

DAKSHIN HARYANA BIJLI VITRAN NIGAM
(A Govt. of Haryana Undertaking)
NOTICE INVITING TENDERS
(Through e- tendering)

NIT No. 01 /CAO/A&R

Dated: 06.03.2024

TENDER ENQUIRY TO ENGAGEMENT OF WELL ESTABLISHED, REPUTED AND EXPERIENCED CA FIRMs (LOCATED AT HISAR) for Hiring of a firm of Chartered Accountant (Hisar based only) to provide 2 Nos. Chartered Accountants on Full Time basis for a week to carrying out the Work relating to Income Tax return of Nigam, DHBVN Employees Provident Fund Trust and DHBVN Employees Pension Trust. Attending proceedings of Income Tax scrutiny cases, preparation of reply, submission of record to Tax authorities/Tribunals in defense of Nigam during proceedings. Statutory audit of Annual Financial Statements, Cost Audit and Tax audit matters. Tax refund and reconciliation (AS-26) matters. Statutory dues & filings. Analysis of accounting figures, preparation of financial accounts as well as MIS. Any other miscellaneous work assigned by Sr AO/A&R, DHBVN, Hisar as per following details:-

NIT No.	Description	Earnest Money deposit (In Rs.)	Tender documents fees (Non-Refundable) (In Rs.)	E-Service Fee (Non-Refundable) (In Rs.)
01/CAO /A&R	Hiring of a firm of Chartered Accountant (Hisar based only) TO Provide 2 Nos. Chartered Accountants on Full Time basis for a week to carrying out the Work relating to Income Tax return of Nigam, DHBVN Employees Provident Fund Trust and DHBVN Employees Pension Trust. Attending proceedings of Income Tax scrutiny cases, preparation of reply, submission of record to Tax authorities/Tribunals in defense of Nigam during proceedings. Statutory audit of Annual Financial Statements, Cost Audit and Tax audit matters. Tax refund and reconciliation (AS-26) matters. Statutory dues & filings. Analysis of accounting figures, preparation of financial accounts as well as MIS. Any other miscellaneous work assigned by Nigam authorities	2,000/-	100	1,100/-

Details may be seen from the website <http://etenders.hry.nic.in> and www.dhbvn.org.in/web/portal/tenders

Date of starting of e-tender for submission of on line technical & price bid at http://etenders.hry.nic.in and www.dhbvn.org.in/web/portal/tenders	Date of closing of online e-tender for submission of technical & price bid on web portal	Opening date of proposal on web portal
06.03.2024	18.03.2024 (15:00)	18.03.2024(16:00)

1. The E-Service fee will be paid online.
2. E-tenders against the above NIT will be opened in the office of the Chief Accounts Officer, Vid�ut Sadan, Vid�ut Nagar, DHBVN, Hisar as per schedule above.
3. The earnest money shall be deposited online by the contractor through Debit card or RTGS/NEFT or Net banking. It is expected to the prospective bidders to deposit EMD online by at least one day before deadline of submission of bids due to web portal provisioning. Any non-acceptance of EMD by web-based system on last day of submission of bids due to web-portal constraints shall be the bidder's responsibility.
4. DHBVN reserves the right to reject one or all of the tenders received, without assigning any reason.
5. The tender documents having detailed terms and conditions can be downloaded from the website <http://etenders.hry.nic.in> from 07.03.2024 onwards. The e-tenders shall be received through website only. All interested actuaries are requested to get themselves registered as vendors with the said website for submitting their bids. For any assistance, please contact at website of Haryana Procurement Cell i.e. <http://etenders.hry.nic.in> .
6. Only those tenders shall be considered who deposit the earnest money and tender cost & transaction fee by due date.

