



Haryana State Roads & Bridges Development Corporation Ltd.
(A State Govt. Undertaking)
Bays No. 13-14, Sector-2, Panchkula. Ph: 0172-2585265

HSRDC
No. 166/CA/AC

Dated: 26/08/2021

Sub: Details of Notice inviting bid for services of Chartered Accountant on retainership basis in HSRDC for the period from 01.10.2021 to 30.09.2022

- Sealed tenders containing two separate envelopes titled 'Technical Bid' & 'Financial Bid' are invited for hiring of services of Chartered Accountant for HSRDC from reputed Chartered Accountants/ CA Firms having their offices at Chandigarh/Panchkula/Mohali only along with tender document fee amounting to Rs. 500/- and EMD amounting to Rs. 30,000/- through Demand Draft in favour of Managing Director, HSRDC, Panchkula. Last date for submission of bids is 21.09.2021 at 5:00 P.M.
- Both the Bids i.e. Technical Bid and Financial Bid shall be sealed in a separate envelope with complete tender details super scribing tender No. & Date, Name & address of the Bidder.

S.No.	PARTICULARS	DETAILS
1	Name and full address of the firm (With e-mail, Mobile, FAX, PAN, GSTR No.)	:
2	No. and date of registration of the firm with ICAI (Proof to be attached)	:
3	Name and Membership No. of the full time partners of the firm.(Proof to be attached)	:
4	Details of experience with PSU/Board/Corporation(s) (Details to be attached)	:

S No.	Name of the Office/Firm	Retainership Fee (per month) (Rs. In fig. & words)
1		(To be quoted in Financial Bid Part-II)

1.01 Eligibility Criteria:

In order to place bid for the services of Chartered Accountant on retainership basis in Haryana State Roads & Bridges Development Corporation Limited (hereinafter collectively referred to as 'HSRDC'), the registered firms of Chartered Accountants shall meet the following criteria:-

- The firm must have at least 3 full-time Chartered Accountants as partners or employees.
- The firms of Chartered Accountants should have been registered with the ICAI at least Five years before the date of submission of quotations.
- The gross turnover of the firm should be more than Rs. 30.00 lacs per annum for the three preceding financial years i.e. 2018-19, 2019-20 & 2020-2021.
- Preference will be given to the eligible Firms having experience with PSU/Board/Corporation(s).

1.02 Period of Service:

Period of service will be 01.10.2021 to 30.09.2022. The assignment will be purely on contract basis/monthly retainership fee.

1.03 The scope of work:

As per Annexure-B enclosed herewith.

1.04 Quotation:

The GST will be paid extra as applicable. TDS will be deducted as applicable.

1.05 Mode of Payment:

All payments shall be made either through RTGS/NEFT transfer or A/c payee cheque.

1.06 Criteria for selection shall be in the order of :-

- i) Monthly Retainership Fee quoted by the firm.
- ii) Length of experience of the firm
- iii) Number of Partners in the firm
- iv) Experience with PSU/Board/Corporation(s).

1.07 Restrictions on sub-contracting:

The firm engaged by HSRDC shall not sub-contract the work.

1.08 Undertaking by applicants:

Firms selected by HSRDC shall have to give an undertaking to follow all ethics of faith. The information provided by HSRDC shall be kept strictly confidential. The Firm shall comply with all the applicable rules and regulations as prescribed under the law.

1.10 Other details:

- HSRDC has the right to accept or reject any/all of the offers without assigning any reason thereof. HSRDC reserves the right to split the job in one or more agencies without assigning any reason thereof. No claim on this account shall be entertained by HSRDC.
- Corrigendum/ addendum, if any, shall be displayed on HSRDC website only i.e. www.hsrdc.org.in and same shall be binding on all the agencies.
- In case of dispute, the jurisdiction will be at Haryana.
- Quotations, in the under mentioned format, marked "QUOTATION FOR HIRING SERVICES OF CHARTERED ACCOUNTANT FOR HSRDC", addressed to Haryana State Roads & Bridges Development Corporation Ltd., Bays No. 13-14, Sector-2, Panchkula-134112 should reach on or before **21.09.2021 up to 5:00 PM.**
- The technical bid (envelop-1) will be opened on **22.09.2021 at 03:00 PM** at our Corporate Office. The financial bid of only those tenders will be opened on **27.09.2021. at 03:00 PM** whose technical bids will be found in order.
- Bidders willing to attend the opening of bids may send their authorized representative with authority letter. Only one representative shall be allowed to attend the opening of bids.
- Name of successful bidder will be placed on HSRDC website i.e. www.hsrdc.org.in
- Financial Bid: Monthly retainership fees should be quoted in the Financial Bid sealed in a separate envelope (envelope-2) and attached at Part-II exclusive of GST as the same will be paid as extra, if applicable. However, fees will be paid semi-annually i.e. fees for the period **01.10.2021 to 31.03.2022, will be paid in April, 2022.**
- Managing Director, HSRDC reserves the right to accept or reject any or all the bids without assigning any reason thereof.

