



HARYANA STATE WAREHOUSING CORPORATION
Bay No. 15-18, Sector - 2, Panchkula - 134 112
EPABX: (0172) 2578830-32, FAX (0172) 2586900



Notice Inviting RFP for preparation of Balance Sheet and GST works, etc.

Online bids are hereby invited on the website <https://www.etenders.hry.nic.in> as per detail given below:--

Sr. No	Detail	Cost of Tender (Including G.S.T)	e-service fee (in Rs) (Including G.S.T)	Earnest Money
1	Appointment of a LLP/firm of the Chartered Accountants (fulfilling the criteria as mentioned in the tender documents) for undertaking the following assignments: (a) Consolidation and preparation of Annual Accounts and financial Statements in respect of Head Office, Ten District Offices, more than 120 Warehouses and various mandis including Inland Container Depot (ICD), Rewari (subject to change from time to time) as per tender documents. (b) Filing of Statutory GST returns (Centralized at Head Office), Filing and pleading the cases of GST with the concerned Authorities at different levels, etc.as per tender documents.	Rs.5,900	Rs.1,180	Rs.1,00,000
Downloading of Tender Documents online Bid preparation/ submission (date & time)		Opening of Technical bid online (date & time)		Opening of Financial bid (date & time)
01.02.2024 at 10:00 A.M		04.03-2024 at 10:00 A.M		13.03.2024 at 10:00 A.M
29-02-2024 at 5:00 P.M		04-03-2024 at 5:00 P.M		13-03-2024 at 5:00 P.M

Terms & Conditions:

1. The bids should be submitted in online mode.
2. The details of documents required in the technical bid are mentioned in the online tender document.
3. **The selected firm has to sign the agreement with HSWC.**
4. The tender shall be valid for Ninety days from the opening of technical bid or further extendable to 15 days more.
5. Tender will be opened at Head Office at Panchkula.
6. Managing Director, Haryana State Warehousing Corporation, reserves the right to reject any or all the bids without assigning any reason.
7. **Financial bid of only those firms shall be opened who qualify in the technical bid.**
8. GST of HSWC – 06AAACH3948K1ZF

For further details and e-tendering schedule, visit [website http://www.etenders.hry.nic.in](http://www.etenders.hry.nic.in)/Possession of Digital Signature Certificate (DSC) and registration of the firms/etc. on the portal i.e. [http://www.etenders.hry.nic.in/](http://www.etenders.hry.nic.in) is a prerequisite for e-tendering. For any further information kindly visit, **Email: <http://www.etenders.hry.nic.in/>**.

Senior Assistant Manager (Accounts)

**E- Tender for Appointment of Firms of
Chartered Accountants empanelled with
Comptroller and Auditor General of India for
undertaking preparation of final Accounts and
allied statements and GST works**

**HARYANA STATE WAREHOUSING
CORPORATION (HSWC)**

Model Tender Form

**Under Two-Bid
System**

**This document is
non-transferable.**

- 1) The Tenderers shall deposit Cost of Tender and Earnest Money as specified in the Tender Document. Tenders not accompanied with prescribed Earnest Money and Cost of Tender will not be accepted. Tenders and supporting documents should be uploaded through e-tenders portal only.

- 2) The Managing Director, Haryana State Warehousing Corporation (hereinafter called HSWC) may, at his discretion, extend the bid submission date and such extension shall be binding on the tenderers.

- 3) If the date, up to which the tender shall remain open for acceptance, is declared to be

a closed/holiday/Sunday, the tender shall be deemed to remain open for acceptance till following working day, till the same time and at the same venue.

Invitation to Tender

FROM:

The Managing Director
Haryana State Warehousing Corporation
Panchkula

To

Dear Sir (s),

For and on behalf of the Haryana State Warehousing Corporation (hereinafter called HSWC) the Managing Director, Panchkula invites Tenders under Two Bid System at URL: <http://www.etenders.hry.nic.in/> for appointment of firms of Chartered Accountants empanelled with Comptroller & Auditor General of India for undertaking the following assignments:

- (a) Consolidation and preparation of Annual Accounts and financial Statements in respect of Head Office, Ten District Offices, more than 120 Warehouses and various mandis including Inland Container Deport (ICD), Rewari (subject to change from time to time).
- (b) Filing of Statutory GST returns (Centralized at Head Office), Filing and pleading the cases of GST with the concerned Authorities at different levels etc.

The period can be extended upon satisfactory performance of the Chartered Accountants Firm at the sole discretion of HSWC at the same terms & conditions.

Interested prospective bidders or their authorized representatives who wish to participate in the Tender may seek any clarifications through email mahwc@hry.nic.in. HSWC reserves the right to make any alterations in the bid document.

(Signature of Tender Inviting Authority)

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INSTRUCTIONS TO BIDDERS

1. INTRODUCTION:

HSWC has its Head Office at Panchkula. It came into existence on 1/11/1967. It was carved out from erstwhile Punjab Warehousing Corporation. It is a Statutory Body created under an Act of parliament with twin objective of providing scientific storage facilities for a wide range of agricultural produce and notified commodities to the farmers, Govt. Agencies, Public Enterprises, Traders, etc. and to make available credit against goods deposited in the warehouses. At the time of its inception it had only 7000 MT capacity of own warehouses. At present the Corporation is operating 120 Warehouses and 10 District Offices across the state which consists of covered warehouses and open plinths. The Corporation is also operating an Inland Container Depot (ICD) at Rewari. HSWC is one of the premier organizations of the Government of Haryana set-up under the Warehousing Corporations Act, 1962 in order to fulfill the following functions:

(a) Acquire and build godowns and warehouses at such suitable places in India or abroad as it thinks fit.

(b) Run warehouses for the storage of agriculture produce, seeds, manures, fertilizers, agricultural implements and notified commodities offered by individuals, co-operatives societies and other institutions.

(c) Arrange facilities for the transport of agricultural produce, seeds, manures, fertilizers, agricultural implements and notified commodities to and from warehouses.

(d) Subscribe to the share capital of a State Warehousing Corporation.

(e) Act as agent of the Government for the purpose of the purchase, sale, storage and distribution of agricultural produce, seeds, manures, fertilizer, agricultural implements and notified commodities.

(e) (i) Enter into, with the previous approval of the Central Government, joint ventures with any corporation established by or under any Central Act or any State Act or with any company formed and registered under the companies Act, 1956 including foreign company through its subsidiary companies, for carrying out the purpose of this act.

(e) (ii) established subsidiary companies.

(f) Provides scientific storage facilities and to make available credit against the goods deposited in the warehouses.

HSWC primarily deals with the procurement of food grains, specially wheat, paddy, mustard, moong, sunflower, bajra, gram, etc. for the Central Pool (on behalf of the Government of India) or on Commercial basis (on behalf of the State Government). Procurement is also made under Price Support Scheme of Nafed. Procurement is undertaken from time to time as per the orders of the State Government.

HSWC organization hierarchy consists of Headquarter, 10 District Offices (hereinafter called DOs) and more than 120 warehouses across the Haryana State.

2. BRIEF DETAIL OF THE OFFICE TO BE COVERED IN THE ASSIGNMENT:

The list of offices which are required to be covered in the assignment is given in **Annexure I & II.**

2.1. SUPPORT AND INPUTS TO THE FIRM

HSWC shall provide adequate office space to the Chartered Accountants Firm to perform its services. In terms of hardware, HSWC will provide computers and printers to the C.A. firm. CA firm will collect all the primary data / information from all District Offices/Head Office/etc. for carrying out the job with regard to Closing of Accounts. For GST purpose, the necessary arrangement of hardware i.e. laptop etc. will be made by the tenderer at their own level.

3. CONTRACT PERIOD:

- a) The period of Contract is initially for 2 (two) years i.e. Financial Year 2023-24, 2024-25 (for preparation of Annual Accounts & Financial Statements) and should last up to the period of preparation of Balance Sheet and other Statements of Accounts as required to be annexed to the Balance Sheet before its presentation of the Board of Directors for its approval and to the Shareholders for its adoption after the audit by the Statutory Auditors and the Comptroller and Auditor General of India..
- b) The period of Contract is initially for 2 (two) years (i.e. Financial Year 2024-25 & 2025-26) for filing of Statutory GST returns (Centralized at Head Office), Filing and pleading the cases of GST with the concerned Authorities at different levels etc. **w.e.f. 1.04.2024 to 31.03.2026.**

In addition to above, the contract may be extended to the further Financial Years also at the sole discretion of HSWC, on the same terms & conditions and rate or as mutually decided. Notwithstanding anything contained herein above, HSWC reserves the right to discontinue/terminate the services of Chartered Accountants firm in the event their services are evaluated below the benchmark level at any time during the contract period and all consequences aligned to the termination shall follow.

4. Due Diligence

The applicant is expected to examine all instructions, forms, terms and specifications in this tender. Application shall be deemed to have been done after careful study and examination of this tender with full understanding of its implications. The application should be precise, complete and in the prescribed format as per the requirement of this tender. Failure to furnish all information required by this tender or submission of Application not responsive to this tender in every respect will be summarily rejected.

5. Clarification of Tender documents

A prospective Applicant requiring any clarification on this tender may contact HSWC through e-mail at mahwc@hry.nic.in. HSWC shall also respond by e-mail to any request from the prospective applicants, which it receives. Further, HSWC will respond by e-mail, to all clarifications, without identifying the source of the inquiry. HSWC shall not be responsible for any delays whether external or internal.

6. SCOPE OF WORK:

A) Preparation of Annual Accounts and financial Statements in respect of HSWC

i) Preparation of the trial balances of General, Wheat, Paddy, Bajra, Sunflower, Mustard, Gram (Commodity), Moong etc. for the 10 District Offices and 120 warehouses/various mandis etc. (subject to change from time to time) and compilation of these trial balances of the District Offices and that of the Head Office and preparation of financial statements including Balance Sheet, General Profit & Loss Account and Cash flow Statement for the Financial years 2023-24 & 2024-25.

ii) Preparation of trading & profit and Loss account of all the above mentioned purchase activities along with the Fixed Asset Register of the field offices as well as for the Head Office.

iii) Preparation of Financial Statements the above stated activities shall be as per the applicable Accounting Standards, Accounting policies of the Corporation after making various statutory Provisions including Income Tax, GST and other provisions under different Heads of Accounts before Final Accounts are presented before Board of Directors for its approval.

iv) Description of Accounting policies and notes to the Accounts.

v) The duty for getting the Accounts audited from the Statutory Auditors and that of the CAG shall be that of Chartered Accountant firm.

vi) Preparation of replies to the observations of Statutory Auditors before presenting the Accounts to the Comptroller & Auditor General of India and replies of CAG observations before presenting Accounts In AGM.

vii) Preparation of financial statement of Haryana Warehousing Corporation employees provident fund.

viii) Preparation of financial statement of Haryana Warehousing Corporation employees gratuity fund.

Note:- The compilation of accounts of District Offices and Head Office shall be carried out at Head Office of the Corporation.

B) Goods and Services Tax (GST)

Filing of all the applicable GST returns (Centralized at Head Office) and other allied works etc.

Haryana State Warehousing Corporation is having a single GSTIN under GST Acts for the whole State and accordingly, single Consolidated GST Returns are required to be furnished online through common portal. At present GSTR-7, GSTR-1, GSTR-3B, GSTR-9, GSTR-9C Returns etc. are applicable to the Corporation. Accordingly scope of work is being mentioned below:

i) Data collection from District Offices / Head Office and compilation of the same to furnish all kinds of GST returns /Reconciliation Statements etc online as applicable to the Corporation from time to time and to provide copy of the filed returns to Head Office along with complete working details.

ii) Since the system of GST/GST TDS takes a considerable time to credit the RTGS in electronic cash ledger, adequate care needs to be taken so that the compilation process is completed at least 3 to 4 working days before the last date of filing returns. Accordingly GST payment challans are required to be provided to this office so that payment can be credited in relevant electronic cash ledger at least 3 to 4 days prior to the last date.

iii) Providing District-wise consolidated data of filed returns on quarterly as well as yearly basis to the HO & to the Concerned District Offices for reconciliation of the same with their books of accounts.

iv) To provide the accounting entries for the taxes deposited etc to be passed in books of accounts on the basis of monthly / annual returns filed accordingly.

- v) Guidance in Maintaining Statutory books of accounts and records providing of updates from GST Department / GST Council Meeting w.r.t. Notifications / Circulars / Clarifications changes in taxability of goods and services pertaining to HSWC.
- vi) To provide draft reply to the Summons / Notices etc. received from GST department i.e. from CGST/IGST/SGST/DGGSTI / CESTAT or from any other Authorities and submit the desired information / documents to them with prior approval of the Corporation & to represent the Corporation before the GST Authorities in assessment/ other proceedings. similarly notices pertaining to previous years i.e. from FY 2017-18 to 2022-23 also to be handled by the CA Firm.
- vii) Coordination between Head office & District offices for the required information in the prescribed formats.
- viii) Keep the Corporation updated regarding amendments in the GST Act(s) and Notifications/ rules.
- ix) Further getting finalization of eligible Common Credit availment related workings and finalizing of closing balance of all the GST related ledger accounts and electronic cash/credit ledgers with online GST Portal with review of transactions/records.
- x) Reporting of all mismatching transactions/Invoices with GSTR-2A / 2B reports and providing the same to concerned DOs / Head Office at regular intervals along with advise for corrective action to be taken by the concerned DOs/Head Office.
- xi) Assisting in Computation of tax credits / Set off.
- xii) Any other suggestions for better Compliances of GST Laws/Act/Rules in the Corporation. in nutshell, ensuring compliance of all the statutory provisions pertaining to GST by the Corporation.