**Chief Accounts Officer,
DHBVN, Hisar**

Terms and conditions of the contract

The terms and conditions of the contract shall prevail and shall be binding on the firms and any change or variation expressed or impressed howsoever made shall be inoperative unless expressly approved by DHBVNL. The firm shall be deemed to have fully informed himself and to have specific knowledge of the provisions of Terms and Conditions of the contract mentioned hereunder: -

- 1. PERIOD OF CONTRACT:** Period of contract shall be for 3 year. However it can be extended for further 2 year subject to satisfactory performance and at mutual consent of both parties. The performance of the firm shall be watched regularly and continuously by the office of the CAO (A&R Section), DHBVN, Hisar. The contract or the awarded work may be rescinded at any time if the performance regarding achievement of the objective and scope of work is not found satisfactory or the firm commits breach of any of the terms and conditions of the contract. No compensation shall be payable in case the contract or the work awarded is rescinded on account of non-performance/unsatisfactory performance. The DHBVNL may advice the firm for improvement in case the performance made by the agency is not considered as satisfactory or upto the mark.
- 2. COMMENCEMENT OF WORK:** The commencement of the work shall take place immediately after the acceptance of the work order by the firm.
- 3. SECURITY DEPOSIT:** The earnest money of the successful Bidder shall be converted into security deposit. The security deposit shall be refundable after 3 months of satisfactory completion of the contract after making recoveries, if any, under Clause-11 &12 of this Section or any amount payable by the firm under the provisions of the contract/agreement. In the event of breach of the contract or any clause of the contract, in any manner, the security deposited by the contractor shall be liable to be forfeited by the DHBVNL.
- 4. RULE AND REGULATIONS:** The assigned job shall be carried out under the rules and regulations of DHBVNL in force and further guidelines/instructions issued by the DHBVNL from time to time in this regard. The DHBVNL shall also have the right to modify such instructions/guidelines and the firm shall abide by such instructions/guidelines without any extra charges unless and otherwise specifically agreed for such extra charges.

5. **COMPLIANCE OF LAW:** The firm shall, in all matters arising in the performance of the contract, comply in all respects, will give all notices and pay all fees required by the provisions of any national or state statute, ordinance or other law or any regulation or by-law of any duly constituted authority.

The contract shall in all respects be prepared and interpreted in accordance with the law in force in India including any such laws passed or made or coming into force during the period of the contract.

The firm shall be responsible for carrying out of all of its activities within the rules and laws in force. DHBVNL shall not be responsible for any of the un-lawful activity committed by the firm / the staff of audit firm. The firm shall be liable for and shall indemnify DHBVNL against all losses, expenses or claim arising in connection with any unlawful activity committed by any person employed by the firm for the purpose of assigned job.

6. **ACCIDENTS:** The firm shall be liable for and shall indemnify DHBVNL against all losses, expenses or claim arising in connection with the death or injury to any person employed by the firm for the purpose of assigned job.

7. **RESPONSIBILITY FOR RECORD/DOCUMENTS:** The firm shall be fully responsible for upkeep, maintenance and safety of the record and documents supplied by the DHBVNL and also for the record/documents generated by the firm. On completion of the contract/job the firm will return all the documents supplied to it by the DHBVNL and shall also hand over all the record/documents generated by it for the purpose of completion of the assigned work. The firm shall also be responsible to make the loss good if suffered by DHBVNL, due to act of the firm.

8. **CONDUCT OF STAFF OF FIRM:** If any of the staff of firm is found guilty of any misconduct or incompetence or negligence and then if so directed by the DHBVNL, the firm shall at once remove such employee and replace him with a qualified and competent substitute.

9. **CONTRACT AGREEMENT:** The firm and DHBVNL will enter into an agreement to be known as "Contract Agreement" setting out all terms and conditions thereof including those mentioned herewith.

10. **PAYMENT:** Completion of contractual formalities by the firm would be an essential requirement for claiming any payment. The firm shall be entitled to get payment as under: -

The payment shall be made by AO/Cash, DHBVN, Hisar, after deduction of statutory Levis (as applicable) within 30 days with the satisfaction of Sr. AO/A&R, DHBVN, Hisar.

Further a rebate of 0.35 percent per week or part thereof shall be availed of by the Nigam if payment is made earlier than the period specified.

