PEC LIMITED

TENDER DOCUMENT FOR

"Appointment of Chartered Accountant Firm for Statutory Audit of PEC Employees Provident Fund Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the Financial Year 2025-26"

This is in reference to the appointment of Chartered Accountant Firm for Statutory Audit of PEC PF Trust, PEC Gratuity Fund Trust and PEC Employee's Defined Contribution Superannuation Fund Trust for the Financial Year 2025-26.

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PEC LIMITED
(CIN: U74899DL1971GOI005600)
F-Block, 3rd Floor, Flatted Factory Complex,
F&G Block, Jhandewalan Jewellery Complex,
Rani Jhansi Road, New Delhi - 110055, India
URL: www.peclimited.net

NOTICE INVITING TENDER (NIT)

PEC Limited invites online bids from eligible Chartered Accountants Firms/ LLPs registered with the Institute of Chartered Accountants of India (ICAI) for appointment of Audit Firms having relevant experience in work of Statutory Auditor for the following Trusts for the Financial Year 2025-26:

i. PEC Employees Provident Fund Trust,

ii. PEC Employees Gratuity Fund Trust

iii. PEC Employee's Defined Contribution Superannuation Fund Trust.

The selected Audit Firm shall conduct statutory audit of the above Trusts in accordance with applicable provisions of:

- Employees' Provident Funds & Miscellaneous Provisions Act, 1952
- Income-tax Act, 1961
- Applicable Accounting Standards
- ICAI Standards on Auditing
- Applicable Government notifications and circulars

Interested Chartered Accountant Firms fulfilling the eligibility criteria prescribed in this Tender Document are invited to submit Technical and Financial Bids.

PEC Limited reserves the right to cancel, amend, withdraw or modify this Tender without assigning any reason.

TIME SCHEDULE

Tender Ref. No.	PEC/F&A-PF/GFT/EDCSF/2025-26-(2)R2
Name of contact person for any clarification	Smt. MadhumitaSoreng, SM Sh. Girish Joshi, AM
E-mail Address	trusts@peclimited.net
Date & Time of Opening of Bid Submission	21/10/2026 at 10:00 AM
Last Date & Time for Submission of Bids	23/10/2026 at 05:30 PM
Date & Time for Opening of Pre-Qualification Bids	26/10/2026 at 10:00 AM
Mode for Online Submission of Bid	tender@peclimited.net

Please note that, in accordance with the general conditions of the RFP, PEC Limited may amend these dates or the RFP process at its sole discretion.

Note: PEC has floated a separate tender for appointment of a Chartered Accountant Firm for Statutory Audit of PEC's PF Trust, Gratuity Fund Trust and EDCSF Trust for FY 2025-26.

The two tenders shall not be awarded to the same firm. In the event that the same firm is found to be the successful bidder (L-1) in both tenders, PEC reserves the right to award only one tender to such firm. The allocation of the tenders shall be at the sole discretion of PEC, and its decision in this regard shall be final and binding.

BID DATA SHEET

1.	Tender Ref. No	PEC/F&A-PF/GFT/EDCSF/2025-26-(2)R2
2.	Tender Description	Appointment of Chartered Accountant Firm for Statutory Audit of PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the Financial Year 2025-26
3.	Contact Person	Smt. MadhumitaSoreng Senior Manager Sh. Girish Joshi Assistant Manager PEC Limited F-Block, 3rd Floor, Flatted Factory Complex, F&G Block, Jhandewalan Jewellery Complex, Rani Jhansi Road, New Delhi - 110055, India E-Mail: trusts@peclimited.net
4.	Bidding System (Two Bid System)	Technical Bid Financial Bid
5.	Contract Period	Till Completion of Statutory audit and submission of final reports.
6.	Portal for online submission of Bid	**tender@peclimited.net**
7.	Bidding Process	i. Technical Bid & ii. Financial Bid
8.	Validity of Bid	120 days from the date of opening of bids.
9.	Selection Method	L-1 Basis i.e. Lowest Price Quote
10.	Time frame for implementation	30 Days(from the date of awarding contract)
11.	Clarifications	Clarifications shall be sought only through email. Replies issued by PEC shall form part of this Tender.

PEC LIMITED

1. **Letter Inviting Bid**

Subject: Appointment of Chartered Accountant Firm for Statutory Audit of PEC PF Trust, PEC Gratuity Fund Trust and PEC Employee's Defined Contribution Superannuation Fund Trust for the Financial Year 2025-26.

