

## TENDER NOTICE

**Haryana Roadways Engg. Corporation Ltd.,  
6<sup>th</sup> Milestone, Delhi-Jaipur Highway, Behrampur Road, Village & Post Office-Khandsa,  
Gurugram-122004 (Haryana) GST No- 06AAAFH8157K1Z6 CIN – U34101HR1987SGC029904**

**e-Tenders** are invited for Hiring of Professional Services of Practicing Chartered Accountant on contract basis for the Financial Year 2023-24 and 2024-25 (01.10.2023 to 30.09.2024) in **two bid system** i.e. Technical Bid and Financial Bid:-

| Sr. No. | Name of Group/Item   | Approx. value (In lacs) | EMD to be deposited (In lacs) | Tender Number          | Date & Time of downloading of e- Tender | Date & Time of submission of e- Tender |
|---------|--|-------------------------|-------------------------------|------------------------|---|--|
| 1       | Hiring of Professional Services of Practicing Chartered Accountant on contract basis | 06.00                   | 0.12                          | 001/2023-24/Acctt/HREC | 24.08.2023 at 09:00 hrs                 | 13.09.2023 at 17:00 hours              |

The Bidders can download the tender documents from the Portal: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

-SD-

**General Manager  
Haryana Roadways Engineering Corporation,  
Gurugram**

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The Bidders can download the tender documents from the Portal: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

The Bidders shall have to pay for the Tender documents fee Rs. 2,250/-, e-Service Fee of Rs.1000/- & EMD online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between **tenderer** and online payment authorization networks.

The Payment for Tender Document Fee and eService Fee can be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts. The Payment for EMD can be made online directly through RTGS / NEFT. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

### KEY DATES

| Sr. No. | Department Stage   | Bidder's Stage                               | Start date and time       | Expiry date and time      |
|---------|--|--|---------------------------|---------------------------|
| 1       | -  | Tender Document Download and Bid Preparation | 24.08.2023 at 09:00 hours | 13.09.2023 at 17:00 hours |
| 2       | Technical Bid Opening                                      | -  | 14.09.2023 at 11:00 hours |                           |
| 3       | Short listing of Technical Bids & Opening of Financial Bid |  | -----                     |                           |

-SD-

**General Manager  
Haryana Roadways Engineering Corporation,  
Gurugram**

**Hiring of professional services of Practicing Chartered Accountant for the financial year 2023-24 and 2024-25 (effective from 01.10.2022 to 30.09.2023), with updating all the accounts up to 30.09.2023 (relating to FY 2023-24).**

**Annexure -II**

**Brief Introduction-**

Haryana Roadways Engineering Corporation Limited is a government company registered under Companies Act 1956 running under State Transport Department, Haryana fabricating bus bodies, tyre resoling and repair of buses mainly for Haryana Roadways depots, and having paid up capital of Rs. 6.75 Cr.

**Eligibility Criteria for the firm participating in the E-tender**

1. The Chartered Accountants Firm (Sole proprietor (FCA) or at least one partner FCA) should have track record of 05 years of existence with ICAI.
2. The CA firm should have at least experience of last 2 years if financial accounting and tax consultancy of Public Sector Undertaking companies under the Companies Act'1956/2013.
3. The firm should be empanelled with C&AG office in the last three financial years i.e 2020-21, 2021-22 & 2022-23.
4. The firm should have its Head /Branch office at Gurugram Haryana.
5. Name of the partner of the Firm/Firms should not have been indulged in any unprofessional practices and no inquiry or show cause notice is issued by ICAI to any partner/Firm for any misconduct or unethical professional activities under its rules and regulations. The firm should have never been blacklisted by any of the Govt. organization.

**Terms and Conditions of the tender:**

1. The selected firm shall depute at least one number of the accounts executive at their cost in the office of Haryana Roadways Engineering Corporation, Gurugram "HREC" on daily basis to do the work assigned to firm up to the satisfaction of the Company. Qualified Chartered Accountant shall also visit Haryana Roadways Engineering Corporation, Gurugram "HREC" as per requirement of work of the company.
2. Firm will be responsible for storage of Accounts data in soft copy and will hand over the complete data to the Corporation.