7. SUBMISSION OF REPORTS OF THE WORK ASSIGNED:

(a) Balance Sheet

- (i) The time frame for compilation of work of preparation of Balance Sheet and Profit & Loss Account and Statutory statements including Cash Flow Statement & Segment Reporting etc. to be annexed thereto shall be on or before 31st July ever year.

(b) TAXATION

(i) List of GST Returns required to be filed/submitted electronically as applicable under GST Acts.

Sr. No.	Name of Return	Particulars of Return	Return filing period
1	GSTR-7 (Monthly)	Deduction of tax at source under GST Acts and depositing the same into government account before filing of Return.	Return is required to be submitted online on monthly basis. Last date is 10th of each subsequent month.
2	GSTR-1 (Monthly)	Outward supplies of goods and services , Debit Credit notes, Advances and their adjustments and amendments in earlier filed returns	Return is required to be submitted online on monthly basis. Last date is 11th of each subsequent month.
3	GSTR-3B (Monthly)	Tax on outward supplies, Reverse charge inward supplies. Eligible input tax Credit Payment of Taxes etc	Return is required to be submitted online on monthly basis. Last date is 20th of each subsequent month.
4	GSTR-9 (Annual Return)	Consolidation of GSTR-1 and GSTR-3B Returns in addition to adjustment of all the inward and outward supplies pertaining to relevant financial year even the same are reported in next financial year	Return is required to be submitted online on annual basis. Last date of filing this return is 31st December each year
5.	GSTR-9C	Reconciliation Statement of turnovers declared in audited financial statements with turnovers declared in Annual Returns (GSTR-9), TAX Paid, Input Tax Credits and many other details	Return is required to be submitted online on annual basis. Last date of filing this return is 31st December each year

Note :- In case, any other return is made applicable to be filed by the Corporation in future, the same will also form a part of the above list.

8. DEPLOYMENT OF OFFICIALS:

- a) For the purpose of closing of accounts at least 1(one) qualified Chartered Accountant along with 2 (two) Assistants whose presence is required during the Closing of accounts of each Financial Years.
- b) For GST purpose the CA Firm need to be available as when required and timely returns be filed.

9. PROCEDURE FOR ONLINE TENDER:

- i) The offer should submitted under Two Bid System:
 1. A-Technical Bid
 2. B-Price Bid

ii) For further details and e-tendering schedule, visit website <http://www.etenders.hry.nic.in/> possession of digital certificate (DSC) and registration of the firm/ etc. on the portal i.e. <http://www.etenders.hry.nic.in/> is a prerequisite for e-tendering.

10. EARNEST MONEY DEPOSIT (EMD)

The Tenderers shall furnish Earnest Money Deposit (EMD) of **Rs.1,00,000/- (One Lakh only)**. The EMD of unsuccessful Tenderers shall be returned to them at the earliest and shall carry no interest.

11. SECURITY DEPOSIT

The Security amount shall be total **Rs. 2,00,000/- (Two lakh only)** for all the assigned works of the Financial Years as mentioned in the respective spheres. The earnest money shall be converted into security amount on acceptance of the bid. Balance amount of the Security Deposit(SD) shall be furnished by the successful bidders within 15 days on intimation in this respect. The amount of Security Deposit (SD) shall be released after completion of the entire work assigned or after completion of term of engagement, whichever is later. No interest will be paid on such amount.

Non-submission of Security Deposit (SD) will lead to rejection of the tender and forfeiture of the EMD. In case the tenderer resile, or modifies their offer after submitting the tender, for any reason whatsoever during the tender process, or any of the information furnished by them is found to be incorrect or false, the earnest money deposited by them is liable to be forfeited, without prejudice to any other rights and remedies of HSWC under the Contract and Law and the tenderer will also be debarred from participating in any other tender enquiry with HSWC for a period of five years.

If the successful tenderer fails or neglects to observe or perform any of the obligations under the contract, it shall be lawful for the HSWC to forfeit either in whole or in part, in its absolute discretion, the Security Deposit furnished by the tenderer or to appropriate the Security Deposit furnished by the tenderer or any part thereof towards the satisfaction of any sum due to be claimed for any damages, losses, charges, expenses or costs etc. that may be suffered or incurred by the Corporation. Further, it shall be lawful for the HSWC to cancel the contract.

12. OTHER TERMS & CONDITIONS:

i) The offer shall remain open for acceptance for **90 days from the date of opening of tender (Technical & Financial Bid)**. HSWC shall at its discretion extend the date of acceptance of tender by another fifteen days, which shall be binding upon the tenderer. Any tenderer not

keeping the offers open for the prescribed period shall be summarily rejected.

ii) Incomplete offer/offers not conforming strictly to the prescribed tender forms and terms & conditions and instructions shall not be considered and shall stand summarily rejected. The Tender will be automatically closed after the date and time as mentioned in the e- tenders platform.

iii) The firm is not allowed to subcontract, sublet, transfer or assign the job or any part thereof to any outside firm or other persons even though such persons are Chartered Accountants.

iv) HSWC reserves its right to review the appointment at any point of time and if necessary can cancel / terminate the appointment by giving 7 days notice in written.

v) If the firm fails to start the assigned works as prescribed in the scope of work within scheduled time, leaves the work incomplete, the appointment shall be terminated by giving 7 days notice and assigned incomplete work may be got done from any other Registered firm of Chartered Accountant on the Risk and Cost basis. Any extra payment made to the other registered firm on this account shall be recoverable from firm. However, the decision of Managing Director of HSWC shall be final in this regard.

vi) The Financial Advisor of HSWC shall have right to terminate the appointment at any stage without assigning any reason. In case of termination of assignment / appointment the remuneration shall not be payable by HSWC at all and the Security Deposit (SD) shall be forfeited. The appeal against the orders of the Financial Advisor can be made before the Managing Director (i.e. Appellate Authority) of the Corporation within 15 days of receiving such communication from Financial Advisor and the decision of Managing Director, HSWC shall be final.

vii) The time fixed for the submission of the various report must be strictly adhered to, failing which the penalty of 25% of contract amount can be imposed by Financial Advisor. However, appeal against the imposition of penalty can be made with the Managing Director (i.e. Appellate Authority) of the Corporation within 15 day of receiving such communication from the Financial Advisor. The decision of Managing Director shall be final in this regard.

viii) If the assigned work is not executed upto the mark and satisfactory, then, it shall not be accepted by the Financial Advisor of the Corporation and no payment can be made against this, security amount shall also be forfeited. However appeal against this can be made before the Managing Director (i.e. Appellate Authority) of the Corporation within 15 days of receiving such communication from the Financial Advisor. The decision of Managing Director shall be final.

