PEC LIMITED

TENDER DOCUMENT FOR

"Appointment of Chartered Accountant Firm for preparation of PF Statements and Final Accounts for PEC PF Trust, PEC Gratuity Trust and PEC EDCSF Trust for the Financial Year 2025-26"

This is in reference to the appointment of a Chartered Accountant firm for preparation of the PF Statement and Final Accounts of the PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the FY 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 Chartered Accountants Firms having relevant experience in work relating to the preparation of PF Statements and Final Accounts 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.

Interested **Chartered Accountants Firms shall** submit their bids online at tender@peclimited.net / on PEC's website in the prescribed formats along with all necessary documents and information requested herein.

Bid submission window opens on 03/08/2026 at 10:00 AM. Last date for receiving the Bid is 23/08/2026 (02:30 PM).

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-(1)
Name of contact person for any clarification	Smt. Madhumita Soreng, SM Sh. Girish Joshi, AM
E-mail Address	trusts@peclimited.net
Date & Time of Opening of Bid Submission	03/08/2026 at 10:00 AM
Last Date & Time for Submission of Bids	23/08/2026 at 02:30 PM
Date & Time for Opening of Pre-Qualification Bids	24/08/2026 at 10:00 AM
Mode for Online Submission of Bid	PEC's Website / 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-(1)
2.	Tender Description	Appointment of Chartered Accountant Firm for preparation of PF Statements and Final Accounts of PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the Financial Year 2025-26.
3.	Contact Person	Smt. Madhumita Soreng 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	**PEC's Website/ 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 preparation of PF Statement and Final Accounts of PEC PF Trust, PEC Gratuity Trust and PEC EDCSF Trust for the Financial Year 2025-26.

Dear Sir/Madam,

PEC Limited is a premier public sector enterprise functioning under the aegis of the Ministry of Commerce, Government of India. PEC Ltd. is operating three trusts, namely:

- PEC PF Trust
- PEC Gratuity Fund Trust
- PEC EDCSF Trust

The company has its Corporate Office at New Delhi.

The centralised books of accounts of the above-mentioned Trusts are maintained at the Corporate Office, New Delhi, in Tally ERP 9 software. The PF statements of 110 employees (regular and retired) will be prepared at Head Office by the newly appointed firm. The PF Statement will be prepared as per the requirement of the EPF Act and other applicable statutory rules.

PEC has no foreign subsidiary or Joint Venture companies in India.

At present, the company is preparing its accounts on a non-going-concern basis and business has also been stopped in the company.

Details of the company are available on the website www.peclimited.net

PEC invites bids through online mode for Appointment of a CA Firm for Preparation of PF Statement and Final Accounts for 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 23/08/2026 (02:30 PM). The date of opening of bids will be 24/08/2026 (10:00 AM).

Bidders in response to this announcement may submit their bids in the manner prescribed at the relevant clause of this NIT at tender@peclimited.net in the prescribed formats along with all necessary documents and information.

PEC solicits proposals for appointment of a 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 23/08/2026 at 02:30 PM.

2. Salient Features of Bidding Document

Date & Time of Opening of Bid Submission	03/08/2026 at 10:00 AM
Last date and time of submission of Bids	23/08/2026 at 02:30 PM
Bid to be submitted	Online
Mode for online submission of Bid	PEC's Website / tender@peclimited.net
Opening of Bid	24/08/2026 at 10:00 AM

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.

3. Scope of Work

Preparation of Final Accounts and PF Statement for the FY 2025-26 for the below three (3) trusts as per the relevant provisions of the Act:

- PEC Employees Provident Fund Trust
- PEC Gratuity Fund Trust
- PEC Limited Employees Defined Contribution Superannuation Fund Trust
-

The scope of work will also include:

- Preparation of the accounts with all schedules of the above-mentioned three (3) Trusts under the relevant provisions of the Act.
- Preparation & issuance of the annual PF Statements to employees.

The work shall be conducted on a yearly basis and, accordingly, the report shall be submitted as per the following schedule:

Period of Report	**Timeline**
March 2025 – February 2026	Within one week from receipt of complete data from PEC PF / Gratuity / EDCSF Trust

The Auditor shall prepare:

· Balance Sheet.
· Signed PF Statements

The above scope of work is not exhaustive and may be altered during the assignment according to the requirements of Management / the PF Act.

Guidelines: The report for FY 2025-26 shall be furnished within the timelines prescribed above, after the end of the said period.