11. **COMPLETION OF WORK AND PENALTY FOR UNATTENDED PART OF WORK:** In case of failure to complete the work as per scope of work, penalty @ 5% of the fees payable for each work shall be imposed and recovery shall be effected from the bill (s) payable to the firm.
12. **RECOVERY OF THE LOSS SUSTAINED DUE TO FRAUD/EMBZZLEMENT/ MISAPPROPRIATION OR NEGLIGENCE BY THE EMPLOYEES OF FIRM.** In case any loss is sustained to the DHBVNL due to fraud/embezzlement/ misappropriation committed by the employees of the firm which could have been detected during the normal course of work but remains undetected, the firm shall be liable to pay the same to DHBVNL.
13. **ALTERNATION/ADDITION:** No variation or modification or waiver of any of the terms and conditions or provisions of the contract shall be deemed valid unless mutually agreed upon in writing by both parties i.e. DHBVNL and firm.
14. **ACCEPTANCE OF CONTRACT:** The successful bidder will be forwarded two sets of Work Order one of which will be signed on each page by the authorised signatory of Bidder in token of acceptance of contract and shall be returned to the authority placing the order within 30 days of its issue failing which the Earnest Money Deposit shall liable to be forfeited.
15. **FALL BACK ARRANGEMENTS:** In the event of the failure of the firm to fulfill its obligations, duties and responsibilities as per the contract, DHBVNL shall have the right at any time to resort to fall back arrangement. Under this plan, DHBVNL shall take charge of all facilities and systems whether in operation or under execution, after giving suitable notice and can recover from the security deposit the losses suffered due to such failure. If the security deposit is un-sufficient, the firm shall

have to pay the difference to DHBVNL failing which DHBVNL will have the right to recover the same through legal or other means. In such circumstances the DHBVNL after taking the charge as above, shall have the right to manage the system itself or through any other firm as it may deem fit and no claim of firm for compensation in this respect shall be entertained.

16. **HANDING OVER ON TERMINATION:** Immediately after termination of the contract agreement the firm will cooperate in handing over back all the facilities and record in good working order to DHBVNL. Upon termination of the contract/agreement, the authority of the Agency to act as Agent of DHBVNL in the area shall immediately cease.
17. **GOVERNING LAW AND JURISDICTION:** The agreement shall be governed under Indian law. Only appropriate courts in Hisar shall have exclusive court jurisdiction to deal with any matter arising out of or relating to the agreement or otherwise.
18. **LIEN:** In case of any lien or claim pertaining to the work and responsibility of the firm for which DHBVNL might have been made liable, the DHBVNL shall have the right to recover such claim amount from the firm.
19. **CORRUPT OR FRAUDULENT PRACTICES**

The Nigam requires that Tenderers/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of Nigam contracts. In pursuance of this policy, the Nigam:-

 - (a) defines, for the purposes of this provision, the terms set forth as follows:
 - (i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution: and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Nigam, and includes collusive practice among Tenderers (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Nigam of the benefits of free and open competition;
 - (b) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Nigam contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Nigam contract.

20. PATENT RIGHTS

The supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof in the Purchaser's country, the supplier shall act expeditiously to extinguish such claim. If the supplier fails to comply and the Purchaser is required to pay compensation to a third party resulting from such infringement, the supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Purchaser will give notice to the supplier of such claim, if it is made, without delay.

21. SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever will arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties will make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of the matter may be commenced unless such notice is given.

22. ARBITRATION

All matter questions, disputes, differences and/or claims arising out of and/or concerning and/or in connection and/or in consequences or relating to the Contract whether or not obligations of either or both parties under the contract be subsisting at the time of such dispute and whether or not the contract has been terminated or purported to be terminated or completed, shall be referred to the sole arbitrator to be nominated by the MD DHBVNL. The award of the sole arbitrator shall be final and binding upon the parties.