- ix)** In case the firm fails to report serious omissions / commissions / non-compliance / etc, HSWC reserves right to report the matter to ICAI / CAG and initiate appropriate action beside termination of the contract and other consequences aligned to such termination shall follow. Such firms will be blacklisted and they will not be eligible for assignment of audit work with HSWC for next five years.
- x)** The Chartered Accountant Firm are expected to provide an executive summary of observation along with report and submitted the same to the Financial Advisor.
- xi)** All disputes arising out of the contract shall be referred to the Managing Director (i.e. Appellate Authority) of the Corporation. His decision in the matter shall be final and binding on both the parties.
- xii)** All the necessary certificates that need to be given as part of assignment shall be given by the C.A firm without any additional certificate fee.
- xiii)** On appointment of the firm for the above mentioned works, the information will be sent to CAG/ICAI, however if the firm gets Statutory Audit of the Corporation subsequently from CAG /Govt., the firm will not accept the Statutory Audit from CAG/Govt.
- xiv)** The assignment should be carried out in professional manner and in case of any misconduct and negligence, HSWC shall be free to report the matter to ICAI / (CAG). This will be in addition to the disengagement from the assignment and termination of the contract.
- xv)** All the necessary report that needs to be given by the firm as a part of the respective assignment shall be given on its letter head without any additional certificate fee.
- xvi)** The firm shall adhere to the coverage of all the assigned works strictly as per the scope or as may be decided by HSWC from time to time.
- xvii)** HSWC shall monitor the performance of C.A firm closely. HSWC reserves the right to terminate the assignment without assigning any reason and other consequences aligned to the termination shall follow.
- xviii)** Any other terms and conditions of the assignment (In addition to the terms & conditions mentioned in this tender) would be decided by HSWC on a case-to-case basis.
- xix)** HSWC reserves the right to seek views from the entities with whom the firm is/ has been / was associated.
- xx)** Any other work likely to be considered necessary at any stage will form a part of duty of the C.A Firm and decision of Managing Director shall be final.

xxi) The fees once fixed shall remain the same throughout the tenure of work. The only exception may be in case of revision in the scope of work, the Managing Director's decision will be final in this regard.

xxii) Sr. Assistant Manager (Accounts) will be Nodal officer for coordinating the assignment of all the assigned works.

xxiii) The Chartered Accountants are expected to strictly abide by the directions of the HSWC as advised to them from time to time. Further, the scope of work as defined in this document is indicative and is subject to revision / modification/ alteration/ addition with the approval of the competent authority of the Corporation.

xxiv) If the firm needs any requisite initial information of the Corporation activities and further support to execute the work, the firm may contact the Nodal officers.

xxv) Any other specific report / assistance sought by the co-chair, governing body, BOD/ EC/ M.D. and under the directions of HSWC in administrative, legal and financial matters, will be provided by the firm.

xxvi) The Firm is expected to attend the meeting of the committee/ board of HSWC when their respective documents items are put-up for consideration. Board may also like to separately interact with the C.A Firm at their direction without the presence of HSWC management.

xxvii) The Chartered Accountant firm / LLP should furnish empanelment letter with Comptroller and Auditor General of India (C&AG), every year during the currency of the work.

13. CLARIFICATIONS & AMENDMENTS TO BID DOCUMENTS:-

i. Corporation may, at its discretion, seek from any or all bidders, clarification(s) in respect of any particulars furnished in their offer. The request of such clarifications and the response will be in writing to be submitted within the stipulated time.

ii. Corporation at its sole discretion may ignore minor omission in the submission of Technical Bid such as omitting to give number on a page etc. or may require any bidders to rectify any such discrepancies noticed in the Technical Bids submitted by them in the interest of increasing the competition. It is further clarified that no new document shall be accepted.

14. OPENING OF BIDS:-

HSWC will open the Technical Bid of all Tenderers received through e-tenders portal on the specified date and time. In the event of the specified date of tender opening being declared a holiday for HSWC, the tenders will be opened on the next working day but there will be no change in the time for opening as indicated in the tender.

15. BID EVALUATION:-

HSWC will open the Price Bid of all technically qualified Tenderers received through e- tenders portal on the specified date and time.

16. BID EVALUATION CRITERIA:-

- i) The evaluation committee after determining whether the Price Bids are complete and without errors shall determine the lowest Price Bid (L-1) for award of contract. Selections of Bidders are entirely at the sole discretion of HSWC and HSWC shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- ii) Work will be awarded to lowest bidder on the basis of the rates quoted by the bidder for each Financial Year individually.
- iii) Further negotiations will be held after opening of the Financial Bid.

17. AWARD OF CONTRACT:-

- i) The job will be awarded to the successful L-1 bidder through issue of an Appointment Letter by post / fax / e-mail etc.
- ii) If any of the attached/uploaded documents are found to be forged/fabricated at any stage, before or after the award of the contract and /or expiry of the contract the Security Deposit/Earnest Money Deposit of the Contractor will be forfeited without prejudice to any other rights and remedies of the Corporation under the Contract and Law.

18. SIGNING OF BID:-

- i) Person or persons signing /submitting the Bid shall state in what capacity he is or they are signing/submitting the Bid.
- ii) In the case of a Partnership Firm and Limited Liability Partnership firm, the names of all the partners shall be disclosed and the Bid shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract.
- iii) The persons competent to sign/submit the Bid Form or any document forming part of the Bid on behalf of another or on behalf of a Firm shall be responsible to produce a proper Power of Attorney duly executed in his favor, stating that he has authority to bind such other person or the Firm as the case may be, in all matters pertaining to the contract. If the person so signing the Bid fails to produce the said Power of Attorney, his Bid shall be liable to be summarily rejected without prejudice to any other right of the Corporation under the Contract and Law. In such a case the EMD shall be forfeited. The "Power of Attorney" duly signed by all the partners in a Firm/LLP should be notarized on requisite stamp paper .

19. DOCUMENTS COMPRISING THE TENDER

The tender shall comprise of all its **Annexure** and all supporting documents and attachments including NIT. The Bids complete in all respect including Tender, all attachments, and supporting documents as prescribed in this Tender Document shall be uploaded by the authorized signatory as stipulated in the Tender. Hard copy of the tender documents will not be accepted at any stage.

All documents should be page- numbered. The original/attested copies of the attachments may be seen on the date to be notified, to enable the Corporation to physically verify the authenticity of the documents scanned and uploaded in the e-tenders portal, which is pre-qualification for technical evaluation.

Check-list for Tender should be filled and enclosed at Annexure- III.

20. SUBMISSION OF BID:

Bidder/Tenderer shall submit the bids electronically, before the last date & time, as notified in critical date sheet. HSWC may extend the deadline for submission of Tenders by issuing an amendment in which case all rights and obligations of HSWC and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

The onus of ensuring fulfillment of the eligibility condition would be on the tenderer and the Tender of anyone, if subsequently found ineligible would be liable to be summarily rejected.