Dear Sir/s,

PEC Limited, a premier public sector enterprise functioning under the aegis of the Ministry of Commerce and Industry, Government of India. PEC Ltd is operating 03 trust i.e

i)PEC PF TRUST,
ii)PEC Gratuity Fund Trust and
iii)PEC EDCSF Trust

The company has its Corporate Office at New Delhi.

The Centralised books of accounts of above-mentioned Trusts are maintained at Corporate Office New Delhi in Tally ERP 9 software. The PF statements of 110 employees (regular and retired) will be prepared at Head Office and audited by the newly appointed Auditors through PEC's Website. The PF Statement will be prepared as per requirement of EPF Act and other applicable Statutory rules .

PEC is having no foreign subsidiary and Joint Venture companies in India.

At present company is preparing its Accounts on non-going basis and Business has also been stopped in the company.

The details of the company are available on websitewww.peclimited.net

PEC invites bids through online mode for **Appointment of Chartered Accountant Firms for Statutory audit of PEC PF Trust, PEC Gratuity Trust and PEC EDCSF Trust for the Financial Year 2025-26** for its Corporate Office. The last date for receipt of offer is 23/10/2026(05:30 PM). Date of opening of bids will be 26/10/2026(10:00 AM).

Bidders in response to this announcement may submit their bids in the manner prescribed at Clause No. 6 of this NIT @ tender@peclimited.net through **PEC's Website** in the prescribed formats along with all necessary documents and information.

PEC solicits proposal for appointment of CA Firm for FY 2025-26. Bidders are requested to submit their offers as per the tender document. The last date and time of submission of tender documents complete in all respects is 23-10-2026 at 05:30 PM.

2. Salient features of bidding document

Last date and time of submission of Bids	23/10/2026 at 05:30 PM
Bid to be submitted	Online
Portal for online submission of Bid	**tender@peclimited.net**
Opening of Bid	26/10/2026at 10:00 AM

Please note that, in accordance with the general conditions of the RFP, PEC Limited may amend these dates or the RFP process at its sole discretion.

PEC has floated a separate tender for the appointment of Chartered **Accountant Firm** for **preparation of PF Statements and Final Accounts of the PEC PF Trust , PEC Gratuity Trust, and PEC EDCSF Trust for the Financial Year 2025-26.**

The two tenders shall not be awarded to the same firm. In the event that the same firm is found to be the successful bidder (L-1) in both tenders, PEC reserves the right to award only one tender to such firm. The allocation of the tenders shall be at the sole discretion of PEC, and its decision in this regard shall be final and binding.

6. Scope of Work-

Statutory Audit for the FY 2025-26 to be conducted by CA Firm as per relevant provision of Act for below three (3) trusts:

1. PEC Employees Provident Fund Trust
2. PEC Gratuity Fund Trust
3. PEC Limited Employees Defined Contribution Superannuation Fund Trust.

Scope of the work will also include:

1. Auditing of the accounts of the above mentioned three (3) Trusts under relevant provisions of the Act.
2. Preparing and filing Income Tax Return (only PF and Gratuity Trust).
3. Facilitating refund of Income Tax from Tax Authorities.
4. Assist in responding to notices from the Income Tax Department, if any.

The Audit shall be conducted on yearly basis and accordingly, the Audit Report shall be submitted as per the following schedule:

Period of Report	Due date of Report Submission
Report March 25 – Feb 26.	Within a week after submission of data of PF/Gratuity/EDCSF Trust

Audit Report

The Auditor shall issue:

- Independent Audit Report.
- Balance Sheet.
- Notes to Accounts.
- Significant Audit Observations

The Auditor shall also submit:

- Three signed hard copies of the Audit Report.
- One searchable PDF copy.
- One editable MS Word copy of the Audit Report (where applicable).
- One MS Excel file containing schedules and supporting statements.

The above scope of work is not exhaustive, which may be altered during audit according to the requirement of the Management/PF Act.

GUIDELINES

Report for the F.Y-2025-26 year shall be furnished within timelines prescribed as above after the end of the said period.