The objection that the Arbitrator has to deal with the matters to which the Contract relates in the course of his duties or he has expressed his views on any or all of the matters in dispute of difference, shall not be considered as a valid-objection.

The Arbitrator may from time to time with the consent of Parties to the Contract enlarge the time for making the Award. The venue of arbitration shall be the place from which the acceptance of office is issued or such other place as the Arbitrator in his discretion may determine.

The parties to the contract agree that cost of arbitration shall be as per the instructions of the Nigam issued/prevalent on the date of appointment of arbitrate tribunal.

Subject to aforementioned provisions, the provisions of the Arbitration & Conciliation Act, 1996 and the Rules there under any statutory modifications thereof for the time being in force, shall be deemed to apply to the Arbitration proceedings under this clause.

23. BLACKLISTING OF THE FIRMS:

As the purchase order becomes a valid contract between the purchaser and supplier on the date of its issue, no further changes in the terms and conditions thereof are permissible and any request received in this regard from the supplier should be summarily rejected, making it clear to supply the goods strictly in accordance with the terms and conditions of the contract. It should be noted that such a liability can be enforced on the supplier only if the purchase order does not contain any term or condition contrary to what had been quoted in the supplier's tender. Once this is ensured, any attempt by the supplier to back out of his commitment should be taken a serious and his earnest money deposited be forfeited forthwith, without prejudice to any further legal remedies open to the Nigam under the relevant laws. Where necessary, the case of supplier illegally backing out of the commitment, should also be put up to the Whole Time Directors for consideration and to decide for black-listing of the firm and damages, if any, to be recovered.

24. OTHERS:

1. Time is essence of the contract. Hence the work shall be completed with-in stipulated period, otherwise penalty @ 0.5% per day subject to maximum 10% shall be levied.
2. Nothing shall be paid extra except the contractual amount.
3. Payment shall be made on the completion of activity and no advance payment shall be made.
4. If deployed person will be deputed/travelled other than Head Quarter necessary TA shall be paid to him (as per regular AO).
5. Other terms & conditions shall be as per DHBVN procurement manuals.

INSTRUCTIONS TO BIDDERS

1. SCOPE OF BID

Dakshin Haryana Bili Vitran Nigam Ltd. Here-in-after called DHBVNL intends to engagement of well established, reputed and experienced CA firms (located at Hisar) for Hiring of a firm of Chartered Accountant (Hisar based only) to provides 2 Nos. Chartered Accountants on Full Time basis for a week to carrying out the Work relating to Income Tax return of Nigam, DHBVN Employees Provident Fund Trust and DHBVN Employees Pension Trust. Attending proceedings of Income Tax scrutiny cases, preparation of reply, submission of record to Tax authorities/Tribunals in defense of Nigam during proceedings. Statutory audit of Annual Financial Statements, Cost Audit and Tax audit matters. Tax refund and reconciliation (AS-26) matters. Statutory dues & filings. Analysis of accounting figures, preparation of financial accounts as well as MIS. Any other miscellaneous work assigned by Nigam authorities.

2. PRE-QUALIFICATION OF THE BIDDER:

Firm should be Hisar based. Bids shall include the following information:

- a) Copies of the original documents defining the constitution or the legal status, place of registration and principal place of business, written power of attorney of the signatory of the Bid to commit the Bidder.
- b) Firm have 5 year experience with any power sector.
- c) The head office of the firm should be located at Hisar.
- d) Description of the resources available with him to carry out the proposed job.
- e) Qualification and experience of key personnel proposed for carrying out the work.
- f) Information regarding any litigation, current or during the last two years, in which the Bidder is involved, the parties concerned and the dispute and the disputed amount.

