

Bids invited from Chartered Accountant Firms

**GREATER MOHALI AREA DEVELOPMENT AUTHORITY
PUDA BHAWAN, SECTOR 62, S.A.S. NAGAR**

Greater Mohali Area Development Authority invites sealed bids on double envelope system containing technical bid and financial bid separately from Chartered Accountant firms based in tricity (Mohali, Panchkula and Chandigarh) for preparation of Form-5 for various projects of GMADA registered with RERA from the year of registration till FY 2022-23. The bid must be raised on the basis of cost per certificate. Bids must reach to the O/o Senior Accounts Officer, Room No. 306, 3rd Floor, PUDA Bhawan, Sector 62, S.A.S. Nagar within 14 days from the date of publication of this advertisement. Bids received after stipulated period shall not be entertained.

For detailed scope of work and Terms & Conditions visit website www.gmada.gov.in.

Matter to be uploaded on website

GREATER MOHALI AREA DEVELOPMENT AUTHORITY PUDA BHAWAN, SECTOR 62, S.A.S. NAGAR

**Name of the Job: Preparation of Form-5 for various projects of GMADA
registered with RERA**

Eligibility Criteria

S.No:	Eligibility Criteria	
1	Job Station	Room No: 306, PUDA BHAWAN, S.A.S. Nagar
2	Scope of work and Term and Conditions	<ol style="list-style-type: none">1. To obtain all necessary information and explanation from the books of accounts of GMADA which are necessary for the purpose of this certificate.2. There are a total of 9 projects of GMADA registered with RERA for which a total of 41 certificates are required to be prepared. However, the number of certificates may vary as per actual report received from concerned office.3. Certificate shall be issued in accordance with the provisions of the Real Estate (Regulation and Development) Act, 2016 read along with the Punjab Real Estate (Regulation and Development) Rules, 2017.4. Certificate shall provide report on statement of accounts on project fund utilization and withdrawal by GMADA for the respective financial years with respect to Real Estate Regulatory Authority, Punjab.5. Detailed specimen of Form-5 to be prepared, certified and filed by the Chartered Accountant Firm is attached at 'Annexure-A' for ready reference.6. Time period for the submission of final report will be 10.02.2024. After completion of the work, this office shall take permission of competent authority and Chartered Accountant firm shall file the same with RERA.7. All the relevant information for the purpose of preparing the report shall be procured from various offices and divisions concerned of GMADA.8. If the work is not completed within stipulated period then a penal deduction @20% of per certificate per week shall be made. However, if delay is more than two weeks then the job assigned can be cancelled and no payment shall be made at all and the work may be got completed from some other agency and the firm shall be de-barred from all future

		<p>works of GMADA.</p> <p>9. Firm will have to give both hard and soft copies in CDs to GMADA without any additional cost.</p> <p>10. Firm will have to provide sufficient manpower to complete the assignment.</p>																				
3	Entities who can apply for the job	Chartered Accountant Firms based at Chandigarh, S.A.S. Nagar and Panchkula having at least 10 years experience since incorporation.																				
4	Qualifying criteria for applicant entity	<p style="text-align: center;"><u>Technical Criteria</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Experience</th> </tr> <tr> <th style="text-align: center;">No. of Years (completed)</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10-15</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">15-20</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">21 & above</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Criteria for Financial Bids</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Firm</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">L-1</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">L-2</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">L-3</td> <td style="text-align: center;">8</td> </tr> <tr> <td colspan="2" style="text-align: center;">and so on up to L-10 with mark 1</td> </tr> </tbody> </table> <p>60% weightage shall be given to technical qualification and 40% weightage shall be given to financial bid.</p>	Experience		No. of Years (completed)	Marks	10-15	3	15-20	4	21 & above	5	Firm	Marks	L-1	10	L-2	9	L-3	8	and so on up to L-10 with mark 1	
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5	Number of Personnel	Sufficient number Personnel with full time availability in GMADA until completion of assignment																				
6	Last Date of Application	14 th day from the Date of Publication of advertisement																				

TECHNICAL APPLICATION FORM

S No.	Particulars	
1	Name of the Work	Preparation and certification of Form-5 for various projects of GMADA registered with RERA
2	Name of the Firm	
3	Correspondence Address	
4	Date of registration of firm	
5	Total experience (mention complete no. of years of experience since registration of firm)	
6	Name of the Contact Person	
7	Mobile No:	
8	E-mail ID	

Signatures of authorised person with stamp

APPLICATION FORM FOR FINANCIAL BID

Name of the Firm: _____

Rate Per certificate Amount (in Rs)		
GST		If not specified then rate per certificate shall be treated as inclusive of tax.

Signatures of authorised person with stamp

FORM 5[see Regulation 4]

**ON THE LETTER HEAD OF CHARTERED ACCOUNTANT (WHO IS
STATUTORY AUDITOR OF THE PROMOTER'S COMPANY/FIRM)**

ANNUAL REPORT ON STATEMENT OF ACCOUNTS

To [NAME & ADDRESS OF PROMOTER]

SUBJECT: Report on Statement of Accounts on project fund utilization and withdrawal by [Promoter] for the period from ___to___with respect to Real Estate Regulatory Authority, PunjabRegn. Number -----

1. This certificate is issued in accordance with the provisions of the Real Estate (Regulation and Development) Act, 2016 read along with the Punjab Real Estate (Regulation and Development) Rules, 2017.
2. I/We have obtained all necessary information and explanation from the Company, during the course of our audit, which in my/our opinion are necessary for the purpose of this certificate.
3. I/We hereby confirm that I/We have examined the prescribed registers, books and documents, and the relevant records of [Promoter] for the period ended_ and hereby certify that:
 - i. M/S.__(Promoter) have completed_____% of the project titled (Name)bearing Real Estate Regulatory Authority, Punjab Regn.No._____located at _
 - ii. Amount collected during the year for this project is Rs._____ and amounts collected till date is Rs. _____
 - iii. Amount withdrawn during the year for this project is Rs._____and amount withdrawn till date is Rs. _____
4. I/We certify that the [Name of Promoter] has utilized the amounts collected for project only for that project and the withdrawal from the designated bank account(s) of the said project has been in accordance with the proportion to the percentage of completion of the project.

(If not, please specify the amount withdrawn in excess of eligible amount or any other exceptions)

(Signature and Stamp/Seal of the Signatory
CA)

Name of the Signatory:

Place:

Full Address:

Date:

Membership No.:

Contact No. :

E mail: