

HARYANA GOVERNMENT

**Haryana State Commission
for
Scheduled Castes**

**TENDER DOCUMENT
FOR
HIRING OF
CHARTERED ACCOUNTANT**

preparing & maintaining Account Books,
Statement of Accounts, Balance Sheet,
Audit Report, other accounting/audit

statement

and

other related matters

HARYANA GOVERNMENT

HARYANA STATE COMMISSION FOR SCHEDULED CASTES
Bays No. 49-52, Sector -2, Panchkula.
Telephone No. 0172-2993612

TENDER NOTICE

The tender are, hereby, invited from the Chartered Accountants (Proprietorship/Partnership) for the hiring of Charted Accountant on retainership basis for preparing & maintaining Account Books, Statement of Accounts, Balance Sheet, Audit Report, other accounting/audit statement and other related matters of **HARYANA STATE COMMISSION FOR SCHEDULED CASTES** (initially for a period of one year)

1.	Start Date of sale of tender	01-09-2023
2.	Last Date of sale of tender	08-09-2023
3.	Start date of submission of tender	11-09-2023
4.	Last date of submission of tender	14-09-2023
5.	Date of Opening of tender	20-09-2023

1. The detailed notice inviting tender (DNIT)/Bid Document alongwith all other terms and conditions, instructions to bidder can be collected from the office of **HARYANA STATE COMMISSION FOR SCHEDULED CASTES, Bays No. 49-52, Sector -2, Panchkula. Telephone No. 0172-2993612.**
2. The Bid Document can also be downloaded from the website <https://haryanascbc.gov.in/tenders>.
3. The undersigned reserves the rights to reject any or all tenders without assigning any reasons.

Secretary
Haryana State Commission
for Scheduled Castes

HARYANA STATE COMMISSION FOR SCHEDULED CASTES OFFERS IN TWO BID SYSTEM FROM CHARTERED ACCOUNTANT (PARTNERNSHIP OR PROPRIETORSHIP) ON RETAINERSHIP BASIS FOR PREPARING & MAINTAINING ACCOUNT BOOKS, PREPARING ACCOUNT STATEMENT OF ACCOUNTS, BALANCE SHEET, AUDIT REPORT, OTHER ACCOUNTING/AUDIT STATEMENT AND OTHER RELATED MATTERS

Scope of work
<p>a) Preparing and maintenance of Account/Account affiliated Books & other account record of HARYANA STATE COMMISSION FOR SCHEDULED CASTES by deputing trained staff.</p> <p>b) Filling of all annual accounts statements as well as various Tax compliance (Income Tax, TDS, GST etc.) relating to HARYANA STATE COMMISSION FOR SCHEDULED CASTES including deduction and deposit of the Income Tax, TDS & GST before making of the final payment from the Account of the HARYANA STATE COMMISSION FOR SCHEDULED CASTES. For furnishing of quarterly and annual returns of the Accounts of HARYANA STATE COMMISSION FOR SCHEDULED CASTES, as the case may be) in the requisite format prescribed under various taxes from time to time. For preparing the replies and pleading the case related to Income Tax / GST before the following Income Tax/ GST authority i.e. Inspector/Superintendent/Assistant Commissioner/ Additional Commissioner/ Commissioner Appeal.</p> <p>c) Time to time advice on compliances to be undertaken by the HARYANA STATE COMMISSION FOR SCHEDULED CASTES under Income Tax Act and GST regime and any related queries that may arise during the engagement of the consultant.</p> <p>d) Amendment in GST Registration, if any and to facilitate in any additional/new registration under GST provision.</p> <p>e) Any other account related work as assigned by Secretary, Haryana State Commission for Scheduled Castes for statutory requirement or as per requirement of Haryana Government.</p>

The CA (partnership or proprietorship) should have a registered office in Chandigarh/Panchkula/Mohali and will be required to attend the office of **HARYANA STATE COMMISSION FOR SCHEDULED CASTES** as and when required, generally no outstation travel will be involved.

Pre-Qualification Criteria - The bids of only those bidders will be considered which satisfied the eligibility criteria and uploaded documentary evidence in support of following :

- The Chartered Accountant (Partnership or Proprietorship) should be registered with the Institute of Chartered Accountant of India (ICAI).
- Should have a valid PAN card and GST registration. (Copies to be provided)
- The Firm (Partnership or proprietorship) should have been in operation for at least ten (10) years after its registration and at-least five (05) years experience in Govt. departments/ Societies /Boards /Corporations for dealing in income tax /Indirect Tax/GST/VAT/Service Tax matters.

- The proprietor or partners of the firm or any CA or CMA employed / associated with the firm should not have been blacklisted/debarred/cautioned by Institute of Chartered Accountant of India/Institute of Cost Accountants of India/Central or State Public Sector Enterprise/Government (Central/State) during the last five (05) years.
- The average gross professional fee received / earned by the Firm in the last five (05) financial years must be equal to or more than Rs. Twenty Five lac(Rs.25 lac) per annum. This should be supported by relevant work order clearly indicating the professional fee so received (Annexure- A) must be filled in with supporting documents.
- Tender fee of Rs.2,000/- (Rupees Two Thousand only) in the shape of DD must be enclosed with the technical bid in favour of **HARYANA STATE COMMISSION FOR SCHEDULED CASTES**
- EMD of Rs.20,000/- (Rupees Twenty Thousand only) in the shape of FD/ FDR in favour of **HARYANA STATE COMMISSION FOR SCHEDULED CASTES**

Time period of Engagement

The selected Chartered Accountant will be required to provide the above-mentioned services initially for One (01) year from the date of allotment of contract, which may further be extended for other two (02) years on year-to-year basis on the basis of satisfactory performance of work and with the approval of the Competent Authority – **Secretary, HARYANA STATE COMMISSION FOR SCHEDULED CASTES**

Payment Terms

The payment against the services provided by the firm is subject to the following terms and conditions.