21. DETAILED TERMS & CONDITIONS:-

A. WHO CAN APPLY

Firm of Chartered Accountants empaneled with Comptroller & Auditor General of India as on the date of applying which is either a Partnership firm or a Limited Liability Partnership (LLP) firm holding a certificate of practice issued by The Institute of Chartered Accountants of India may participate in the bid by furnishing the copy of Registration of the Firm with ICAI.

B. TECHNICAL ELIGIBILITY CRITERIA:

1. The Chartered Accountant firm / LLP should be empaneled with Comptroller and Auditor General of India (C&AG), as on the date of submission of Technical Bid (**Copy of self- attested empanelment letter depicting Empanelment no. of the current year to be enclosed**).

2. The firm should have its Head office in the Tri-city (Chandigarh, Panchkula and Mohali). (A self-certified list of all offices of the firm with complete address and contact numbers is required).

3. Bidder shall have in its own name with the concerned authority:-

a) Permanent Account No. of the firm/LLP (self certified copy to be enclosed)

- b) GST Registration No. of the firm /LLP (self certified copy to be enclosed)
4. Notarized Power of Attorney, if the bid is not signed by all the partners.
5. Bidders also need to produce the non debaring / non blacklisting, non termination, non-conviction of any of the partners/firm by a Court of an offence and non sentenced to imprisonment for a period of three years or more to any of the partners and non forfeiture of Earnest Money Deposit and / or Security Deposit certificate in the tender application **(at Annexure- IV)**.
6. The firm participating in the tender must be accredited with
- (i) Experience of **4 years (in last 5 Financial year from 2018-19 to 2022-23)** of relevant work of Preparation of Balance Sheet, Profit & Loss Account & Notes on Accounts including preparations of Cash Flow & allied Financial Statements, etc. of Boards/Corporations having turnover of Rs.500 crore or more.

(AND)

- (ii) Experience of **4 years (in last 5 Financial year from 2018-19 to 2022-23)** of relevant work of Filing of Statutory GST returns applicable to the Corporation, Filing and pleading the cases of GST with the concerned Authorities at different levels etc. of Boards/Corporations having turnover of Rs.500 crore or more.

For this, the firm needs to enclose the firm registration certificate with ICAI and **also has to enclose notarized affidavit on stamp paper for fulfillment of eligibility criteria by any one partner in support of having the above mentioned experience at point No.(i) and (ii)**

7. The CA firm should have the annual turnover of **Rs.50 lakh per financial year** during the last five financial years (i.e. from FY 2018-19 to 2022-23) supported with the copies of the Audited Financial Statements for these five (5) financial years. The firm needs to submit duly notarized affidavit on stamp paper that their annual turnover was **Rs.50 lakh per financial year** during the last five financial years.

8. The firm should have minimum 10 persons appointed as articles / audit trainees/CAs besides the minimum team of 3 ACAs / FCAs as partners. A self attested list containing the names of the articles / audit trainees and the ACAs and FCAs with their membership number must be enclosed.

If the Bidder fails to submit any of the above listed documents and information as per Annexure:-V, the bid would summarily be rejected and Bids of the Tenderers fulfilling

the above technical criteria shall only be considered for opening of Price Bid.

C. PRICE BID:

The Bidder must quote the fee separately for the above mentioned works under clause no. 6 (i) & (ii) to be undertaken in lump sum in the Price Bid Performa as per **Annexure –VI**.

Important Note: -

While quoting rates in the Price Bid, bidders are expected to take into consideration following factors:-

- i) All rates will be treated as firm price for the period of the contract. No escalation whatsoever shall either be claimed or considered.
- ii) The Rates shall be quoted in Indian currency in both Figures and Words. In case of difference between Figures and Words, the amount in Words shall be treated as final.
- iii) No travelling allowance, halting allowance, out of pocket expenses/ etc. shall be paid to the CA firm for carrying out the assignment. However GST and other applicable statutory levies (excluding income tax i.e. TDS) shall be paid as applicable from time to time in addition to basic fees as per agreement.
- iv) Bidders are requested to note that they should necessarily submit their financial bids in the format provided on at **Annexure –VI** and no other format is acceptable.
- v) Minimum fee should not be quoted less than **Rs.2 lakh** for the relevant work, if fee quoted less, the tender shall be summarily rejected.
- vi) **In case of tie up of quoted rates for work between the two or more Firms/LLP, the decision shall be purely taken on the basis of merit.**
- vii) However, a single notarized affidavit on stamp paper may be submitted for all the requirements wherever the notarized affidavit requisitions.

22. DISQUALIFICATION CONDITIONS

- i) Tenderer, who have been blacklisted or otherwise debarred by HSWC or any department of Central or State Government or any other Public Sector Undertaking, will be ineligible during the period of such blacklisting or for a period of 5 years from the date of blacklist or debarment whichever is later.
- ii) Any Tenderer whose contract with HSWC, or any department of the Central or the State Government or any other Public Sector Undertaking has been terminated before the expiry of the contract period at any point of time during the last five years, will be ineligible.
- iii) Tenderer whose Earnest Money Deposit and/or Security Deposit has been forfeited by HSWC or any department of Central or State Government or any other Public Sector Undertaking, during the last five years, will be ineligible.

iv) If the any of the partners of the Tenderer Partnership /LLP firm has been, at any time, convicted by a Court of law for an offence and sentenced to imprisonment for a period of three years or more, such Tenderer will be ineligible.

v) While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as a director of a Company etc.) will render the Tenderer disqualified.

23. CONFIDENTIALITY

i) Information relating to the examination, clarification and evaluation of the records data / file submitted during the course of assigned work should be kept as confidential and shall not be disclosed to other person /entity.

ii) Maintaining the confidentiality of data / records / file examined / evaluated during assigned work is prime responsibility of the selected Chartered Accountant Firm.

iii) The parties agree that they shall hold in trust any confidential information received by either party, under the engagement and the strictest of confidence shall be maintained in respect of such confidential information.

24. PAYMENT SCHEDULE

The payment schedule for the fee accepted by the Corporation for both the assignments separately shall be as under:-

A For Closing of Accounts and preparation of final statements

- i) 50% of the amount agreed upon shall be made after preparation of Annual Accounts and Approval of the same by the Board of Directors of the Corporation.
- ii) 25% of the amount agreed upon shall be made after the audit of Accounts by PAG.
- iii) Final payment shall be made after the final observation of the PAG/CAG.

B. For work relating to GST returns etc.

- i) 15% of the amount agreed upon shall be made on quarterly basis (15x4=60%).
- ii) 20% of the amount agreed upon shall be paid after filing of Annual Return and reconciliation statement.
- iii) 20% of the amount agreed upon shall be paid after finalization of assessment/surveys etc. received from various GST Authorities or time barred of issuance of notice for assessment/surveys as prescribed in GST Laws & Rule, whichever is earlier.

