



E-TENDER NOTICE FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM IN GYMKHANA CLUB, SECTOR-6, PANCHKULA

E-TENDER INDEX

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Gymkhana Club

Sector-6, Panchkula

PH-0172-2563280, 2585884

Email gensecygc6@gmail.com

1. ADVERTISEMENT NOTICE FORMAT AS PROVIDED BY THE DIRECTORATE OF INFORMATION, PUBLIC RELATIONS & LANGUAGES, HARYANA, CHANDIGARH

PUBLIC NOTICE/TENDER NOTICE							
SR NO	NAME OF DEPARTMENT/ BOARD/ CORP./ AUTH	NAME OF WORK/ NOTICE/TENDER	OPENING DATE CLOSING DATE (TIME)	AMOUNT/ EMD (APPROX.) in Rupees	WEBSITE OF THE DEPARTMENT/ BOARD/ CORP.AUTH	NODAL OFFICER/ CONTACT DETAILS/ EMAIL	TENDER REF.NO / TENDER NO
1	Haryana Board Corporation // HUDA// Gymkhana Club, Sector-6, Panchkula	Empanelment of Chartered Accountant Firm for the period 01.04.2026 to 31.03.2027 in Gymkhana Club, Sector-6, Panchkula.	Opening date & time 24.03.2026 12.00 noon Closing Date & time 08.04.2026 till 5.00 PM	₹30000/- (₹Thirty thousand only)	https://etenders.hry.nic.in	Estate Officer, HSVP-cum-General Secretary Manager (Ram Kumar) 9871937002 Secondary contact Staff (Rakesh Kumar) 9888578962 Email ID gensecygc6@gmail.com	HUDA/ GYMKHANACLUB6 /2025-26/1

General Manager
Gymkhana Club,
Sector-6, Panchkula

2. IMPORTANT KEY DATES

1	Date of Online Publication	24.03.2026 at 12.00 Noon
2	Documents Download Start and End date	24.03.2026 at 12.00 Noon 08.04.2026 till 5.00 PM
3	Bid Submission Start and End Date	24.03.2026 at 12.00 Noon 08.04.2026 till 5.00 PM
4	Physical submission of copy of uploaded E-tender technical document with reference receipt deposit of EMD/tender form fee/e-procurement fee at Reception Counter of Gymkhana Club, Sector-6, Panchkula	On/before 09.04.2026 till 12.00 Noon
5	Date of Technical Bid opening online	09.04.2026 at 12.00 Noon
6	Date of Financial Bid opening	Will be intimated later on to those firms who qualify technically.
7	Validity of Bid	90 Days
8	Tender Fee	₹2,000/-
9	Earnest money deposit	₹30,000/-



3. TENDER DOCUMENT COMPONENTS

- (I) **Technical Bid** (Part-1)
(II) **Financial Bid** (Part-2)

Note: Manual Submission of Documents–Online Bidders will have also required to physically submit the copy of uploaded Bid Documents with detailed EMD/tender fee and other documents related to Technical Bid etc. The documents should be duly sealed, properly tagged and numbered, stamped, initial on each page, shall be sent through speed post or courier or personally and should reach in Gymkhana Club, Sector-6, Panchkula (Haryana) on or before 09.04.2026 at 12.00 noon.

Part - 1

Technical Bid (Eligibility Criteria)

1. Firm Registration/Incorporation Certificate copy.
2. The firm should have a minimum of 10 years' experience as on 31.01.2026 in providing professional services to Government/Private Sector organizations in the areas of computerization of accounts/records, preparation and finalization of financial statements including Balance Sheet, tax audit, bank reconciliation, computation of statutory liabilities (GST, Income Tax, etc.), handling of assessment/scrutiny cases and filing of statutory returns (monthly/quarterly/yearly). Documentary proof in support of the above experience shall be submitted. It is clarified that the above experience is required to establish the firm's technical capability and domain expertise. Under the present engagement, the selected firm shall primarily undertake tax audit and financial review functions, along with review, supervision and advisory support in respect of accounting, compliance and related financial matters. The firm shall not be responsible for day-to-day bookkeeping or direct execution of accounting entries. Further, in accordance with applicable professional standards, the selected firm shall not undertake audit (including tax audit) of records prepared by itself during the same period.
3. Work award letters from the Government/Private Sector organizations/institutions concerned for last Five Years along with satisfactory reports for the period 2021-22, 2022-23, 2023-24, 2024-25, 2025-26 along with satisfactory performance certificates.
4. The firm should have minimum turnover of ₹50.00 Lac in the last financial year with average turnover of ₹50.00 Lac during last three financial years (2022-23, 2023-24, 2024-25).
5. E-Tender Fee of ₹2,000/- & Earnest money ₹30,000/- each and Haryana e-procurement fee shall be applicable for each bidder at the time of e-tender submission. The Tender Fee & EMD will not bear any interest. The EMD paid by the unsuccessful bidders will be refunded in full after finalization of the tender, while Tender fee/Haryana e-procurement fee shall be non-refundable.
6. The firm should have at least 3 Chartered Accountants including minimum 1 FCA Partner, and at least 1 FCA Partner should be DISA qualified.



