

# Chandigarh Housing Board, Chandigarh

## Invitation of E-bids for the appointment of Chartered Accountant Firm.

### SCOPE OF WORK, ELIGIBILITY AND MODE OF SUBMISSION:

#### Scope of work: -

1. Filing of GST returns, Provide assistance in GST audit, advice on GST matters, Preparation of replies of GST audit.
2. Income Tax matter, VAT, Labour Cess & Service Tax matters.
3. Preparation of Balance Sheet, Filing of Income Tax Return, revising of income tax return if any, Filing of TDS returns (Salary & Non Salary).
4. Provide assistant in conducting of statutory audit by the statutory auditor appointed by the CHB, prepare reply of statutory auditor's observations.
5. Advance tax, Self-assessment tax, assessments to be made before the DCIT as well as CIT appeals.
6. Provide in house (CHB) experienced staff (at least one person) for day to day assistance.
7. Reply/attend the court cases relating to financial matters.
8. Any other work assigned by the Chairman, CEO, Secretary CHB from time to time.

#### ELIGIBILITY

1. The Chartered Accountant's firm should be registered with the Institute of Chartered Accountants of India & also empanelled with CAG.
2. having 5 years' experience in the field
3. having annual turnover Rs.30.00 Lacs for the last 3 years (each year).
4. The firms must have Head Office/Branch Office within the Tri City i.e. Chandigarh, Mohali and Panchkula.
5. The firm should not be blacklisted/ debarred from any Govt./Board/Corporation etc.

#### MODE OF SUBMISSION:-

1. A **pre-bid meeting** is fixed on 11.11.2019 at 11:30 A.M. in the Room No. 44 Block A CHB premises to discuss the scope of work and any other issues. The intended firms are requested to attend the same so that there may not be any confusion at later stage.
2. **The E-bid must be submitted online by 5.00 P.M. on dated 13.11.2019.**
3. **EARNEST MONEY:** The e-bidders are required to furnish the requisite Earnest Money of Rs. 50,000/- (Rs. fifty thousand only) in the shape of Demand Draft in favour of Chandigarh Housing Board, Chandigarh in **"Envelop-A" in physical form**. Hard copies of the complete e-bid i.e 'Eligibility Documents' (except 'Financial Bid') are also to be submitted in sealed **'Envelope B'**. duly labelled 'Name of Work', 'Name of Agency' and last date of submission of tender. **"Envelop- A"** and **"Envelop-B"** shall be submitted together in another sealed **"Envelop-C"** labelled with 'Name of Work', 'Name of Agency' and last date of submission of tender.

4. **Envelop 'C'** as mentioned above must be submitted to the Superintendent (Accounts.), **in Room Number-47**, upto 12.30 PM at CHB Block 'A' Chandigarh by 14.11.2019 either by post or by hand. Failure to furnish the said original documents will entail rejection of Bid. The entire responsibility for timely submission of desired documents is of the bidder.  
**Any Tender submitted through e- Procurement process but without physical submission of document mentioned above and without the acknowledgement of Superintendent (Accounts) will be treated as invalid and shall be rejected without opening. There will not be any liability on CHB on this account.**
5. The e-bid so received will be opened on 14.11.2019 at 3.00 P.M.in presence of the Committee constituted. The bidder(s) shall be at liberty to be present, in person or be represented through their authorized representative(s) at the time of opening of the tender. The e-bids received after the given date and time shall not be entertained.
6. Before proceeding further with the **e-bid process**, the **"Envelop-A"** containing Earnest Money, shall be opened first and **"Envelop- B"** containing 'Eligibility Document' of those agencies whose earnest money found in order shall be opened in the office of Chief Accounts Officer, CHB by the committee on dated 14/11/2019 at 3.00 P.M the bidder who may wish to attend can come to witness the process. **The financial bids of those firms who qualify on the basis of technical criteria would only be opened.**
7. Bid document for this work, can be downloaded from e-tendering website of UT Administration <http://etenders.chd.nic.in/nicgep/app>. The Bid documents are also available on the CHB website i.e. [www.chbonline.in](http://www.chbonline.in).
8. The department reserves the right to reject any or all the prospective applications without assigning any reason and/or to restrict the list of qualified contractors to any number as deemed suitable by it, if too many bids satisfying the laid down criteria have been received.