3. In case of failure in execution of assignment within specified time as per the requirement of law and audit, HREC shall have a right to impose penalty of an amount not less than Rs. 5000/- for each failure with the permission of competent authority.
4. Firm will have to comply all the Acts/Rules/Instructions as applicable, expert opinion/advice and will be responsible for all kinds of penalties/damages or any other charges levied by Income Tax, Excise Tax, EPFO or any other Government Department due to delay/deposit of taxes or for non-maintenance of record/records.
5. The tenderer shall quote the professional fee based on the financial year wise in the financial bid format as per annexure IV keeping in view scope of the work/service and terms and conditions of the tender. GST will be paid extra as per applicable. No additional fee, reimbursement and expenses shall be paid by HREC except the fee quoted in the financial bid.
6. The professional fee will be paid per month and the firm will raise the bill for the work related to the tenure of contract.
7. The bidder shall provide all the relevant documentary proof duly self-certified along with the bid documents. The bidder shall provide the copy of PAN card of the firm and valid registration under Goods and Service Tax Act.
8. HREC shall have right to seek any clarification or additional documents if any required for the record and verification.
9. HREC reserves the rights to reject the proposal in case the firm fails to provide sufficient proof in support of any information as required.
10. HREC reserves the right to cancel the entire process at its sole discretion without assigning any reason thereof.
11. Successful bidder will submit a Demand Draft of Rs. 50,000/- (Rs. Fifty Thousand only) in the name of Haryana Roadways Engineering Corporation, Gurugram payable at Gurugram as Security Deposit after receipt of the offer letter. This security amount will be refunded without interest after completion of the work as per agreement/Contract.
12. If the work of the firm found unsatisfactory this contract/agreement can be terminated by General Manager, HREC Gurugram with the approval of Managing Director, HREC at any time and the security will be forfeited. The General Manager, HREC Gurugram have the rights to change any of the condition of contract. Decision of Managing Director, HREC will be final in all disputes & matters. Firm will provide one full time conversant accounts personnel for one month after the expiry of agreement to feed up/provide specific knowledge to the new comer, and thereafter whenever new comer require the information related to previous work, provide and coordinate with the new comer, as most of the accounting work is related to previous and succeeding year.

13. Firm will have to submit Tender fee Rs. 2250+Rs. 1000 and EMD Rs. 12000/- online through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

Certified that I/we have read out/understood above all terms and conditions and accepted unconditionally.

**Dated: -**

**Signature of Authorized Person  
of firm with Rubber stamp**

# TECHNICAL BID FOR FINANCIAL ACCOUNTING AND TAX CONSULTANCY

## Annexure I

| Sr. No. | Description   | Particulars |
|---------|---|-------------|
| 1.      | Name of the firm  |             |
| 2.      | Address of Office   |             |
| 3.      | Firm Registration No. issued by ICAI  |             |
| 4.      | Contacting Telephone No./Email ID   |             |
| 5.      | Name of responsible person, contact no. and details   |             |
| 6.      | Empanelment with office of CAG in the year 2020-21, 2021-22 & 2022-23. (Attach empanelment letter issued by the office of C&AG) |             |
| 7.      | Professional Experience (Attach document) as per Annexure II  |             |

### 8. Professional Experience -

| Sr. No. | Name of the organization | Period of Assignment |
|---------|--------------------------|----------------------|
| 1.      |                          |                      |
| 2.      |                          |                      |
| 3.      |                          |                      |

1. Declaration regarding eligibility criteria at No. 5 of Annexure II.

10. Detail of EMD/Tender Cost : Rs.12000 EMD and Rs 2250 (Tender cost)+1000 (E-service fee)

2.Copy of PAN card of the firm and Valid Registration Certificate under GST Act must be attached.

3.The firm accepts the terms and conditions (Annexure II) of the tender Unconditionally.

Place Dated

Signature of Authorized Person of firm with  
Rubber stamp

The firm shall depute at least one accounts executive on regular/daily basis in Haryana Roadways Engineering Corporation, Gurugram “HREC”.