4. General Terms and Conditions

- The Bidder shall not be under liquidation, reconstruction, dissolution, court receivership or similar proceedings. The Bidder shall disclose any encumbrance or legal order in the form of a suit or execution of a decree pending against them or the firm, which may prejudicially affect the contractual relationship between PEC and the Bidder.
- Bidding documents shall at all times remain the exclusive property of PEC.
- The Bidder may note that the Bid shall be submitted on the basis of “ZERO DEVIATION” and shall be in full compliance with the requirements of the Bidding Document, failing which the bid shall be considered non-responsive and may be liable for rejection.
- PEC shall not be responsible for any expenses incurred by bidders in connection with the preparation and delivery of their bids, site visits, participation in discussions and other expenses incurred during the bidding process.
- 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 and without incurring any liability to the affected Bidder(s).
- Canvassing in any form by the bidder, or by any other agency on their behalf, may lead to disqualification of their bid.
- In case any bidder is found to be involved in cartel formation, its bid will not be considered for evaluation / placement of order. Such a bidder will be debarred from bidding in future.
- The bidder shall not sublet, transfer or assign the contract, or any part thereof, to any other person / firm / consulting company / organisation.
- The Bidder shall quote in Indian Rupees (INR).
- The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications, and submit a signed & stamped copy of the entire tender document. Failure to furnish all information required as per the Bidding Document may result in rejection of the Bid.
- Related parties should not quote for the tender separately. If it is noticed that related parties have submitted separate quotations, the same may be rejected by PEC at its discretion. Parties are considered related if one or more partners/members are common.
- The successful bidder shall not, at any time during the tenure of the assignment or thereafter, disclose any information or documents furnished to them by PEC without PEC’s written approval.
- The Bidder must be a CA Firm.
- The firm shall have been in continuous practice for a minimum period of **five (5) years**.

  Preference may be given to firms having prior experience in the preparation of PF Statements and Final Accounts of:

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

- For any further clarification in respect of this tender, bidders may write to trusts@peclimited.net. Responses to bidders’ queries/clarifications will be furnished as expeditiously as possible. Any modification of the Bidding Document that may become necessary as a result of a bidder’s query shall be uploaded on PEC’s website through an Addendum/Amendment.

5. Preparation and Submission of Bids

- All documents of the bid shall be duly signed by the Partner / Authorised Person having a valid authorisation letter at the time of bid submission. Any consequences resulting from such signing shall be binding on the Bidder.
- Bids shall be submitted mandatorily in electronic mode at tender@peclimited.net, in the prescribed format of the Technical Bid & Financial Bid/BOQ, along with all requisite documents. No oral, telephonic or telegraphic offers will be entertained.
- For electronic submission of the Bid, bidders are required to register on the eprocure.gov.in website using a Class-II/III digital signature certificate and must comply with NIC terms and conditions.
- Bidders are advised, in their own interest, to submit bids well before the bid submission end date & time. PEC will not be responsible for any delay or difficulty encountered during submission at the eleventh hour due to technical or other problems.

6. Technical Bid

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

- Covering Letter
- Application Form as per Annexure-I
- The bidder should have an office in Delhi with requisite staff strength.
- The bidder should be in existence for more than 5 years.
- The bidder should not be the Statutory Auditor of PEC Limited for the last 3 years.
- A copy of the Constitution Certificate 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.
- A copy of the Partnership/LLP Deed.
- Details of Court Cases/Arbitration Cases/any other cases pending against the firm.
- Details of Full-Time Partners – Annexure F-1
- Details of Part-Time Partners – Annexure F-2
- Details of Full-Time Qualified Employees – Annexure F-3
- Particulars of Branches/Associate Offices in India – Annexure F-4
- E-Payment Form (Bank Account Details)
- Undertaking
- Signed & Stamped Tender Document

7. Financial Bid / B.O.Q.

- The Financial Bid/B.O.Q. shall be submitted online through PEC's website. No stipulation, deviation, terms & conditions, presumption basis, etc. shall be included in the price bid. Any condition, if stipulated, shall be treated as null and void and render the bid liable for rejection.
- Unless stated otherwise in the bidding documents, the contract shall be for the total work described in the Tender Document.
- Bidders are required to quote a Consolidated Fee for the Corporate Office.
- The Bidder shall quote a Lump-Sum Price in INR after careful analysis of the cost involved in performing 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.
- The price quoted by the Bidder shall remain firm and fixed and valid till completion of work, and shall not be subject to variation on any account.
- Price shall be quoted in figures as well as in words. In case of discrepancy between the price given in words and figures, the price quoted in words shall be taken as correct.

