

HARYANA SEEDS DEVELOPMENT CORPORATION LIMITED
(A STATE GOVERNMENT UNDERTAKING) ,
BAYS-3-6, SECTOR 2,
PANCHKULA
WEBSITE: <http://etenders.hry.nic.in>
BID DOCUMENTS

TENDER FOR APPOINTMENT OF INTERNAL AUDITORS

The interested bidders shall have to pay mandatorily processing fee + tender document fee (Non refundable) of Rs. 1180+1770/- (Rs. 2950/- including GST) (Rupees Two thousand Nine Hundred Fifty only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ processing fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

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 & Time	End Date & time for Bid Submission	Opening Date & Time
1		Tender Document Download and Bid Preparation / Submission	06/07/2021 at 09.00 AM	23/07/2021 at 11.00 AM	23/07/2021 at 12.30 PM
2	Technical Bid Opening		23/07/2021 at 12.30 PM		
3	Financial Bid Opening		After Evaluation of Technical Bid		

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on Haryana Tenders Portal:-**

All the bidders intending to participate in the tenders process 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.

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 The bidder must ensure that he/she comply by the online available important guidelines for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. 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).

2.6 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.

2.7 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.

2.8 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:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service. For any query, please contact:-

Tel. 0120-4001 002, 0120-4200 462

Mob. 8826246593

E-Mail: support-eproc(at)nic(dot)in

4 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up and for this, please go to the link:

<https://etenders.hry.nic.in/nicgep/app?component=%24DirectLink&page=StandardBiddingDocuments&service=direct&session=T&sp=SKZhI9%2F58MfAGHBuDKcgYXS5z0%2BwCIVio2enKA1K1%2Fnc%3D>

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the Haryana Tenders portal 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 Haryana Tenders portal <http://etenders.hry.nic.in>.

7 Key Dates:

The bidders are strictly advised to follow dates and times 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 Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Financial Bid):

8.1 Online Payment of Tender Document Fee + Processing fee:

Contractors shall have to pay tender fee Rs. 1770/- (One Thousand Seven Hundred Seventy Only) (non-refundable) and Processing Fees Rs. 1180/- (One Thousand One Hundred Eighty Only) (non-refundable) online, EMD of Rs. 30,000/- (Rs. Thirty thousand only) will be deposited online through <http://etenders.hry.nic.in>. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

8.2 PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from Haryana Tenders website (<http://etenders.hry.nic.in>) from **06.07.2021 to 23.07. 2021 upto 11.00 AM** and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF format such that ***file size is not exceed more than 10 MB***) and uploaded during the on-line submission of PQQ or Technical Envelope.
- (iii) Any type of documents regarding tender will not be entertained/received after opening of the tender documents on <http://etenders.hry.nic.in>.

Assistance to the Bidders:-

In case of any query regarding process on Tenders Haryana Portal, kindly contact:-

Tel. 0120-4001 002, 0120-4200 462

Mob. 8826246593

E-Mail: support-eproc(at)nic(dot)in

In the first instance, the online payment details of tender document fee + Processing fee and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present.

The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

- Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

- Envelope 2: Financial Bid

The bidders shall **quote** the prices in Financial Bid format under Financial Bid.

HARYANA SEEDS DEVELOPMENT CORPORATION LIMITED
(A State Government Undertaking)

Regd. & Head Office: BEEJ BHAWAN, Bays No: 3 - 6, Sector: 2, PANCHKULA – 134 112 (Haryana)
Phone:- 0172 - 2577755, 2579215,
Detail Notice Inviting e-Tender

E-Tender is invited for below mentioned items in single stage two cover system i.e. request for pre-qualification/Technical Bid (online Bid under PQQ/Technical Envelope) and Request for Finance bid (comprising of price bid proposal under online available commercial Envelope):-