Note:- In case any notice/survey is received from any authorities of the GST Department pertaining to the period under reference of his appointment, the same shall have to be pleaded by the C.A. firm for which no separate charges shall be payable.

25. LAWS GOVERNING THE CONTRACT & DISPUTE RESOLUTION

- i The Engagement shall be governed in accordance with the law of Republic of India. These provisions shall survive the Engagement.
- ii The parties to the contract may endeavor to resolve any disputes arising out of this contract through mutual consultations; however the decision of the Managing Director shall be final and binding on both the parties.
- iii The courts of India at Panchkula have exclusive jurisdiction to determine any proceeding in relation to the engagement.

26. ADMINISTRATIVE CONTACT:

All communications concerning the Administrative issues of this tender should be directed to the Coordinator listed below:

NAME	SENIOR ASSISTANT MANAGER (ACCOUNTS)
ADDRESS	HARYANA STATE WAREHOUSING CORPORATION, BAY NO. 15-18, SECTOR -2, PANCHKULA
PHONE	0172-2566300
FAX	0172-2566300
EMAIL	mahwc@hry.nic.in

27. LIABILITY FOR PERSONNEL / STATUE:

- a) All persons employed by the firm shall be engaged by him as own employees/article clerks and all rights and liabilities under the workmen’s compensation Act, or Employees Provident Fund Act, and other applicable enactments in respect of all such personnel shall exclusively be that of the CA Firm. The firm shall be bound to indemnify the Corporation against all the claims whatsoever in respect of its personnel under the Workmen’s Compensation Act, 1923, or any other statutory law for or in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workmen or other person whether in employment of the firm or not.
- b) The firm shall also comply with all Rules and Regulations/Enactments made by the State Govt./Central Govt./ICAI from time to time pertaining to the Contract.

28. FORCE MAJEURE:

A Force Majeure means –any event or circumstance or a combination of events which are beyond the reasonable control of the affected party, which such party could not have prevented or reasonably overcome with the exercise of reasonable skill and care in relation to the implementation of this agreement, which do not result from the negligence of such Party or the failure of such Party to perform its obligations hereunder which are of an incapacitating nature and of a severe magnitude and have a Material Adverse Effect on the affected Party's obligations under this Agreement. A Party shall be entitled to suspend or excuse performance of its respective obligations under this Agreement to the extent such performance is impeded by a Force Majeure event.

(a) PROCEDURE FOR FORCEMAJEURE:

If Audit Firm claims relief on account of a Force Majeure, then the CA firm claiming to be affected by the such event shall, as soon as reasonably practicable and in any event within seven days of becoming aware of the Force Majeure, give notice of and describe in reasonable detail the effect of such Force Majeure to the HSWC in writing, including the dates of commencement and estimated cessation of such Force Majeure and its effects on the firm's obligations under this contract. Upon cessation of the situation which led to a firm claiming Force Majeure under this section the firm shall within seven days thereof notify the Corporation in writing of the cessation and the Consultant shall as soon as practicable thereafter continue performance of all obligations under this contract but without prejudice to the excuse of performance of all obligations during the continuance of the Force Majeure.

(b) PROLONGED FORCEMAJEURE:

In the event Force Majeure continuously impedes or prevents a firm's performance for longer than 60 consecutive days from the date of commencement of such Force Majeure, notwithstanding the suspension of the obligations of the firm, they shall decide by mutual consent through consultation either the terms upon which to continue the performance of this contract or to terminate this contract.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The firm is entitled to payments for the portion of the work already completed before the happening of any event constituting Force Majeure culminating in termination of contract. Decision of the HSWC in this regard will be final.

Following conditions shall not be treated as Force Majeure:

- (1) Resignation/Termination/Death/absence of any employee/s or Key Personnel/s.
- (2) Any change in statutory requirements.

29. OTHER IMPORTANT NOTES:

- i) The HSWC reserves the right to accept or reject any or all Tenders / to scrap this Tender at any stage without assigning any reason/notice whatsoever and will not be liable for any costs incurred by the indenting Tenderers.
- ii) The offers submitted would be governed by all the terms & conditions as laid down in the Tender form and the terms & conditions indicated herein.
- iii) HSWC shall not be responsible for non-accessibility of e-tenders portal due to technical glitches or internet connectivity issues, at tenderers end.
- iv) In case of any clear indication of cartelization or express or implied, anti-competitive agreements between the tenderers at the time of finalization of Tender or thereafter, which at any time i.e. before or after award of the contract comes to the notice of the HSWC, the Tendering Authority may reject the relevant Tenders, recover the losses as assessed by the authority arising out of such anti-competitive practices.
- v) Corporation may, at its discretion, seek from any or all tenderer, clarification(s) in respect of any particulars furnished in their offer. The request for such clarifications and the response will be in writing.
- vi) The tenderers shall bear all costs associated with the preparation and submission of its tender and the HSWC will in no case be responsible or liable for these costs, regard less of the conduct or outcome of the tendering process.
- vii) Prior to the detailed evaluation of Tenders, it will be determined whether each Tender is responsive to the requirements of the Tender documents.
- viii) Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or official of the Corporation shall (in addition to any criminal liability which the Tenderer might incur) debar his tender from being considered. Canvassing on the part of, or on behalf of, the Tenderer will also make his Tender liable to rejection.
- ix) Conditional Tenders or Tenders which are not submitted strictly in accordance with the Tender terms are liable to be rejected.
- x) If the firm fails to execute the assignments or any part thereof within the period fixed for

such execution or at any time repudiates the contract before the expiry of such period on the ground of dissolution/insolvency of firm/any partner or commits any breach of the contract not herein specifically provided for, the Corporation may terminate the contract or a portion thereof.

30. DISCLAIMER:

This Tender Form is not an offer by the Corporation, but an invitation to receive response from eligible interested bidders for undertaking the work of Preparation of balance Sheet and GST returns etc. in HSWC Offices. No contractual obligation whatsoever shall arise from the Tender process unless and until formalities regarding award of contract is executed by the Corporation/the successful bidder. This document should be read in its entirety.