8. Bid Validity

- The Bid submitted by the Bidder shall remain valid for a maximum period of 120 days from the last date of opening of the Financial Bid.
- PEC may solicit the Bidders' consent to an extension of the bid validity period. The request and responses shall be made in writing. Bidders agreeing to the request for extension of validity will not be permitted to modify the bid.

9. Bid Opening

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

10. Evaluation of Bids

- PEC Limited will determine whether each bid conforms to the terms, conditions and specifications 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 a substantial way, the scope, quality or performance of the work, or which limits PEC's rights or the Bidder's obligations as envisaged in the tender document, or is inconsistent with the tender document, and whose rectification would unfairly affect the competitive position of other responsive bidders.
- No stipulation, deviation, terms and conditions, presumption basis, etc. shall be included in the bid. Any such terms, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- PEC Limited, if necessary, will seek clarification on the bids from any or all bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by PEC Limited.
- The work may be awarded to the L-1 Bidder based on the quoted price in the Financial Bid/BOQ. In case of a tie in the quoted price, PEC Limited reserves the right to assess the bidders' capability and capacity to execute the work, taking into account concurrent commitments, past performance, etc., and award the job.
- The decision of PEC Limited in this respect shall be final and binding.

11. Notification of Award

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

12. Termination of Appointment

A. By PEC Limited

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

- Any document, information, data or statement submitted by the firm in its proposal, on the basis of which the bidder was considered eligible or successful, is found to be false, incorrect or misleading.
- The CA Firm fails to commence services as required under this agreement.

- The CA Firm fails to complete any of the required services as per the tender, due to which PEC Limited fails to meet the statutory time limit for finalisation and submission of annual consolidated financial statements.
- PEC Limited, in its sole discretion and for any reason whatsoever, decides to terminate this appointment.
- PEC has floated a separate tender for the appointment of **Chartered Accountant Firm** for **Statutory Audit of 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.

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B. By the CA Firm

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

- PEC Limited fails to pay any money due, which is not subject to dispute, within 45 days after receiving written notice from the CA Firm that such payment is overdue.
- PEC Limited is in material breach of its obligations and has not remedied the same within 45 days after receiving written notice.

Force Majeure: If, at any time during the tenure of the contract, execution is not possible due to reasons beyond the control of PEC Limited or the successful bidder — including an emergency declared by the Government, acts of Government, acts of God, or other unforeseen circumstances or hindrances beyond one's control — neither party shall be liable for consequential losses, if any.

13. Time Schedule & Terms of Payment

- Professional Fees: The CA Firm shall submit the Tax Invoice/Professional Fee bill on submission of the Final Report to Management for the assignment for FY 2025-26. Payment shall be released through online mode only, within 30 days from the date of submission of the bill, subject to deduction of tax at source as per the Income Tax Act, 1961 and other applicable statutory Acts/Rules.
- No TA/DA or any other incidental charges shall be payable extra for work conducted at any other location.
- Bank details are to be provided as per the e-payment form attached.

14. <u>TECHNICAL BID</u>

COVERING LETTER FOR SUBMISSION OF OFFERS

From:

____

____

Our Ref: ________________________ Dated: _____________________

Subject: Appointment of Chartered Accountant Firm for preparation of PF Statements and Final Accounts 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 the requirements of the PEC Tender document.

We confirm that:

1. Our offer is in complete compliance with the requirements of the 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 the bid.
4. The undersigned is duly authorised to sign and stamp all bid documents.

We declare that the statements made and information provided in our offer are true and correct in all respects. 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 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	
3(b) Date since when the firm has a full-time FCA	
3(c) Date of formation	
4. Number of full-time partners as on 01.04.2026 (Annexure F-1) Fellow _____ Associate _____	
5. Number of part-time partners, if any (Annexure F-2)	
6. Number of full-time qualified employees as on 01.04.2026 (Annexure F-3)	
7. Number of Branches/Associate Offices (Annexure F-4)	
8. Any Court/Arbitration/other legal case against the firm (if yes, give a brief note with present status)	YES / NO

(Signature of Authorised Personnel/Partner)

Full Name:

Bidder's Official Seal

Note:

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

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 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 Partner	Membership No.	FCA/ACA	Date of Joining (Full Time)	Date of Becoming FCA	Station & Region