#### **Terms & Conditions:**

1. The competent authority of CHB does not bind itself to accept the lowest or any other tender and reserves to itself to reject any or all the tenders received without assigning any reason. **All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, the same shall be summarily rejected.**
2. The competent authority on behalf of the Chairman, Chandigarh Housing Board reserves with himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
3. In financial e-bid, the rates should be quoted in lump sum on per year basis alongwith applicable taxes as specified in the financial bid performa.
4. The total period of contract is for 3 years but will be awarded on yearly performance basis. The performance of the agency will be reviewed after the end of the every year and if found unsatisfactory, the contract will be closed without any compensation.

- 5.. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If at any time, information is found incorrect/ false the e-bid/contract is liable to be cancelled.
6. Conditional e-bids shall not be entertained.
7. In-case of date of receiving of e-bids/opening of e-bids, declares/happens to be public holiday, e-bids shall be opened on next working day on the same time.
8. In case of dispute between firm & CHB the matter shall be referred to the sole Arbitrator appointed by the Chandigarh Housing Board and the decision of the Arbitrator shall be final and binding on both the parties.
9. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.
10. The preparation of Balance Sheets for the year **2019-20 and so on** will be finalized within a period of 5 months from the closing date of the financial year failing which penalty @ Rs.500/- per day or 10% of the total value of contract whichever is less shall be imposed after the completion of time period till the default continues. However, the Chairman in case of exceptional circumstances may extend the time period & waive the penalty whatsoever, on the justified reasons.
11. The Successful firm shall furnish a performance security in the shape of FDR/Bank guarantee equal to 10% of the e-bid amount (for one year) valid for 60 days beyond the contract period in favour of Chairman, Chandigarh Housing Board, Chandigarh which is liable to be encashed, in case of breach of any of the terms & conditions of the agreement.
12. The earnest money shall be refunded to the unsuccessful e-bidders after finalization of the e-bid and to the successful e-bidder after submission of the performance security.
13. The e-bids which are incomplete, conditional, telegraphic or received late or without earnest money will not be entertained.
14. In case of failure to complete the work within the specified period or violation of any terms & conditions, the performance security shall be forfeited and competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
15. The performance security of the successful tenderer shall be refunded after the expiry of sixty days from the successful completion of the work and fully satisfaction of the CHB.
16. In case of any force majeure, the selected firm will inform CHB authorities in writing explaining the cause and seek the extension in executing the work.
17. The decision of the Chairman, Chandigarh Housing Board is final, in awarding the contract.
18. The firm which has been debarred/black listed by any Deptt./Autonomous body of the Central/State Govt./Union Territories and Chandigarh Housing Board, Chandigarh are not eligible to apply. In case this fact is established after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality, the performance security will stand forfeited.
19. The CHB shall provide access to MIS and other information relevant as required for the task/job. Appropriate office space and infrastructure for the project team shall be provided by

CHB. Availability of counterpart team discussion and sharing knowledge with operational staff shall also be arranged.

20. The EMD of the successful firm to whom the work is allotted will be forfeited in case the firm is reluctant/unwilling to accept/takeover the work at later stage. The firm will also be debarred from participating in the process of tendering the work.
21. The bidders are requested to ensure before submitting of e-tender the required correct documents have been uploaded/furnished as asked for in the tender documents.
22. Firms are required to submit an Affidavit duly attested by the **Magistrate / Notary** on the prescribed proforma (Annexure C).
23. The successful e-bidder is required to sign the agreement with the office.

**Terms of payment:-**

- i. 80% payment of the agreement amount for each year shall be paid in four equated quarterly instalments (20% each) after submission of GST/ income tax returns etc.
- ii. Remaining 20% payment shall be released in the month of April.

**Example :**

For the first year (01.12.2019 to 30.11.2020), the payments will be released on the following schedules :

Sr.No.	Milestone	Payment method
1.	Filing returns pertaining to period from 1.12.2019 to 29.02.2020	20% of the agreement amount
2.	Filing returns pertaining to period from 1.03.2020 to 31.05.2020	20% of the agreement amount
3.	Filing returns pertaining to period from 1.06.2020 to 31.08.2020	20% of the agreement amount
4.	Filing returns pertaining to period from 1.09.2020 to 30.11.2020	20% of the agreement amount
5.	In April 2021	Remaining 20% of the agreement amount

The second year payment will start on filing of due returns of 1.12.2020 to 28.02.2021 and so on.