Name of the Tender	EMD to be deposited through RTGS/NEFT	Tender Document Fee & Processing fee non refundable	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of EMD, Bid Preparation & Submission	Date & Time of Opening of Technical Bid
Haryana Seeds Development Corporation Limited (a State Govt. Undertaking) intends to get the internal audit of its Head Office and units situated in Haryana for the financial year 2021-22 conducted from reputed firms of Chartered Accountants having professional experience of more than 20 years. The annual gross turnover of the firm should be more than Rs.10 lakh for three preceeding financial years. The firm of Chartered Accountants should have good reputation and should be registered with the Comptroller & Auditor General of India / Reserve Bank of India. All the details about the scope of audit can be obtained from the office on any working day. HSDC reserves the right to reject any tender without assigning any reason thereof.	Rs 30,000/-	1770+ 1180(incl. GST) =2950/-	06.07.2021 9.00 A.M.	23.07.2021 11.00 A.M.	23.07.2021 12.30 P.M.

Under this process, the Pre-qualification/Technical online bid Application as well as online price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this tender document. The price Bid under the second cover shall be opened for only those Applicant whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender document. The tenderer should read the terms & conditions and specification in tender documents strictly before submission of e-tender. Tender documents can be downloaded / uploaded online on the Portal: <http://etenders.hry.nic.in>.

MANAGING DIRECTOR

Terms and Conditions regarding appointment of chartered Accountant for conducting the internal Audit of the Corporation.

1. Your appointment as internal Auditor of the Corporation shall initially be for the period from 01-04-2021 to 31-03-2022 and can be further extended on mutually agreed terms & condition depending upon the performance of the audit work in consultation with CF&AO.
2. The scope of the audit and guidelines to conduct the audit is enclosed herewith. The audit report should be in accordance with the scope of audit and the audit programme shall be fixed in consultation with the CF&AO.
3. You shall submit the internal audit report within 15 days after the completion of the internal audit for placing the same in the ensuing meeting of the BOD.
4. You shall forward a copy of the internal audit report to the Managing Director and CF&AO. The particulars of the audit shall be intimated and there should be no change in the audit team for whole tenure of the audit without intimation to the Corporation.
5. The audit fee shall be Rs._____per month plus GST as applicable from time to time. The fee is inclusive of all expenses and payment shall be subject to TDS under Income Tax Act. However, the lodging and boarding of the internal auditors during the internal audit will be free of cost at the units wherever facility of guest house is available in the units. The Corporation will also provide the stationary and typing facility for compilation of the audit reports & other work etc. The fee bill submitted by the Internal Auditors would be sent to CF&AO duly recommended by SF&AO(IAD) for releasing of the payment to them.
6. Secrecy and code of conduct of the Corporation shall prevail on internal auditors of the Corporation.
7. Your appointment can be terminated by giving one month notice.
8. The letter of your acceptance for internal audit work be sent to the Corporation within seven days from the issue of appointment letter by the Corporation.

SCOPE OF WORK AND GUIDELINE FOR CONDUCTING THE INTERNAL AUDIT OF THE CORPORATION.

1. SCOPE OF INTERNAL AUDIT

- (i) Internal Audit at the units will cover all aspects / areas for efficient working with least cost and to check the leakages, pilferages at all the levels particulars at plants / stores of the Corporation and suggest further measures to strengthen the system.
- (ii) Identification of areas of significant inefficiencies in existing system and to suggest necessary remedial measures.
- (iii) Compliance of all policies, procedures, instructions, guidelines and orders issued to the units by Head Office from time to time. Compliance of all statutory requirements under Income Tax and other statutory laws by the units.
- (iv) Review of the targets vis-à-vis achievements in respects of production and marketing with short fall and deficiencies therein.
- (v) Review of performance of various functions undertaken at the units and to suggest cost reduction measure, if any.
- (vi) Periodical stock and assets verifications for reporting the deficiency in its proper maintenance.
- (vii) Examinations of various existing internal control system and giving suggestions for improvement if any.
- (viii) Review of the expenditures incurred at the units with the budget allocation and report of the variation if any.
- (ix) Any other assignment as applicable from time to time.