3. CLARIFICATION ON BID DOCUMENTS:

The firm is advised in its own interest to examine the bid documents, instructions, forms, terms & general information before submission of bid. Failure to provide

information, which is essential to evaluate the bid or to provide the timely clarification or substantiation of the information supplied or submission of bid not substantially responsive to the bid document may result in disqualification. For any assistance please contact at website of Haryana Procurement Cell i.e. <http://etenders.hry.nic.in> or to contact Senior AO/A&R,DHBVN,Hisar.(8222056444)

4. AMENDMENTS TO BID DOCUMENT:

At any time prior to the date for submission of bid as well as up to opening of bids, DHBVNL may for any reason, whether of its own or by way of clarification given at the request of prospective bidder, modify the bid document by issue of amendment (s) which shall form part of it. The agenda shall be sent in writing to all the prospective bidders, who shall return one copy of it duly signed alongwith their bid. Extension in the due date, if considered necessary, may be made by the DHBVNL.

5. DEVIATION FROM BID DOCUMENTS:

The bid offer must include a separate statement indicating all deviation from the bid documents as per format enclosed at Section-VII. All such deviations shall be clearly mentioned in deviation sheet. Unless the deviations from the bid documents are specifically mentioned, it will be understood and agreed that the proposal is in strict conformity to DHBVNL's specifications in all respect and it will be assumed that all terms & conditions are acceptable to the bidder.

6. FILLING OF BIDS:

- a.) Bid shall be submitted in the forms attached hereto and all blanks shall be duly filled in. The complete Form & Annexures shall be considered as part contract documents in the case of successful bid.
- b.) No alteration should be made to Form of the tender specification and Annexure. The bid must comply entirely with the specification and alternative proposals, if any, shall be clearly stated in the covering letter.
- c.) The bid and all accompanying documents shall be in Hindi/English language and shall be signed by a responsible and authorized person. The name designation and authority of signatory shall be stated in the bid.
- d.) Tenders should be filled in only with ink or typed. No bid filled in by pencil or otherwise shall be considered.

- e.) All additions, alterations and over writings in the bid must be clearly initialed by the signatory to the bid with stamp.
- f.) The bidder should quote the prices strictly in the manner as indicated herein, failing which bid is liable for rejection. The rate/prices shall be in words as well as figures. This must not contain any additions, alternation, overwriting, cuttings over corrections and any other marking, which leave any room for doubt. In case any doubt, the price/rates favorable to DHBVN shall be considered.
- g.) The contract awarding authority will not be responsible to accept any cost involved in the preparation and submission of the bids.

7. DOCUMENTS COMPRISING THE BID:

- 7.1** The bidder shall submit the following document/information with the bid.
 - ❖ Covering letter.
 - ❖ Power of Attorney
 - ❖ Statement of deviations from the bid documents as per Section-VII.
 - ❖ Details in format given in Sections
 - ❖ Copy of the agreement between the bidder and his collaborators or associates, if any.
 - ❖ Earnest Money
 - ❖ Price schedule in Section-VI.
 - ❖ Other details as called for in the bid documents or which the bidder may like to highlight.
 - ❖ Online payment for the cost of tender documents.

7.2 FORMAT AND SIGNING OF BID:

The bidder shall submit one set of his bid, complete in all respect with enclosures. The bid shall be signed on each page.

The person or persons signing the bid shall initial all pages of the bid, including where entries or amendments have been made.

8. BID VALIDITY:

Bid shall remain valid for acceptance for a period of 120 (One hundred twenty) days from the date of bid opening. DHBVNL may request for suitable extension, if required.

9. EARNEST MONEY:

The earnest money shall be deposited online by the contractor through Debit /Credit card /RTGS/NEEFT or net banking . The same shall be refunded after completion of contractual liabilities. No interest shall be payable on the amount of Earnest Money deposited with DHBVNL.

DHBVNL reserves the right to forfeit Earnest Money Deposit in full or a part thereof in circumstances, which according to him indicate that the tenderer is not earnest in accepting/executing order placed under the specification.

10. LATE BIDS:

Any bid received after the dead line for submission shall be liable for rejection.

11. BID OPENING AND EVALUATION:

DHBVNL will open the bids in the office of CAO (A&R Section), DHBVN, Hisar in the presence of bidders or their authorised representatives, who choose to be present. If the opening date happens to be a holiday, the bids will be opened on the next working day at the same place and time, unless notified otherwise.