ANNEXURE: I

**HARYANA STATE WAREHOUSING CORPORATION
BAY NO.15-18, SECTOR-2, PANCHKULA**

List of District Offices

S.No.	Name	Address
1	Head Office	BAY NO.15-18, SECTOR-2, PANCHKULA
2	Ambala City	VPO Nasirpur, Pehowa Road, Ambala City
3	Kurukshetra	Ladwa Road, Near Bus Stand, Pipli
4	Kaithal	Siwan Road, Near Bye Pass, Kaithal
5	Panipat	Industrial Area, Panipat
6	Fatehabad	Bhattu Road, Near Grain Market, Fatehabad
7	Sirsa	Near Old Housing Board Colony, Sirsa
8	Rohtak	Sugar Mill Road, Rohtak
9	Rewari (including ICD)	Bhadavash Road, Near New Grain Market, Rewari
10	Palwal	Alawalpur Chowk, Palwal
11	Bhiwani	54 foota road, Vidya Nagar, Near Hero Agency, Bhiwani

BAY NO.15-18, SECTOR-2, PANCHKULA
Number of warehouses as on 31.05.2023

Sr. No.	Name of District Office/ Revenue District	S.No	Name of Warehouse
1.	AMBALA CITY / AMBALA	1	Ambala City
		2	Naneola
		3	Saha
		4	Mullana
		5	Shahzadpur
		6	Nasirpur
	YAMUNA NAGAR	7	Jagadhri
		8	Yamuna Nagar
		9	Radaur
		10	Sadhaura
2.	KURUKSHETRA / KURUKSHETRA	11	Kurukshetra-I
		12	Kurukshetra-II
		13	Shahabad
		14	Ladwa
		15	Ismailabad
		16	Pehowa
		17	GumthalaGarhu
		18	Pipli
3.	KAITHAL / KAITHAL	19	Kaithal-I
		20	Kaithal-II
		21	Kaithal-III
		22	Pundri
		23	Siwan
		24	Cheeka-I
		25	Cheeka-II
		26	Jakholi
		27	Pai
		28	Kaul
		29	Kalayat
		30	Rajound
		31	SantokaMajra
4.	PANIPAT / PANIPAT	32	Panipat-I
		33	Panipat-II
		34	Madlauda
		35	Samalkha
		36	Israna
		37	Bapoli
		38	Chhichrana
		KARNAL	39
	40		Gharaunda-I
	41		Gharaunda-II
	42		Jundla
			43

Sr. No.	Name of District Office/ Revenue District	S.No	Name of Warehouse
		44	Gheer
		45	Nigdhu
		46	Barsat
		47	Nissing
		48	Indri
	SONEPAT	49	Gohana
		50	Punghala
5.	FATEHABAD/ HISAR	51	Barwala
		52	Hansi
		53	Uklana
		54	Hisar (Dhandoor)
	FATEHABAD	55	Fatehabad
		56	Dharsul
		57	Tohana-I
		58	Tohana-II
		59	Tohana-II
		60	Jakhal
		61	Rattia
		62	Bhuna
		63	Bhattu
		6.	BHIWANI
65	BawaniKhera		
66	Kohlawas		
7.	SIRSA / SIRSA	67	Sirsa-I
		68	Dabwali
		69	Ellenabad
		70	Kalanwali
		71	Rania
		72	Chautala
		73	Jeewan Nagar
		74	Rori
		75	Bani
		76	Baragudha
		77	Abubshahar
8.	ROHTAK / ROHTAK	78	Rohtak-I
		79	Rohtak-II
		80	LakhanMajra
		81	Meham
		82	Naya Bans
		83	Gugaheri
	JIND	84	Jind-I
		85	Jind-II
		86	Safidon-I
		87	Uchana-I
		88	Uchana-II
		89	Alewa
		90	Dhamtan Sahib
		91	Dhanauri
		92	Jullana

Sr. No.	Name of District Office/ Revenue District	S.No	Name of Warehouse
		93	Nagura
		94	Safidon-II
9.	REWARI / REWARI	95	Rewari-I
		96	Rewari-II
		97	Rampura
		98	Jhajjar
	JHAJJAR	99	Bahadurgarh
		100	Narnaul
	MOHINDERGARH	101	Kanina
		102	Ateli
		103	Nangal Chaudhary
		104	Mohindergarh
10.	FARIDABAD / FARIDABAD	105	KheriKalan
		106	Sevali
	PALWAL	107	Palwal-I
		108	Palwal-III
		109	Hodal-I
		110	Hodal-II
		111	Badauli
		112	Hathin
	GURGAON	113	Pataudi-I
		114	Pataudi-II
		115	Farukh Nagar
		116	Siwari
	MEWAT	117	Tauru
		118	Nuh
		119	Pinangwan
		120	FerozpurZhirkha

Annexure: III

Check list for the documents required from the Tenderers

Name of Firm/LLP

S. No.	List Of Documents	Documents submit YES/ No	Page No.
1.	Earnest Money Deposit (EMD)		
2.	Person or persons signing / submitting the Bid shall state in what capacity he is or they are signing / submitting the Bid.		
3.	In the case of a Partnership Firm and Limited Liability Partnership firm, the names of all the partners shall be disclosed		
4.	<u>(Copy of self- attested empanelment letter depicting Empanelment no. of the current year to be enclosed).</u>		
5.	Self certified list of all offices of the firm with complete address and contact number. Address of the Office in the Tri-city		
6.	Self Certified copy of PAN of the Firm		
7.	Self certified copy of GST registration Certificate		
8.	Notarized Power of Attorney, if the bid is not signed by all the partners.		
9.	Tender Application as per Annexure- IV		
10	<p>The firm participating in the tender must be accredited with</p> <p>(i) Experience <u>of 4 years (in last five Financial year from 2018-19 to 2022-23)</u> of relevant work of Preparation of Balance Sheet, Profit & Loss Account & Notes on Accounts including preparations of Cash Flow & allied Financial Statements, etc. of Boards/Corporations having turnover of Rs.500 crore or more.</p> <p>(ii) Experience <u>of 4 years (in last five Financial year from 2018-19 to 2022-23)</u> of relevant work of Filing of Statutory GST returns applicable to the Corporation, Filing and pleading the cases of GST with the concerned Authorities at different levels etc. of Boards/Corporations having turnover of Rs.500 crore or more.</p> <p>For this, the firm needs to enclose the firm registration certificate with ICAI and <u>also has to enclose notarized affidavit on stamp paper for fulfillment of eligibility criteria by any one partner in support of having the above mentioned experience at point No.(i) and (ii)</u></p>		
11	Self attested list containing the names of the articles / audit trainees and the ACAs and FCAs with their membership number.		
12.	Format as per Annexure-V		
13.	Annual Turnover of Rs.50 lakh of the CA firm/LLP in last 5 years (from 2018-19 to 2022-23). Signe and Notarized affidavit on stamp paper in respect of turnover.		
14.	<u>In case of Tie up of quoted rates for work between the two or more Firms/LLP, the decision shall be taken on the basis of higher experience in the relevant field.</u>		

TENDER APPLICATION

From (Full name & address of the tenderer)

To, _____

The Managing Director,
Haryana State Warehousing Corporation
Bays No. 15-18 Sector -2,
Panchkula, Haryana.