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7. The firm should be registered with institute of Chartered Accountants of India (ICAI) and must be empanelled with CAG of India. The firm should also possess a valid Peer Review Certificate as per ICAI guidelines.
8. The firm should not have been debarred/blacklisted by any Government Department/PSU/statutory authority and should not be under serious disciplinary proceedings of ICAI.
9. The firm should submit a list of 10 Client covering Government, Public and Private Sector undertakings, out of which minimum 3 should be Government undertakings.
10. The firm should be registered with the Income Tax Department and have valid PAN/GST Number.
11. The firm should have an operational office in Haryana.
12. Complete address (name, phone/mobile number, email address) and name of the responsible authorized representative of the firm should be attached.
13. The firm should submit a declaration to accept all the terms and conditions and shall comply with them strictly.

Part-2

Financial Bid

Financial Bids, which do not confirm to the Financial Bid format as per the specification mentioned in online BOQ, shall be rejected.

Evaluation of Bids

1. **Technical Evaluation:** The technical evaluation of all bids will be done against the evaluation criteria mentioned in Part-1 of this section. Bids that fulfill the criteria as mentioned in Part-1 of this section shall be considered for financial evaluation. The tender committee will be reserve the right to reject any technical bid of previously work awarded firm whose performance internally remained unsatisfactory.
2. **Financial Evaluation:** The financial bid of the bidders those who qualify in the technical bid shall be opened. The bidder quoting lowest rate in their financial bid as per BOQ online submission shall be award the contract. In case of tie, the tender committee/competent authority will decide based on the documents and experience provided by the bidders and who is most suitable and competent will be invited for award of contract. In this case, the decision of the President of the Club shall be final.



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4. Prescribed Application Form

Gymkhana Club Sector-6, Panchkula

TECHNICAL BID FORM

I PRIMARY DETAILS

1. Name of Firm _____
2. Registration Number _____
3. Office Address _____
4. Telephone/Mobile _____
5. Email Address _____
6. PAN No. _____
7. GST No. _____

II PRE-QUALIFICATION DETAIL

8. Registration Numbers with Vat/IGST/Income Tax (Attach Proof)

9. Experience of last 10 years as on 31.01.2026 (Attach Proof)

10. Turnover of ₹50.00 Lac in the last financial year with average turnover of ₹50.00 Lac during last three financial years (2022-23,2023-24, 2024-25)

11. The firm should have at least 3 Chartered Accountants including minimum 1 FCA Partner, and at least 1 FCA Partner should be DISA qualified (Attach Proof)

12. Registration Number with institute of Chartered Accountants of India (ICAI) and must be empanelled with CAG of India. The firm should also possess a valid Peer Review Certificate as per ICAI guidelines (Attach Proofs)



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13. List of 10 Client covering Government, Public and Private Sector undertakings, out of which minimum 3 should be Government/Public undertakings. (Attach Proof)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

14. The firm should not have been debarred/blacklisted by any Government Department/PSU/statutory authority and should not be under serious disciplinary proceedings of ICAI (Attach Certificates)

15. The firm should have an operational office in Haryana. (Attach Proof)

16. Name of the responsible authorized representative of the firm

17. Detail of Tender Fee/Earnest Money/E-Procurement Charges online Receipt (Attach Copy for Reference)

Reference/Transaction No. _____ dated _____ Name of Bank _____

The firm should submit a following declaration: -

I/We hereby declare that all the terms and conditions of tender documents have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Date _____
Place _____

Signatures of Applicant
with Firm Seal Stamp



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III TECHNICAL DETAILS

- a) If the Tenderer is a Firm/Company (Copies of Memorandum & Articles of Association) Yes/No
- b) Information of existing Business/transactions Being operated by the Tenderer–Furnish details Yes/No
- c) Detail of the authority vested with the Tenderer For making the offer in case of Company Yes/No

IV DETAILS TO BE SUBMITTED

- a) The Firm shall have at least one FCA Partner.
- b) The Firm shall disclose that they have no direct and/or indirect relation with members in accepting the assignment of Club management.
- c) The Firms having prior experience of similar environment or in the Government Departments should mention the type of the assignment.