2. GUIDELINES TO CONDUCT THE INTERNAL AUDIT

- (i) Audit of the Corporation including all the units will be conducted on need based by visiting at the units at respective places by the Internal Auditors on consultation with SF&AO(IAD), whereas the audit is required to be completed on half yearly basis at all the units & Head Office of the Corporation.
- (ii) The internal auditor would submit half yearly audit report as the case may be directly to the MD/CF&AO. Any cases of serious irregularities, embezzlement should be brought to the notice of MD, CF&AO through a separate letter.
- (iii) It needs to be ensured that the expenditure on personal account of individuals like an employees / debtors etc. are required as such in the prescribed account in the books so that recovery should be watched. Internal auditors will scrutinize each staff advances / staff recovery or debtors including his comments in the report. The purchase made at the units should be at the right prices, from the right source in the right quantity and at the right time and it should be verified that the same was approved by the competent authority.
- (iv) The Internal Audit ensure that accounts are correctly maintained as per the rules, regulations, orders issued by the competent authority having financial bearing for the purpose they will scrutinize of transactions (Subject to the scope of audit) accounting in books with reference to the initial documents, indents, sale bills, gate passes, store requisitions, store returns, SRF, IDP notes and other documents etc. and check of the subsidy records like general ledger & cash book etc. maintained at the units.
- (v) To check up that the policies laid down by and decisions of the board are being implemented by the Corporation at all levels.
- (vi) To ensure that Head Office instructions and various office orders relating to prescribing of procedures, systems and financial delegation of powers are followed in letter and spirit.

- (vii) To ensure that all financial transactions are in the best interest of the corporation and are judicious.
- (viii) To ensure that the utilization of facilities like staff cars and telephone is judicious.
- (ix) To ensure that all transaction and consumption of stores and funds are properly accounted for in the books. Also to ensure that such transactions are judicious.
- (x) To check up that the stocks are properly maintained and physically checked periodically.
- (xi) To check up marketing transactions so that billing of supplies are at proper rates as notified.
- (xii) To check up the utilized of labour and staff judiciously and economically.
- (xiii) To check up the requirement of the staff as per rules and regulations framed from time and fixation of their pay etc.
- (xiv) To check up the fulfillment of various legal requirements under various laws applicable to the corporation.
- (xv) Internal Auditor may also focus the attention in the area at Head Office where the administrative powers have been delegated for meeting the day to day contingent expenditures, purchase of printing & stationary and its proper utilization besides leave account, increment cases, pay scale and service book etc.
- (xvi) The auditors will also verify all the transactions of the stores and ensure the balancing has been correctly done with all supporting documents like store requisitions issue and receipts duly signed by the authorized persons.
- (xvii) The auditor will also ensure the proper maintenance of the record at processing plant and scrutinize the activity performed at the plant including the labour included through contractors. The issue and receipts of the material for the processing and consumption needs also to be checked properly and variation if any required to be reported in the audit report. The Auditor needs also to be ensured that the moisture gains as per the norms are taken into the books alongwith sweeping collected at the plant and the store.
- (xviii) The internal auditor will also examine the proper maintenance of the record relating to fumigation in the store and plant and also to physically verify

that the stocks are properly available on the stocks. The record relating to assets of the corporation may also be properly verified and checked. The auditor should immediately point out the faulty, inefficient or fraudulent operations revealed during the internal audit.

- (xix) The internal auditor will also verify the record maintained for quality control at the units periodically and record the observation in the audit report.
- (xx) The internal auditors will also examined the record relating to the maintenance of the vehicles and ensure that the consumption of the oil, petrol etc. is reasonable with reference to the standard fixed or the past/ normal average. The log books are checked to verify the movement of the vehicles, purpose, running, mileage covered etc. is maintained duly approved by the controlling officer.
- (xxi) Similarly internal audit will also ensure to verify the records of Engineering Section with regard to all the purchase, proper consumption / utilization and also recording of the old condemned material in the record. Frequent purchase/ replacement at the plant will be examined by the auditor and observation will invariably be mentioned in the audit reports.