12. REJECTION OF BID:

DHBVNL reserves the right to reject or accept any Bid without assigning any reason thereof. However, the bid as under shall not be accepted and such bids shall be rejected, if received: -

- i) Bid submitted by the tenderers/firms/agencies, who have been black listed or with whom business dealing have been suspended by any of the State Electricity Boards/Electrical Undertakings. The bidder shall have to submit an undertaking in this regard.

- ii) The bid submitted by a person directly or indirectly connected with the service under Government/ Local Authority/DHBVNL.
- iii) The bid not accompanied by the specified amount of earnest money.
- iv) The bid received after due date and time fixed for receiving the bid.

All out efforts would be made to make the payment within the prescribed period but in case of delay of payment DHBVNL shall not be liable to pay interest on the outstanding amount of the firm.

13. CLARIFICATION OR MODIFICATION OF BIDS:

To assist in examination, evaluation and comparison of bids, DHBVNL may ask the Bidders individually for clarification in writing. No change in the substances of the bid shall be permitted except as required to confirm the correction of any typographical error.

14. AWARD CRITERIA:

DHBVNL will award the contract for each activity to the successful Bidder whose Bid is determined to be substantially responsive and is determined as the lowest evaluated Bid for a period of two years.

Period of contract shall be for 3 year. However it can be extended for further 2 year/AY subject to satisfactory performance and at the mutual consent of both parties.

Provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. DHBVNL shall be sole judge in this regard.

Further, DHBVNL reserves the right the right to award separate Contracts to two or more parties in line with the terms and conditions specified.

15. NOTIFICATION OF AWARD:

Prior to the expiration of the period of Bid validity and extended validity period, if any, DHBVNL will notify the successful bidder in writing by registered letter or by cable or Telex or Fax, to be confirmed in writing by registered letter, that its Bid has been accepted.

The issue of detailed work order and its acceptance will constitute the formation of award.

DHBVNL will promptly notify each unsuccessful Bidder and will discharge his earnest money.

18. GENERAL:

- a. In case of ambiguous or contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to DHBVN may be taken, if satisfactory clarification is not furnished within the prescribed period.
- b. DHBVN will not be responsible for any cost or expenses incurred by the bidder in connection with preparation or delivery of bids.
- c. DHBVN reserves the right to amend the scope of the proposed contract, reject or accept any bid, cancel the bid process and reject all applications, vary the area.
- d. If deployed person will be deputed/travelled other than Head Quarter necessary TA shall be paid to him (as per regular AO).
- e. DHBVN shall neither be liable for any action nor be under any obligation to inform the bidders of the grounds for any of the above actions.

PARTICULARS OF THE BIDDER

1.	Name of the firm.	
2.	Postal address.	
3.	Telephone No.	
4.	Fax No.	
5.	Email.	
6.	Type of organization: (Tick ✓)	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture
7.	Date of commencement of business.	
8.	Name of proprietor/Partners/ Directors and their detail Bio-data.	Page _____ to _____ page
9.	Details of offices other than H.O./Controlling office and other infrastructure available.	Page _____ to _____ page
10.	Detailed organizational structure with background of key personnel.	Page _____ to _____ page
11.	Type of service being offered.	Page _____ to _____ page
12.	List of clients' alongwith their addresses and contact telephone. Fax Nos. and type of services offered and/or being offered to them. a) Electricity Companies/ Board. b) Others.	Page _____ to _____ page Page _____ to _____ page

PRICE SCHEDULE

Sr. No.	Description of the work	Rate (in Rs.) per month per CA
1.	2 Nos. Chartered Accountants on Full Time basis for a week to carrying out the Work relating to Income Tax return of Nigam, DHBVN Employees Provident Fund Trust and DHBVN Employees Pension Trust. Attending proceedings of Income Tax scrutiny cases, preparation of reply, submission of record to Tax authorities/Tribunals in defense of Nigam during proceedings. Statutory audit of Annual Financial Statements, Cost Audit and Tax audit matters. Tax refund and reconciliation (AS-26) matters. Statutory dues & filings. Analysis of accounting figures, preparation of financial accounts as well as MIS. Any other miscellaneous work assigned by Nigam authorities.	