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 Partner	Membership No.	Fellow/Associate	Date of Joining	Date of Becoming FCA	No. of Other Firms	Practicing Own Name (Y/N)	Employed Elsewhere (Y/N)

Signature of Managing Partner / Sr. Partner

(Name of Partner)

Seal of the Firm

MRN No.:

Date:

Annexure F-3

Details of Full-Time Qualified Employees

(Please refer to Sl. No. 6 of the Application Form)

S. No.	Name	Membership No.	FCA/ACA	Date of Joining 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 / Associate Offices

(Please refer to Sl. No. 7 of the Application Form)

S. No.	**Location**	**Address with PIN Code**	**Telephone/Mobile/Email**	**Partner In-Charge**	**Date of Opening**	**Region**

In case of an Associate Office, confirmation from the 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 Account Details

1. Bidder's 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 IFSC Code:
-

I hereby declare that the particulars given above are correct and complete, and I accord my consent to receiving payment through electronic mechanism. I also undertake to intimate any change in bank account details in future, and PEC Limited will not be held responsible for non-payment/delay due to any such change or 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 Authorised Personnel/Partner on the letterhead of the 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/comment/assumption.
- We also confirm that we have quoted the price without any condition and deviation.
- We further confirm that any terms and conditions, if mentioned in our bid, shall not be recognised and shall be treated as null and void.
- We hereby confirm that we are not under any 'liquidation', '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 any 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 requirements stipulated in the tender documents.
- We are submitting the Matrix Index of the Bidding Document as part of our bid, duly signed and stamped on each page in token of our acceptance. We undertake that the 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 the appointment terms. We shall sign and stamp each page of the Bidding Document as a token of acceptance and as part of the appointment in the event of award of the job to us.
- We further confirm that we have quoted our prices in electronic mode through PEC's e-tendering facility on PEC's website, and that the rate quoted by us includes the price for all services mentioned in the Bidding Documents.

Stamp and signature of bidder: ____

Name of bidder: ____

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

Instructions for Electronic Submission of Financial Bid:

Procedure for filling of Price Bid online:

- The BOQ (Financial Bid) uploaded by PEC is to be used only for submission of price.
- The BOQ template must NOT be modified/replaced by the bidder, and must be uploaded after filling in only the relevant columns; otherwise the bidder is liable to be rejected for this tender. Bidders are allowed to enter only the bidder name and price (all-inclusive).
- At the time of uploading the BOQ, the file name should remain the same as it was when downloaded from the portal.

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

- The price quoted for the above work shall be inclusive of all applicable costs, taxes, duties, travelling, incidentals, out-of-pocket expenses, etc.
- No other format of price submission shall be accepted.
- The bidder is required to quote for the complete work, though PEC reserves the right to award the work in full or in part.
- The offer shall be valid for 120 days from the date of bid opening.
- Leaving an entry unfilled in the price bid against any item shall be treated as a Zero cost, and the bid shall be evaluated accordingly.
- 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.
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Note 2: Mentioning the price in the Technical Bid will lead to summary rejection of the bid.

Request for Proposal (RFP) for Selection of CA Firm

(On the letterhead of the bidder/firm)

Format of 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 of Chartered Accountant Firm for preparation of PF Statements and Final Accounts of PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust for the Financial Year 2025-26

I/We, the Firm, am/are pleased to submit our Financial Bid for preparation of the PF Statement and Final Accounts for PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust, as mentioned in the RFP published on PEC's website.

Our lump-sum fee for the same is given below:

Sl. No.	**Financial Year**	**Financial Bid (Rs.) in Figures and Words**
1		
Total		

The fee above is inclusive of all taxes.

Date:

Place:

Signature of Authorised Signatory

Name:

Designation:

Seal:

General Instructions for Electronic Submission of Bids

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

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

<u>Quotations Notice Details Ref No. Tender Documents -PEC/F&A-PF//PF/2025-26-(1) are given below.</u>

Invitation for Quotation

(A) Appointment of Chartered Accountant Firm for preparation of PF Statements and Final Accounts for PEC PF Trust, PEC Gratuity Fund Trust and PEC EDCSF Trust and

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**
A. Preparation of Final accounts and PF statements for the FY 2025-26 for below three (3) trusts as per relevant provision of Act 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. Preparation of the accounts with all schedules of the above mentioned three (3) Trusts under relevant provisions of the Act. 2. Preparation & Issuance of yearly PF Statements to employees.	Rs. 8,000/-	Eight Thousand Only (inclusive of GST)