7.General Terms and Conditions

a)Bidder shall not be under liquidation, reconstruction, dissolution, court receivership or similar proceedings. Bidder to disclose any encumbrance or legal order in the form of suit or execution of decree pending against him or the firm, which may prejudicially affect the contractual relation between PEC and other bidder.

b)Bidding documents shall at all times remain the exclusive property of the PEC.

c)Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.

d)PEC shall not be responsible for any expenses incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.

e)PEC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.

f)Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

g)In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

h)The bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company /organization.

i)The Bidder shall quote in Indian Rupees(INR).

j)The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications and submit signed & stamped copy of the entire tender document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.

k)Related parties should not quote for the tender separately. If it is noticed that related parties submitted separate quotations, the same may be rejected by PEC at its discretion. Parties are considered to be related if one or more partner/member be common.

l)The successful bidder shall not at any time during tenure of assignment or thereafter disclose any information or documents furnished to them by PEC without written approval of PEC.

m)Bidder must be CA Firm.

n)The firm shall have been in continuous practice for a minimum period of five (5) years.

Preference may be given to firms having experience in statutory audit of:

Employees' Provident Fund Trusts
Gratuity Trusts
Superannuation Trusts
Central/State Public Sector Undertakings
Autonomous Bodies
Government Organizations

o)In case of any further Clarification, in respect of this tender, you may write to trusts@peclimited.net. The responses to Bidder's queries/clarifications raised will be furnished as expeditiously as possible. Any modification of the Bidding Document, which may become necessary as a result of the Bidders query, shall be uploaded in the above mentioned websites through the issue of an Addendum/ Amendment.

8.Preparation and Submission of Bids

All documents of the bid shall be duly signed by the Partner/ Authorised Person having valid authorization letter at the time of bid submission. Any consequences resulting due to such signing shall be binding on the Bidder.

a)Bids have to be mandatorily submitted in electronic mode @ tender@peclimited.net in the prescribed format of Technical Bid & Financial Bid/BOQ indicated herewith along with all requisite documents. No oral, telephonic, telegraphic offers will be entertained.

b)For submission of Bid electronically, bidders are required to submit duly signed and stamped scanned copies of the Technical Bid, along with all requisite documents, by email at tender@peclimited.net within the prescribed date and time.

c)Bidders are advised in their own interest to submit the bids well before the Bid submission End date & time. PEC will not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to technical or other problems.

d)For any queries relating to the process of online Bid submission or queries relating to PEC's Website (www.peclimited.net) the bidders may contact @ trusts@peclimited.net

e)TECHNICAL BID:

Bid documents duly signed by Authorized Personnel/ Partner of the firm containing the following must be indexed, completely page numbered and arranged in the order:

1.Covering Letter
2.Application Form as per Annexure-I
3.The bidder should have an office in Delhi with requisite staff strength.
4.The bidder should be in existence for more than 5 years.
5.The bidder should not be Statutory Auditors of PEC Limited in the previous year.
6.A copy of Constitution Certification of the firm issued by The Institute of Chartered Accountants of India (ICAI) containing inter-alia:
i. Date of Formation of the firm.
ii. Details of Partners as on date, etc.
7.A copy of the Partnership/ LLP Deed
8.Details of the Court Cases/ Arbitration Cases/ Any Other Cases pending against the firm.
9.Details of Full Time Partner - Annexure - F1

10.Details of Part Time Partner - Annexure - F2
11.Details of Full Time Qualified Employees - Annexure - F3
12.Particulars of Branches/ Associate offices in India - Annexure- F4
13.E-Payment Form (Bank Account Details)
14.Undertaking
15.Signed & Stamped Tender Document.

f) FINANCIAL BID/ B.O.Q.:

The Financial Bid/ B.O.Q. shall be submitted only through PEC'S WEBSITE. No stipulation, deviation, terms & conditions, presumption basis etc. shall be stipulated in the price bid. Any condition, if stipulated shall be treated as null and void and shall render the bid liable for rejection.

Unless stated otherwise in the bidding documents, the contract shall be for the total works as described in the Tender Document.

The bidders are required to quote Consolidated Fees for Corporate Office.

Bidder shall quote the Lump-sum Price in INR (Indian Rupees) after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding documents.

The price quoted by the bidder should be inclusive of all taxes/duties/levies etc.

Alternative bids shall not be considered.

Price quoted by the Bidder, shall remain firm and fixed and valid till completion of audit and will not be subject to variation on any account.

Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.