Dear Sir,

With reference to your e-Tender Enquiry No..... I submit the e-Tender for appointment of Firm of Chartered Accountants under two bid system for undertaking **Preparation of Balance Sheet and allied statements of Accounts & GST Returns furnishing /reconciliation statements related works**

I/We have thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to tender, General Information to Tenderer and its annexure and agree to abide by them.

I/We agree to keep the offer open for acceptance for 90 days from the date of opening of tender (technical & financial bid) and agree to further extend of the said date by 15 days in case it is so decided by the MD.

I/We shall be bound by communication of acceptance of the offer dispatched within the time.

I/We also agree that if the date upto which the offer would remain open is declared a holiday for the Corporation the offer will remain open for acceptance till the next working day.

I/We do hereby declare that the entries made in the tender and Annexures attached therein are true and also that I/We shall be bound by the act of my/our duly constituted Attorney.

I/We hereby enclose Electronic Clearing System/RTGS/NEFT Ref No _____ dated _____ for Rs/-(Rupees..... only)towards Earnest Money Deposit. In the event of my/our tender being accepted I/We agree to furnish Security Deposit within the time as stipulated in the tender and put in place the necessary services within fifteen working days of acceptance of the Tender.

I/We do hereby declare that the entries made in the Tender are true and also that I/We shall be bound by the acts of my/our duly constituted Attorney.

I/We hereby declare that my/our firm has not been blacklisted or otherwise debarred, during the last five years by HSWC or any other Public Sector Undertaking or any Government, or any other client, for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions.

I/We hereby declare that my/our Firm was blacklisted/debarred by_(here give the name of the client) for a period of_____, which period has expired on_____. (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(*)

(*) (strike out whatever is not applicable)

I/We hereby declare that no audit contract entered into by me/ my Firm with the HSWC, or any other Public Sector Undertaking or any government, or any other client, has been terminated before the expiry of the contract period at any point of time during the last five years.

I/We hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any Contract entered into by me/us with the HSWC, or any other Public Sector Undertaking, or any government or other client during the last five years.

I/We hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.

I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the HSWC shall have the right to disqualify me/us without giving any notice or reason thereof or summarily terminate the contract, without prejudice to any other rights that the Corporation may have under the Contract and Law.

I/We shall not share the data/information and analysis relating to HSWC, obtained during course of their audit with any other person and entity.

I/We agree and undertake that if our proposal is accepted, we shall provide the services comprised in the scope within the timeframe specified, starting from the date of receipt of notification of award from HSWC.

I/We are also aware that HSWC has also right to re-issue / re-commence the selection process to which we do not have right to object and have no reservation in this regard; the decision of HSWC in this regards shall be final, conclusive and binding upon us.

The entire set of documents, information about our firm, and clients etc as desired by HSWC are enclosed here to and shall form part of this application.

I/We undertake that any information pertaining to the Central and State Government or any other agencies involved in business with HSWC which comes to the knowledge of the firm/organization in connection with this assignment will be deemed to be confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. I also agree that I shall ensure due secrecy of information and data as same is not intended for public distribution.

Signature of authorized person
Full Name:

Seal:

Date: _____

Place: _____

Particulars of Tenderer

1.	Name of the Tenderer	
2.	a) Office Address b) Tele-phone Number c) Fax No. d) Mobile Number e) Email Id	
3.	Nature of the Firm i.e. whether Partnership firm/LLP firm	
4.	Names & Addresses of all Partners of the tenderer on the date of submission of Bid. <i>(Scanned copies of self-attested relevant document from ICAI are required to be submitted).</i>	
5.	Empanelment No. with CAG <u>(Copy of self- attested empanelment letter depicting Empanelment no. of the current year to be enclosed).</u>	
6.	Address of the Head office in the Tri-city (Chandigarh, Panchkula and Mohali) <i>(A scanned copy of list of all offices of the firm with complete address and contact numbers may be enclosed)</i>	
7.	Name of the Contact Persons authorized to sign tender documents with Tel, Mob. Nos. email ids.	
8.	PAN No. of Tenderer <i>(enclose a scanned copy of PAN of the firm/LLP)</i>	
9.	GST Registration No. <i>(enclose a scanned copy of GST registration number of the firm/LLP)</i>	
10.	Notarized Power of Attorney, if the bid is not signed by all the partners.	
11.	Details of Tenderers Bank Account, Account number, Bank Name, Branch, IFSC	
12.	Entire Tender document, attachments and supporting documents are filled, signed, scanned and uploaded in e-tenders Portal.	
13.	Details of EMD deposited	
14.	Details of Tender processing fee deposited	
15.	The firm participating in the tender must be accredited with (iii) Experience of <u>4 years (in last five Financial year from 2018-19 to 2022-23)</u> of relevant work of Preparation of Balance Sheet, Profit & Loss Account & Notes on Accounts including preparations of Cash Flow & allied Financial Statements, etc. of Boards/Corporations having turnover of Rs.500 crore or more. (iv) Experience of <u>4 years (in last five Financial year from 2018-19 to 2022-23)</u> of relevant work of Filing of Statutory GST returns applicable to the Corporation, Filing and pleading the cases of GST with the concerned Authorities at different levels etc. of Boards/Corporations having turnover of Rs.500 crore or more. For this, the firm needs to enclose the firm registration certificate with ICAI and also has to enclose notarized affidavit <u>on stamp paper</u> for fulfillment of eligibility criteria by any one partner in support of having the above mentioned experience at <u>point No.(i) and (ii)</u>	
16.	<u>In case of Tie up of quoted rates for work between the two or more Firms/LLP, the decision shall be taken on the basis of higher experience in the field.</u>	

(Authorized Signatory)

Annexure: VI

FORMAT TO QUOTE FEE

(To be submitted separately ONLINE only in the Financial BID on the Excel Sheet. Kindly don't submit with the Technical Bid)

Ref. no

Date:

To

**MANAGING DIRECTOR,
HARYANA STATE WAREHOUSING CORPORATION,
BAY NO. 15-18 SECTOR -2,
PANCHKULA, HARYANA.**

Quote for fees separately for the preparation of Balance Sheet and allied statements of Accounts and GST related works as indicated in the tender.

Dear Sir,

For the execution of the various works assigned by HSWC we quote our fee in lum sum (including all out of pocket expenses i.e. travelling expenses / boarding expenses, etc.) as under:

S. No.	Particulars of Activities	Composite fee (including all out of pocket expenses i.e. travelling expenses / boarding expenses, etc.) in INR.	
		In Figure	In Words
1.	Consolidation and preparation of Annual Accounts and financial Statements in respect of Head Office, Ten District Offices, more than 120 Warehouses and various mandis including Inland Container Deport (ICD), Rewari (subject to change from time to time).		
2	Filing of Statutory GST returns (Centralized at Head Office), Filing and pleading the cases of GST with the concerned Authorities at different levels etc.		
	Total Fee		

Note:- GST shall be paid extra.

Thanking you,

yours faithfully

For Chartered Accountant Partner