

SERVICES OF CHARTED ACCOUNTANT FIRMS REQUIRED

As per clause (17) of section (1) the Paraplegic Centre Act 2009, Paraplegic Center Peshawar intends to hire the services of a Chartered Accountant to conduct Annual Audit registered with Khyber PakhtunKhwa Revenue Authority under rule 37 (A), as well as rectification certification of appropriation accounts and preparation of financial statements of “Paraplegic Centre Peshawar” for the period of three years i.e 2020-2021, 2021-2022 & 2022-23.

Sealed quotations are invited from Peshawar based interested Chartered Accountant Firms. Quotations for fee including all expenses involved profile and list of clients must reached this office on 30-06-2021 at 11.00 a.m. Quotation will be opened, on the same day at 11:30 a.m in the office of the Chief Executive Officer, of the Centre located in Hayatabad Peshawar.

The competent authority reserves the right to accept or reject all or any of the offers in accordance with relevant rules.

Terms and conditions can be collected from Director Finance office or can be downloaded from the official website of the Centre www.paraplegiccenter.org

For detail information, please contact from Director Finance Paraplegic Centre Peshawar, during the office hours (08:00am to 02:00pm) Monday through Friday on Phone. No: 091-9217596.

**CHIEF EXECUTIVE OFFICER
PARAPLEGIC CENTRE PESHAWAR**

**TERMS AND CONDITIONS FOR THE TENDER OF
SERVICES OF CHARTERED ACCOUNTANT FIRMS**

1. Hand written quotation will not be entertained.
2. Income tax/sales tax registration must be provided.
3. Payment shall be made after completion of audit.
4. Firms should clearly mention their office address and phone numbers on their letter heads.
5. The given rates should remain valid for three years, 2020-21, 2021-22 and 2022-23 with 10% annual increase.
6. Professional tax certificate will be attached at the time of submitting the invoice.
7. Taxes will be deducted according to Government Laws.
8. Audit period will be July 1st through June 30th (one year)
9. Special reports, exhibits, and schedules required as following:
 - Accounts report
 - Balance sheet
 - Cash flow
 - Income and Expenditure
 - Statements of changes in financial position.
 - Notes of financial statement.
 - Depreciation Schedule.
 - Checked/Annual stock taking
10. Report Review Timing and Number of Copies.
 - Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with the Chief Executive Officer.
11. Copies required
 - a. Audit report, 4 copies.
 - b. Management letter, 2 copies.