9. Bid Validity

a. Bid submitted by Bidder shall remain valid for a maximum period of 120 days from the last date of opening of Financial Bid.

b. PEC may solicit the Bidders' consent to an extension of the period of validity of bid. The request and the responses thereto shall be made in writing. However, Bidders agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

10. Bid Opening

Bids shall be opened online on the date & time as stipulated in the Tender document.

11. Evaluation of Bids

a. PEC Limited will determine whether each of bids conform to the terms, conditions and specification of the Tender Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of works, or which limits in any substantial way, the PEC's right or the Bidder's obligations as envisaged in the Tender

document or inconsistent with the tender document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantially responsive Bids.

b. No stipulation, deviation, terms and conditions, presumption basis etc. shall be stipulated in the bid. Any terms and conditions, if stipulated shall be treated as null and void and may render the bid liable for rejection.

c. PEC Limited, if necessary will obtain clarification on the bids by requesting for such information/clarifications from any or all bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price substance of the bid shall be permitted unless specifically sought by PEC Limited.

d. Audit work may be awarded to L-1 Bidder based on the Quoted Price in the Financial Bid/ BOQ. In case of tie in the quoted price, PEC Limited reserves the right to assess bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance, etc. and award the job.

e. The decision of PEC Limited in this respect will be final and binding.

12. Notification of Award

PEC will issue the Letter of Award (LOA) to the successful bidder and communicate the same through Courier/Email as per details given by bidder. The said communication on acceptance will constitute the formation of a Contract.

13. Termination of Appointment

A. By PEC Limited

PEC Limited reserves the right to terminate the appointment on occurrence of any of the following events:

a) Any document, information, data or statement submitted by the Firm in its proposal, based on which the bidder was considered eligible or successful, is found to be false, incorrect or misleading.

b) The auditor fails to commence services as required under this agreement.

c) The auditor fails to complete any of the required services as per the tender due to which PEC Limited fails to meet Statutory time limit for finalization and submission of annual consolidated financial statements.

d) PEC Limited, in its sole discretion and for any reason whatsoever, decides to terminate this appointment.

e) PEC has floated a separate tender for the appointment of Chartered **Accountant Firm** for **preparation of PF Statements and Final Accounts of the PEC PF Trust , PEC Gratuity Trust, and PEC EDCSF Trust for the Financial Year 2025-26.**

f. The two tenders shall not be awarded to the same firm. In the event that the same firm is found to be the successful bidder (L-1) in both tenders, PEC reserves the right to award only one tender to such firm. The allocation of the tenders shall be at the sole discretion of PEC, and its decision in this regard shall be final and binding.

B. By the Auditor

The auditor may, by giving a written notice of not less than 15 days, terminate on occurrence of any of the following events:

a) PEC Limited fails to pay any money due to them which is not subject to dispute, within 45 (Forty Five) days after receiving written notice from the Audit firm that such payment is overdue.

b) PEC Limited is in material breach of its obligation and has not remedied the same within 45 (Forty Five) days after receiving written notice.

Force Majeure: If at any time during the tenure of contract, it is not possible to execute due to reasons beyond the control of PEC Limited or successful bidder on account of emergency declared by Government, acts of Government, acts of God, unforeseen circumstances or hindrances beyond one's control, there shall be no liability on the part of the defaulting party for the consequential losses, if any.

14. Time Schedule & Terms of Payment

a. **Professional Fees:** The Auditor shall submit the Tax Invoice/ Professional fee bill on submission of Final Report to the Management for the Audit assignment for Financial Year 2025-26. The payment shall be released through online mode only within a period of 30 days from the date of submission of bill. The payment of fees shall be paid subject to deduction of tax at source as per the provisions of the Income Tax Act, 1961 and any other applicable Statutory Acts/ Rules.

b.No TA/DA and any other incidental charges shall be payable extra for the Audits conducted for any other locations.

c.Bank Details to be provided as per e-payment form attached.

15. TECHNICAL BID

COVERING LETTER FOR SUBMISSION OF OFFERS

From:

_____

_____

Our Ref: _____ Dated _____

Subject: Appointment of Chartered Accountant Firm for Statutory Audit of PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the Financial Year 2025-26.

Dear Sir,

Please find herewith our offer in line with requirement of PEC Tender document.

We confirm that:

1. Our offer is in complete compliance with requirement of Tender Document and there is no deviation in the offer.

2. We understand that any stipulation, deviation, terms and conditions, presumption etc. specified in the offer shall render our offer liable for rejection.

3. Our offer shall remain valid for a period of 120 days from the last date of submission of financial bid.

4. The undersigned is duly authorized to sign and stamp all the bid documents.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by PEC Limited without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Authorised Personnel/ Partner)
Full Name:
Bidder‘s Official Seal:

Annexure-I

Application Form for Audit Assignment

(Please strike off whichever is not applicable)

Status of the firm			Partnership/LLP		
1.	a)	Name of the firm (in capital letters)			
2.		Institute Registration No.		Region	
3.	a)	Date of constitution of the firm			
	b)	Date since when the firm has a full time FCA			
	c)	Date of formation			
4.	Number of full time partners of the firm as on 01.04.2026 (please fill up Annexure F-1)		Fellow _____ Associate _____		
5.	Number of Part-time Partners, if any (please fill up Annexure F-2)				
6.	Number of full time Qualified employees as on 01.04.2026 (please fill up Annexure F-3)				
7.	Number of Branches/Associates Offices (please fill up Annexure F-4)				
8.	Whether there are any Court/ Arbitration/any other legal case against the firm (if yes, give a brief note of the case indicating its present status).		YES	NO	

(Signature of Authorised Personnel/ Partner)
Full Name:

Bidder's Official Seal

Note:

1. Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.

2. **Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them.** PEC reserves the right to seek additional information or ask supporting documents from Bidders for verifying/ evaluating their credentials whenever required.

"Annexure F-1"

Details of Full Time Partners
(Please refer to Sl. No.4 of the Application Form)

S.N.	Name of the Partner	Member ship No.	Whether FCA/ ACA+	Date of joining the firm (Full Time)	Date of becoming FCA	Station & Region where residing at present	Station & Region where residing at present

Signature of Managing Partner/ Sr. Partner

(Name of Partner)

Seal of the Firm

MRN No.

Date:

"Annexure F-2"

Details of Part Time Partners of the Firm
(Please refer to Sl. No 5 of the Application Form)

Name of the Partner	Membership No.	Whether Fellow/ Associate member	Date of Joining Partnership	Date of becoming FCA	No. of other firm in which he is partner	Whether Practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)

Signature of Managing Partner/ Sr. Partner

(Name of Partner)

Seal of the Firm

MRN No.

Date:

Details of Full Time Qualified Employees
(Please refer to Sl. No 6 of the Application Form)

S. No.	Name	Membership No.	Whether FCA/ACA	Date of joining the firm as full time employee

Signature of Managing partner/ Sr. Partner

(Name of Partner)

Seal of the Firm

MRN No.

Date:

"Annexure F-4"

Particulars of Branches/Associates Offices in
(Please refer to Sl. No 7 of the Application Form)

S. No.	Location	Complete address with PIN Code	Code & Telephone No. Mobile No. and Email ID	Name of the Partner in-charge of the Branch/ Associates office	Date of opening of the Branch/ Associates office	Region

In case of Associate Office, confirmation from Associate Office must be attached.

Signature of Managing partner/ Sr. Partner

(Name of Partner)

Seal of the Firm

MRN No.

Date:

E-Payment Form

Bank Accounts Details

1. Bidders' Name

2. Address of Bidder

3. Particulars of Bank Account

- Name of Bank :
- Branch Code :
- Address of the Bank Branch :
- Type of Account :
- Account Number :
- Bank's IFS Code :

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the change, if any, in bank account details in future and PEC Limited will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)

Signature of the Partner

Place:
Date:

Official Seal of the Bidder Firm

Undertaking

(To be signed &stamped by the Authorized Personnel/ Partner on letterhead of bidder)

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total requirements/terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by PEC Limited, without any deviation/exception/comments/assumptions.

We also confirm that we have quoted the price without any condition and deviation.

We further confirm that terms and conditions, if any, mentioned in our bid shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'Court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that no Partner of the entity has been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies) / Court in connection with professional work.

We further confirm that we have not been in the negative list / blacklisted/ debarred/suspended by any Ministry, Department, Government Organization, PSU, EPFO, / PEC Limited or Statutory Authority.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any alteration or modification is noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through the Tender Document and understood the terms and conditions and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the tender documents.

We are submitting the Matrix Index of Bidding Document as part of our bid duly signed and stamped on each page in token of our acceptance. We undertake that Tender Document shall be deemed to form part of our Bid and in the event of award of work to us, the same shall be considered part of appointment terms. Further, we shall sign and stamp each page of the Bidding Document as a token of Acceptance and as a part of the appointment in the event of award of job to us.

