attach the ICAI certificate)</li> <li>● Whether the partner is engaged full time or part time.</li> <li>● The contact no,email and full address</li> </ul>	<p>A certificate giving all the details as mentioned.</p> <p>Copy of ICAI Membership certificates, ERP system certificate, CISA/DISA certificate issued by ICAI</p>
13	Authorised Signator	Authorisation Letter by Firm / Company be attached.
14	Signed copy of tender document	

**Note: The firm shall give an undertaking that the team member are proficient in the State's official language (both oral and written). (FORM 'A').**

**The copies of certificates attached must be attested.**

Yours faithfully  
(Signature and stamp of the Bidder)

Printed Name  
Designation  
Business Address

**FORMAT FOR FINANCIAL BID**

As per Clause 9

Sr.No	Particular of Assignment	Fees / Rate per year of Balance Sheet including TA DA (in Rupees)	GST (in Rupees)	Total Fees/ per year of Balance sheet (including GST & TA DA) (in Rupees)
		A	B	C=A+B
1.	Finalization of financial STATEMENTS OF ONE YEAR of Punjab State Grains Procurement Corporation (Both District Offices and Head Office)	To be filled online only	To be filled online only	----

**Note: In case of change in the rate of GST the revised GST shall be paid.**

Yours faithfully  
(Signature and stamp of the Bidder)

Printed Name  
Designation  
Business Address

**(Letter of undertaking for having the local office in the State)**

To,

Managing Director,  
Punjab State Grain Procurement Corporation, Punjab,  
Sec-39/C , Chandigarh

Sir

We, the undersigned offer to provide the services for Punjab State Grain Procurement Corporation (PUNGRAIN) in accordance with your TENDER DOCUMENT dated 07.01.2026. We hereby submit our Proposal / bid, having details about the firm and proposed audit fees.

We hereby declare that our firm/LLP is having Head/ Branch offices in the State of ..... and is situated at .....  
.....address proof (photocopy of letter for incorporation of firm, lease agreement, phone connection, Electric Connection etc.) of this office in the State is enclosed herewith.

We hereby also give an undertaking that the firm's staff deputed for the assignment is proficient in State's local language i.e. Punjabi, both in oral and written form.

We hereby understand that any information given here if found to be false or misleading shall be treated as fraud and appropriate action can be taken in this regard.

Yours faithfully  
(Signature and stamp of the Bidder)

Printed Name  
Designation  
Business Addre

## **Form B**

### **Format for Undertaking**

#### **Subject: Declaration on not being blacklisted and conviction for any valid reason.**

Dear Sir/madam,

I .....(authorised signatory) of the bidder (Firm /LLB) ..... hereby declare and undertake that to the best of my/our knowledge and belief that as on the date of submission of this bid:-

- 1) The bidder have not been debarred, disqualified, suspended, terminated or blacklisted by ICAI / any Government Organization for any valid reason.
- 2) There are no ongoing investigation, legal proceedings, or actions against me/us or my/our organization that could lead to such debarment, disqualification, suspension, or blacklisting.
- 3) I understand that if it is found at any stage of the procurement process or during the execution of the contract that the bidder (Firm /LLB) have been debarred, disqualified, suspended, or blacklisted by any Government Organization, my bid shall be disqualified from evaluation, and I/We shall bear any consequences arising from such misrepresentation or non-disclosure.
- 4) I agree to promptly inform the Purchaser in writing if, subsequent to submitting this bid, any circumstances arise that could affect my eligibility to participate in the procurement process or fulfil the obligation under the contract.

Thanking You,  
Yours faithfully,  
(Signature &stamp of the Bidder)  
Printed Name  
Designation  
Business Address

### **Timelines for submission of proposal / bid:**

You are requested to submit your bids / proposal on <https://eproc.punjab.gov.in> to Managing Director, Punjab State Grain Procurement Corporation (PUNGRAIN).

#### **Important Dates:**

- i. Date of uploading of TENDER DOCUMENT <https://eproc.punjab.gov.in> on 07.01.2026 at 10:00 a.m.
- ii. Last date of submission of queries 12.01.2026 till 12:00 noon at compilationbranch4@gmail.com contact no : 7837936989 ,8288808373.
- iii. Last date for submission of Proposal / bid to Punjab State Grain Procurement Corporation: by 22.01.2026 till 12:00 noon.
- iv. Date of opening of technical bid: 22.01.2026 at 3:00 p.m.