3. **COMPLIANCE**

It need to be ensured while conducting the audit for subsequent period that the compliance report on the audit observation pointed out in the report relating to earlier audit is made and the same is mentioned in the audit report of subsequent period. A copy of the compliance report will invariably be submitted to the MD/ CF&AO.

SERVICES/ ACTIVITIES FOR OUTSOURCING OF INTERNAL AUDITORS

IMPORTANT INSRUCTIONS

1. All the instructions contained in the Tender form are important and required to be complied with.
2. Please ensure that Technical Bid, Financial Bid and Bid Guarantee [Earnest money Deposit (EMD) are to be submitted online through website <http://etenders.hry.nic.in>. The hard copy of (technical bid submitted by the vender online) is to be submitted before the tender committee on opening of technical bid.
3. The Earnest money **Rs. 30,000/- (Rs. Thirty Thousand Only)** will be accepted online at website <http://etenders.hry.nic.in>.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Yes	No
1	Whether the Tender Fee amounting to Rs. 1770/- (Rupees One Thousand Seven Hundred Seventy only) (Non refundable) and Processing fee amounting to Rs. 1180/- (One Thousand One Hundred Eighty Only) (Non refundable) have been deposited online?		
2	Whether the Bid guarantee (Earnest Money Deposit) of Rs. 30,000/- (Rs. Thirty Thousand only) will be deposited online?		
3	Whether the Technical bid and Financial bid have been uploaded online?		
4	Whether the Firms of Chartered Accountants have professional experience of more than 20 years?		
5	Whether the annual gross turnover of the firm is more than Rs.10 lakh for three preceding financial years?		
6	Whether latest current valid Income tax return along with PAN/ TAN /GST No. have been uploaded online?		
7	Whether the firm of Chartered Accountants is registered with the Comptroller & Auditor General of India / Reserve Bank of India?		

Place: _____

Date: _____

Signature of Tenderer _____

Full Name of the Tenderer _____

Address _____

HARYANA SEEDS DEVELOPMENT CORPORATION LIMITED

BAYS 3-6, SECTOR 2, PANCHKULA

Notice Inviting E-Tender

Online bids are hereby invited under two bid system (Technical & Financial) from eligible and reputed, firms, Agencies, Cooperative Societies for providing the Outsourcing of Internal Audit in HARYANA SEEDS DEVELOPMENT CORPORATION LIMITED , HARYANA both at Headquarter i.e. Bays 3-6, Sector 2 , Panchkula and field offices throughout the State of Haryana through e-tendering on web portal <http://etenders.hry.nic.in>. Details are as under:

Description of work/items	EMD to be deposited by Bidder	Tender Document fee & Processing Fee(Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission	Date & Time For Opening of Technical Bid
Appointment of INTERNAL AUDITORS	30,000/-	1770 +1180 (incl. GST) =2950/-	06/07/2021 at 09.00 A.M.	23/07/2021 at 11.00 A.M.	23/07/2021 at 12.30 P.M.

1. For participating in above e-tender, the agencies/ tenderers shall have to get themselves registered with <http://etenders.hry.nic.in> and get user ID and Password. Class 2/3 digital signature certificate (DSC) is mandatory to participate in e-tendering process. Conditional and incomplete tenders will not be accepted.
2. Any Corrigendum /Amendments will be uploaded on <http://etenders.hry.nic.in> only, not pressed in Newspaper.
3. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
4. Signed & Stamped tender document along with technical and financial bids be uploaded online.

Managing Director,
Haryana Seeds Development
Corporation Limited
Panchkula

Performa for Financial Bid

Name of Firm	Professional Charges for Conducting Internal Audit / per year