We further confirm that we have quoted our prices in electronic mode through PEC's e-tendering portal i.e. PEC'S WEBSITE. We confirm that the rate quoted by us includes the price for all services as mentioned in the Bidding Documents.

Stamp and signature of bidder: _____
Name of bidder: _____

Financial Bid/ Bill of Quantities (B.O.Q.)

Instruction for Electronic Submission of Financial Bid:

1. Procedure for filling of Price Bid Online :

    a. BOQ (Financial Bid) uploaded by PEC to be used only for submission of price.

    b. The BOQ template must NOT be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder NAME AND PRICE (all-inclusive) only.

    c. At the time of uploading of BOQ by the bidder, the file name for uploading the BOQ (Financial Bid) should remain the same as it was downloaded from PEC's Website.

Note-1: The price comparison shall be done on the basis of price quoted above.

2. Price quoted for the above Valuation work shall be inclusive of all applicable costs, taxes, duties, travelling, incidentals, out of pocket expenses, etc.

3. No other format of price submission shall be accepted.

4. The bidder is required to quote for the complete work, though PEC reserves the right to award the work in full or in part.

5. The offer shall be valid for 120 days from the date of financial bid opening.

6. Leaving an unfilled entry in the price bid against any term shall mean Zero cost and bid shall be evaluated accordingly.

7. The Financial Bid shall not be enclosed with the Technical Bid. The Financial Bid shall be submitted separately to the email specified in the NIT on or before the prescribed due date and time.

Note-2: Mentioning the price in the Technical bid will lead to rejection of the bid summarily.

Request for Proposal (RFP) for selection of Auditor

(On the Letter head of the bidder/firm)

Request for Proposal (Format for Financial Bid)

To,

Joint General Manager (F&A)
PEC Limited
F-Block, 3rd Floor,
Flatted Factory Complex,
Jhandewalan Jewellery Complex,
Rani Jhansi Road,
New Delhi - 110055

Dear Sir,

Sub: **Appointment ofChartered Accountant Firm for Statutory Audit of PEC Employees Provident Fund Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the Financial Year 2025-26 .**

I/We Firm is / are pleased to submit our Financial Bid for Statutory Audit of PEC PF, EDCSF and Gratuity Fund as mentioned in the RFP published in PEC's Website.

Our lump sum fee for the same is below in the table.

SL.NO	Financial Year	Financial Bid (Rs.) in figures and words
Total		

The fee above is inclusive of all taxes.

Date:

Place:

Signature of authorized signatory

Name:

Designation:

Seal:

General Instruction for Electronic Submission of Bids:

1. Bids against this tender shall be received only electronically through the **PEC'S WEBSITE**. No bids shall be accepted in hard copy or in any other form.
2. For submission of e-bids, bidders are required to get themselves registered with PEC'S WEBSITE. All the details mentioned during registration / enrolment process should be correct / true. Bidders have to abide by all the terms & conditions mentioned during registration process.
3. The bidders are required to upload soft copies of all the relevant documents.
4. Bidders are advised in their own interest to submit the online bids well before the bid submission end date & time. PEC will not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to any technical or other problems.

For further details kindly visit/log on to www.peclimited.net

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Quotations Notice Details Ref No. Tender Document - PEC/F&A-PF/PF/2025-26-(2)R2 are given below.

Invitation for Quotation

(B) Appointment of Chartered Accountant Firm for Statutory audit of PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the FY 2025-26.

The prices quoted for captioned services are quoted inclusive of GST, in the table below:

Description of work	**Estimated Cost in Rs.**	**Estimated Cost in Words**
B. Statutory Audit for the FY 2025-26 to be conducted by CA Firm as per relevant provision of Act for below three (3) trusts : 1. PEC Employees Provident Fund Trust 2. PEC Gratuity Fund Trust 3. PEC Limited Employees Defined Contribution Superannuation Fund Trust. **Scope of the work will also include**: 1. Auditing of the accounts of the above mentioned three (3) Trusts under relevant provisions of the Act. 2. Preparing and filing Income Tax Return (only PF and Gratuity Trust). 3. Facilitating refund of Income Tax from Tax Authorities. 4. Assist in responding to notices from the Income Tax Department, if any.	Rs. 7,000/-	Seven Thousand Only (inclusive of GST)