Annexure III

**Scope of the Services/Work:**

| Sr.No.A | Scope of work of FINANCIAL ACCOUNTING for financial year 2023-24 and 2024-25 (effective from 01.10.2023 to 30.09.2024), with updating all the entries/ accounts up to 30.09.2024 (relating to FY 2022-23).   |
|---------|--|
| 1.      | Day to Day accounting work i.e (Feeding of all types of vouchers in Tally ERP Software.  |
| 2.      | Preparation of monthly Bank Reconciliation Statement.  |
| 3.      | Monthly reconciliation of Debtors and Creditors and other ledgers.   |
| 4.      | Preparation of Fixed Assets Register and Depreciation Schedule.  |
| 5.      | Compliance of all kinds of Statutory obligations/liabilities related to Income Tax, GST, EPF or any other tax related to this corporation and any other accounts work assigned by the management or any incomplete work related to previous year/years, if any.  |
| 6.      | Preparation of MIS reports as required and certification thereof.  |
| 7.      | i) Preparation and submission of Final Accounts i.e Profit and Loss Account, Balance Sheet, Cash flow statement of the company as per Income Tax Act as well as Companies Act 2013 with accounting standards issued by the Institute of Chartered Accountants of India (ICAI) for FY 2023-24 and 2024-25, and completion of all accounting work related to period w.e.f. 01.10.2023 to 30.09.2024, as tenure of contract is upto 30.09.2024. |
| 8.      | Completion of Books of Employees Gratuity Trust. Preparation and submission of Income and expenditure account, balance sheet of the Employees Gratuity Trust of the company.   |
| 9.      | Expert opinion or advice on any financial matter of the Company, if required.  |
| 10.     | To get audit the balance sheet from Statutory Auditor appointed by CAG as well as routine audit of Principal Accountant General, Haryana and prepare replies in relation with pending and current paras/quarries raised by the Auditors.   |
| 11.     | To prepare and present an internal audit report of the company on quarterly basis.   |

|                |   |
|----------------|---|
| <b>Sr.No.B</b> | <b>Scope of work of TAX CONSULTANCY (INCOME TAX, GST AND EMPLOYEES PROVIDENT FUND for financial year 2023-24 (effective from 1.10.2023 to 30.09.2024), with updating all the entries/accounts up to 30.09.2024 (relating to FY 2024-25).</b>  |
| 1.             | To carry out proper tax planning, tax compliance and its implication in the company periodically.   |
| 2.             | Generation of EPF Challan of the employees and to update regarding instruction on EPF.  |
| 3.             | To provide timely calculation of tax liability (including advance tax and TDS) as per the requirement of Income Tax and GST and advise to the company for making necessary payment with justification thereof.  |
| 4.             | To do timely preparation and filing of all types of tax returns (Company and Trust) with the competent tax authorities and to ensure all taxation compliances.<br>To incorporate changes/amendments as per revision/changes in any provision of any tax, GST, EPF etc., applicable to this corporation. |
| 5.             | Any pending tax compliance/assessment/return related to the previous year(s) incomplete work, shall also be completed by the selected firm including VAT/Sales Tax, GST, Income Tax, etc if any.  |
| 6.             | To attend, appear and represent before the tax authorities for finalization of assessment after taking authority from the management.   |
| 7.             | Expert opinion/advice on tax matters as per act and rules, instructions issued by the authorities from time to time.  |
| 8.             | Issue of form 16 and 16A to employees as well as to contractor(s).  |
| 9.             | Any other work assigned by the management related thereto.  |
| 10.            | To coordinate with the subsequent consultant by providing calculations/reconciliations/details etc. of various returns or accounts, relating to their tenure, as current year accounting work depend on previous year work and subsequent year work.  |



**HARYANA ROADWAYS ENGINEERING CORPORATION, GURUGRAM**

**FINANCIAL BID FOR FINANCIAL ACCOUNTING AND TAX CONSULTANCY**

**Annexure IV**

**Professional Fee**

The firm may quote the professional fee in the following format-

1. Name of the firm
2. Professional Fee

| Sr. No. | Particulars  | Professional Fee (₹) |
|---------|--|----------------------|
| 1       | Professional Fee for the Financial Accounting and Tax Consultancy for financial year 2023-24 (effective from 1.10.2023 to 30.09.2024), with updating all the entries/accounts up to 30.09.2024 (relating to FY 2024.25). | (Monthly)            |

Note - (i) Payment of GST shall be made in addition to the professional fee as quoted above, as applicable from time to time.

(ii) No other reimbursement, expenses or additional fee shall be paid/claimed by the selected firm except the professional fee as quoted above.

**Place**

**Date**

**Signature of Authorized Person  
of firm with Rubber stamp**