- The price quoted by the firm (partnership or proprietorship), should be valid for the entire contract period.
- Payment shall be made at agreed rates on monthly basis.
- No price variation would be allowed during the contract period including extended period.

ANNEXURE-A**HARYANA STATE COMMISSION FOR SCHEDULED CASTES****Annexure Detail of CA Firm's Experience of Similar services during the last three years:-**

S.No	Name of the Assignment	Start Date and End Date	Name of the Client	Nature of the Assignment	Details of supporting documents attached
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provide above. Please attach additional sheets, if required. Non attachment of supporting documents will make the bidder ineligible for the tender.

Seal

Signature

Dated

Name and Designation

HARYANA STATE COMMISSION FOR SCHEDULED CASTES

Financial Bid

Professional fees for one year	For all the works as mentioned in the scope of work above or any other account related work as assigned by Member Secretary, Haryana State Commission for Scheduled Castes for statutory requirement or as per requirement of Haryana Government.	
Fees payment Schedule	The services provider will raise bills on quarterly basis	
Financial Bid Amount	Rupees (In Figure)	
	Rupees (In words)	

Notes

- a.** Fee is inclusive of professional fee taxes and all other expenses. Nothing extra shall be paid.
- b.** Only GST as applicable shall be paid extra on the above quoted fees.
- c.** Statutory deduction like TDS etc shall be made by this station as per statutory rates and norms wherever applicable.
- d.** Any charges/ statutory fee paid by the hired firm for filing online returns with income tax authorities be reimbursed upon submission of vouchers along with the bills.

We undertake that the rates quoted above by us will not change during the contract period. We also accept the payment schedule / payment terms

SEAL

Dated

Signature

Name and Designation

Detailed Terms and Conditions:-

1. The approved firm will visit or depute its official(s) to visit this office as and when required for the management and compliance of scope of work management for compliance of GST. No TA/DA will be given separately.
2. The successful bidder shall be responsible for filling all periodical returns which are mandatory as per GST Act, 2017/Income Tax Act, as per data provided by this office.
3. The successful bidder shall be responsible for filling of Income Tax returns / TDS returns /GST returns, as are applicable in the case of society and also to file the revised returns if required due to any discrepancy.
4. To issue the requisite tax deductions forms to the deductee, both under the Income Tax and GST laws, within the specified time.
5. That any penalty or interest charged by the government authorities for non-compliance or for non-timely compliance affiliated/associated with scope of work, shall be borne by the Chartered Accountant or the firm as the case may be .
6. The payment will be made on monthly basis on submission of bill in duplicate. All mandatory deductions under TDS will be done and the payment will be made via NEFT.
7. The firm must be based in Chandigarh/Panchkula/Mohali or having its registered office within the Municipal limits of Chandigarh Panchkula/Mohali.
8. The firm must exchange its telephone numbers with the office so that the proprietor/partner of the firm or the Director of the company can be contacted any time.
9. Haryana State Commission for Scheduled Castes will not in any case be held responsible for salary and other disputes of the firm/ company with its employees deputed from time to time at this office for work as mentioned above.
10. The approved firm/company may at time be required to visit concerned Tax office or such other allied offices on behalf of Haryana State Commission for Scheduled Castes. The firm/company will in-variably visit at such offices at no extra cost.
11. A copy of the certificate issued by the Institute of Chartered Accountants of India in the name of owner/proprietor/director and the GST registration certificate must be attached with the documents.
12. The Member Secretary, Haryana State Commission for Scheduled Castes reserves the right to reject any or quotation (s) with or without assigning any reason (s) thereof.
13. The Member Secretary, Haryana State Commission for Scheduled Castes reserves the right to terminate the tender at any time during the validity of tender, if at any time it is established that the services of the firm / company are not satisfactory. In such case the performance security will be forfeited.
14. The firm/company will also maintain privacy of recorded as per Officials Secrets Act.
15. The proprietor or partners of the firm or any CA or CMA employed / associated with the firm should not have been blacklisted/debarred/cautioned by Institute of Chartered Accountant of India / Institute of Cost Accountants of India / Central or State Public Sector Enterprise / Government (Central/State) during the last five(05) years. An undertaking to this effect must be attached with the tender document.
16. The approved firm / company will submit all the required returns within stipulated time limits as per the requirement of Income Tax & GST Laws.
17. The firm/ company will not sub-let the contract or any part of it, in any case. Any such action will lead to termination of contract and forfeiture of performance security deposit.
18. The decision of Secretary, Haryana State Commission for Scheduled Castes will be final and binding upon the bidder.
19. That all legal disputes will be settled within Panchkula jurisdiction.