The quoted rates will be firm and inclusive of all type of taxes, duties and levies etc except the GST which shall be paid extra as per the actual.

Authorized Signatory
(Seal/Rubber Stamp)

IMPORTANT INSTRUCTIONS TO BIDDERS FOR E-TENDER:-

The e-tendering system has been introduced in DHBVN through the portal <http://etenders.hry.nic>. The existing instructions to the bidders are for the offline mode of submission of tenders. But, with the introduction of e-tendering mode, the procedures as laid down below shall be followed. In the event of contradiction between the existing ITB for offline mode and following instructions for e-tendering, the procedures of e-tendering shall govern.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <http://etenders.hry.nic.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:-

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website <http://etenders.hry.nic.in>
- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:
- 2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the

bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

- 2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account:

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <http://etenders.hry.nic.in>

4. Pre-requisites for online bidding:

In order to bid online on the portal <http://etenders.hry.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed NIT and the time schedule (Key Dates) for all the tenders floated through the single portal e-procurement system on the Home Page at <http://etenders.hry.nic.in>

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <http://etenders.hry.nic.in>

7. Key Dates:

The bidders are strictly advised to follow date and time as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, e-Service fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:

8.1 The online payment for Tender document fee, e-Service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and e-Service Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

8.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, and all other terms and conditions except the rates (price bid).

The bidders shall quote the prices in price bid format.

8.3 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

NOTE:-

(A) If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

(B) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <http://etenders.hry.nic.in>

(C) For help manual please refer to the 'Home Page' of the e-Procurement website at <http://etenders.hry.nic.in> and click on the available link 'System Requirement" to download the file.

Deviations Proposed

Sr. No.	Section no. of the bid document	Reference of clause no.	Deviation Proposed

Authorised Signatory
(Seal/Rubber Stamp)

DAKHSHIN HARYANA BIJLI VITRAN NIGAM
TENDER NOTICE
(BID NO: 02/CAO/A&R)

Sealed tenders are invited for engagement of well established, reputed and experienced CA firms (located at Hisar) for Provide 2 Nos. Chartered Accountants on Full Time basis for a week to carrying out the Work relating to Income Tax return of Nigam, DHBVN Employees Provident Fund Trust and DHBVN Employees Pension Trust. Attending proceedings of Income Tax scrutiny cases, preparation of reply, submission of record to Tax authorities/Tribunals in defense of Nigam during proceedings. Statutory audit of Annual Financial Statements, Cost Audit and Tax audit matters. Tax refund and reconciliation (AS-26) matters. Statutory dues & filings. Analysis of accounting figures, preparation of financial accounts as well as MIS. Any other miscellaneous work assigned by Nigam authorities.

Earnest Money Deposit	2000/-
Cost of Tender Documents	100/-
Period of downloading of tender	05.03.2024 to 26.03.2024
Closing date of bid	26.03.2024 13.00 PM
Opening date of bid	26.03.2024 15.00 PM
Place of collection/submission of bid	O/o Chief Accounts Officer,
Place for opening of bids	Vidyut Sadan, Vidyut Nagar, Hisar (Haryana) – 125005
Office inviting bids	Phone: 01662-223117 Fax: 01662-223136

- i) Detailed terms and conditions can be seen in the tender documents.
- ii) The tender documents are available on the official website of DHBVN i.e. www.dhbvn.org.in and can be downloaded from there.
- iii) The cost of tender documents and earnest money is to be deposited through Cash or Demand Draft payable at Hisar in favor of AO/Cash, DHBVN, Hisar along with tender documents.

Chief Accounts Officer,
DHBVN, Vidyut Nagar,
Hisar (Haryana)-125005