Date _____
Place _____

**Signatures of Applicant
with Firm Seal Stamp**

5. FINANCIAL BID (BOQ) TO BE SUBMITTED ONLINE BY THE EACH BIDDER

The online Financial Bid format for the period 01.04.2026 to 31.03.2027 is as under: -

Description of Outsourcing	Rate Quoted in (₹) excluding IGST as applicable
Empanelment of Chartered Accountant Firm for the period 01.04.2026 to 31.03.2027 at Gymkhana Club, Sector-6, Panchkula (Reserve Price ₹1,07,000/- Taxes/deductions will be applicable extra (The bid will be decided on the basis of Lowest quoted rates)	₹ _____



6. TERMS AND CONDITIONS OF CONTRACT AND SCOPE OF WORK

1. The contract agreement shall be initially for one year and further applied for another four years, with 5% yearly increase of the agreed cost, subject to satisfactory performance of the firm to be judged by the club management, the contract agreement will be continued on the same terms and conditions.
2. The firm shall carry out tax audit as applicable under the statute and shall also conduct monthly review/audit of financial records. The firm shall commence such review within ten days of the end of each month and submit its report within fifteen days thereafter. The firm shall also suggest improvements in systems and procedures to strengthen internal controls and minimize errors.
3. The firm shall review and supervise the timely updation of accounts and records of the Club in the accounting software, without being directly responsible for day-to-day bookkeeping.
4. The firm shall verify and certify financial records including cash book, bank book, ledgers, journals, and annual financial statements such as Balance Sheet etc., by April end of the succeeding financial year.
5. The firm shall review and validate monthly and annual bank reconciliation statements and ensure that necessary adjustment entries are appropriately identified and passed by the accounts staff.
6. The firm shall review the accounting and reporting of stores and inventory, including periodic physical verification, reconciliation of discrepancies, and appropriate treatment of differences in the accounts.
7. The firm shall verify the Stock Register, including its updation at the time of purchase and issue and ensure reconciliation between physical stock and records maintained in the Club's systems.
8. The firm shall advise on deduction of tax at source (TDS) and review and validate the timely preparation and filing of applicable returns under Income Tax, GST or other laws.
9. The firm shall review and validate the computation of statutory liabilities including GST, TDS, VAT (if applicable) and other taxes and ensure compliance with prescribed timelines.
10. The firm shall assist and represent the Club, as required, in matters relating to assessments, notices or queries from statutory authorities.
11. Checking of the log book of the Gen-Set/Air conditioners.
12. The firm will have to advice on the cases relating to the investment of club funds.
13. The firm will have to advise on legal/financial matters of instance incase relating to Society Act and Rules, IT Act and Rules, Goods & Service tax Rules and Labour Laws and so on.
14. The firm shall provide guidance and training to accounts staff, including review of financial data and advising on correction of errors, wherever required.
15. The firm will have to bifurcate the interest earned on the investment of various special funds/fixed deposits and other such associated entries.
16. The firm will have to give advice on financial matter in the agenda items of the Governing Body meetings of the club.



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17. The firm will have to maintain any other work assigned by the club.
18. The successful bidder/firm shall provide a bank guarantee of ₹30,000/-in favour of Gymkhana Club, Sector-6, Panchkula, which shall be valid for the entire duration of the contract period. The club management reserves the right to encash this bank guarantee in case of any recovery/penalty. The firm shall have to get the bank guarantee replenished in such case and at any time the defined amount of bank guarantee shall be maintained.
19. The payment to the firm shall be made on yearly basis on completion of all the assigned tasks every month.
20. The empaneled firm will provide the quality of services to the satisfaction of the club management. There will be no compromise on the quality of services. Any laxity in this regard may invite a penalty of ₹10,000/- at the first instance, ₹20,000/-at the second instance and a show cause notice will be issued for termination of contract if there is no improvement in the situation. If for any reason the firm is not in a position to render the services as required under the scope of work or to maintain the service standard as required, the club management shall be entitled to hire the services from any other firm at the risk and cost of your firm.
21. If, any penalty/charges imposed by income tax/Goods & Service tax department due to late/wrong calculation and filing of returns/balance sheet or any other document which is under the scope of the CA firm will be their responsibility and shall be deducted from the due payments of the firm.
22. The club management can terminate the contract agreement at any time without giving any reason and no compensation will be given to the firm and such termination will not prejudice or affect any right of action or remedy which has accrued.

Date _____
Place _____

**Signatures of Applicant
with Firm Seal Stamp**

Signature Not Verified

Digitally signed by RAKESH KUMAR
Date: 2026.03.24 11:39:08 IST
Location: Haryana-HR