**TECHNICAL E- BID (PART "A")**

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	
1.	Name of the firm (In Capital Letter)	
2.	Complete Postal Address	
3.	Telephone No.: (Off)	
4.	Fax No.	
5.	e-mail	
6.	Is the firm proprietary/Partnership/Public Ltd/Pvt. Ltd/Others (specify)	
7.	Is this firm registered with Any Central Government/State Govt./Semi Govt./ Govt. undertakings/Municipal Corporation If so furnish details of registration	
8.	PAN Number	
9.	Goods & Service Tax (GST) No	
10.	EMD Details: Demand Draft/Pay Order No./FDR_ Date ____ Drawn on (Bank Branch)	
11.	Copy of CAG empanelled certificate enclosed	
12.	The Earnest money in the form of demand draft in favour of Chandigarh Housing Board, Chandigarh, payable at Chandigarh for Rs.50,000/-(Rupees Fifty Thousand only).	

13.	The affidavit regarding non black listing. (As per performa)	
14.	Copies of experience certificate of five years in the relevant field and balance sheets showing annual turnover of Rs. 30.00 lacs of the last three Financial Years.	
15.	An undertaking with regard to sufficient capacity to do the work as per specification of the e-bid document.	

**Name and signature of the  
Authorized person with stamp**

**FINANCIAL E-BID 'B'**

1. Name of the firm \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone No./Mobile No. \_\_\_\_\_

Work to be performed	Rate to be quoted by the firm
As mentioned in the scope of work	
Period <b>1/12/2019-30/11/2020</b>	
Period <b>1/12/2020-30/11/2021</b>	
Period <b>1/12/2021-30/11/2022</b>	
Total	
Taxes	
Grand Total	

\* Rates should be quoted in lump sum on per year basis.

\*Rates should be quoted in both words and figures.

\*Work will be allotted to the firm whose rates are overall lowest (For total of three years).

**Note : This e-bid is required to be submitted online only.**

Name and signature of  
the Authorized person with  
stamp

**AFFIDAVIT**

I/We \_\_\_\_\_ being a  
Partner / sole proprietor (strike out which is not applicable) of (Name & Address of  
Firm) \_\_\_\_\_ do hereby declare and solemnly  
affirm:

a) That the individual / firm / companies are not debarred or black-listed by any  
department of Union/State Governments / Chandigarh Administration or any autonomous  
bodies / Institutes.

b) That e-bidder is duly competent to enter into contract/agreement as per applicable  
provisions of Law.

c) That all the terms and conditions and scope of work mentioned in the bid  
document of Chandigarh Housing Board, SECTOR-9, CHANDIGARH, are acceptable to me  
/ us. I/we will abide by them in letter and spirit.

Date:  
Place:

DEPONENT

**VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations  
are true and correct to the best of my/our knowledge and belief. No part of it is false and  
nothing has been concealed therein.

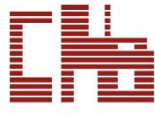
Date:

DEPONENT

Place:

**(Note: To be furnished on non-judicial stamp paper worth Rs.15/- duly attested  
by Magistrate or Notary Public).**





**CHANDIGARH  
HOUSING BOARD**  
A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh  
0172-4601801

**PUBLIC NOTICE**

E-bids are invited from the CAG Empanelled Chartered Accountants/firms for preparation of Balance Sheet of 3 financial years and filing of returns etc. The Scope of Work, detailed terms & conditions are available on [www.chbonline.in](http://www.chbonline.in). The e-bids are required to be submitted online on [www.etenders.chd.nic.in](http://www.etenders.chd.nic.in). The period of work will be 1/12/2019 to 30/11/2020, 1/12/2020 to 30/11/2021 and 1/12/2021 to 30/11/2022 on yearly performance basis. The key dates are as under:

- i) The EMD in shape of Demand Draft      Rs. 50,000/- (in favour of Chandigarh Housing Board, Chandigarh)
- ii) The Pre-Bid meeting                              11.11.2019 at 11.30 A.M.
- iii) The last date of submission of e-bids      13.11.2019 at 5.00 P.M.
- iv) Receipt of EMD and                              14.11.2019 till 12:30 P.M.  
    other documents in physical form
- v) The opening of e-bids                            14.11.2019 at 3.00 P.M.

The financial e-bid of those firms, who qualify on the basis of technical criteria, would only be opened.

**Secretary,  
Chandigarh Housing Board,  
Chandigarh. 0172-4601801**