1.11 Submission of Offer: The Tender documents complete in all respect shall be submitted in 2 (Two) parts i.e.

- **Part-I (Technical Bid)** comprising profile, credentials and signed copy of tender document as token of acceptance of conditions) and
- **Part-II (Financial Bid)** sealed in 2 (Two) separate envelopes clearly super scribing "**Technical Bid**" & **Financial Bid**" on the respective envelopes.

PART-I TECHNICAL BID

PROFORMA FOR SUBMISSION BY TENDERER

S.No.	Particulars	
1.	Name of the CA Firm	
2.	ICAI Registration Number of Firm (Proof to be Attached)	
3.	Year of establishment	
4.	Complete postal Address with PIN code of the Head Office and Branch Office of the Firm (Branch Office will be treated as per certificate of the institute).	
5.	Contract details: Address of the Firm with the following details (Branch office will be considered. As per details available in the Certificate of practice). i) Phone/ Mobile/ Fax No(s) ii) E-Mail ID(s)	
6.	Details of Chartered Accountants /Number of partners. a. Name of Partners with ICAI Membership & COP No.(Proof to be attached) b.Details of Audit/ Audit experience of the Firm. Name and location of Major clients for Internal Auditors/Statutory Audit in construction PSU(s)(proof mandatory)	
7.	Details of experience with PSU/Board/Corporations(s) during last three years i.e.(Details to be attached)	
8.	PAN No. of the firm	
9.	GST Registration No.	

Declaration:

I/We hereby certify that:

- (a) **All partners whose names are mentioned at point no.-6 above are whole-time partners in the firm.**
- (b) We do not violate the limits specified under the Companies Act.2013.
- (c) All information and attachments submitted in this application are correct and true to the best of my/our knowledge.
- (d) I/We are aware that any false information provided herein will result in rejection of the application and suspension of registration.
- (e) I/We hereby accept all terms & conditions of the Tender document.

Place:

Date:

Signature of the bidder with seal

Note:

1. Documentary evidences of all the information as stated above are to be furnished along with the offer.
2. All the pages of the terms & conditions and documents submitted are to be signed and affixed with the seal of the firm.

PART-II FINANCIAL BID

Subject: Financial Bid for hiring of services of Chartered Accountant for Haryana State Roads & Bridges Development Corporation Limited

Name of the Bidder & Address:

I/We have read all terms and conditions of the Tender carefully and hereby offer to provide CA services for HSRDC on retainership basis for the period from 01/10/2021 to 30/09/2022 on a fee of Rs. _____
(Rupees in words _____)
per month exclusive of *GST.

We agree to receive payment of retainership fees on half-yearly basis.

*(GST will be paid extra as applicable)

**Place :
Date :**

Signature of the bidder with seal

TENDER FOR HIRING OF SERVICES OF CHARTERED ACCOUNTANT FOR HSRDC

Annexure-A

BANK ACCOUNT PARTICULARS FOR PAYMENT OF RETAINERSHIP FEES THROUGH ELECTRONIC MODE

S. No.	Description	Particulars
1.	Name of the Beneficiary	
2.	Bank Name	
3.	Bank Address	
4.	Bank Branch code	
5.	Account No.	
6.	IFSC Code	
7.	MICR No.	

Date:
Place:

Signature & Seal of the Applicant

HIRING OF SERVICES OF CHARTERED ACCOUNTANT- SCOPE OF WORK

1. Calculation of quarterly installment of Advance Tax.
2. Filing of quarterly TDS returns.
3. Checking of TDS & GST to be deposited monthly.
4. Quarterly scrutiny of books of Accounts of Head office and field offices like ledger, cash book / Day Book, tally accounts and vouchers etc.
5. Compilation & Preparation of Financial Statements i.e. Trial Balance, P&L A/c and Balance Sheet
6. To assist in the Statutory Audit and CAG Audit
7. Preparation of replies of observations raised by the Statutory Auditors, CAG Auditors and Internal Auditor
8. Advices on tax planning matters and other advices sought by the office time to time.
9. Filing of GST returns and other compliances with regards to the GST Act.
10. To ensure Compliances of applicable Statutory laws w.r.t. GST, Income Tax
11. Certification of ROC Forms filed by the Company Secretary, HSRDC.
12. To pursue, scrutiny & submit replies of Assessment cases with Income Tax, Department.
13. Reconciliation of all accounts of deposit works of other Govt. Departments or Institution
14. Checking of due interest & amount credited in Bank Accounts on encashment of FDRs of HSRDC
15. Visit in O/o HSRDC Panchkula twice in a week and additional visits as & when desired by HOD in any urgent matter.