



CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
(Established by an Act of Parliament of India, No. 16 of 1970)
Website: www.hau.ac.in

**STANDARD BIDDING DOCUMENT FOR HIRING
SERVICES OF CA FIRM FOR DEALING ALL THE
INCOME TAX MATTER INCLUDING E-FILLING.
COMPLETE BIDDING DOCUMENT**

Name of work: To hire the service of well established & reputed CA Firms for dealing all the Income Tax matter including e-filling of Income Tax returns in respect of all the offices/departments of the University (including colleges and centers out-stations) on contractual basis initially for period of three years (01.02.2024 to 31.01.2027, extendable, for further period subject to satisfactory performance) to the various departments of CCS HAU, Hisar on the need basis.

DNleT Amount: Rs. 15.00 lac (approx.)

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Scope of work and Terms & Conditions

It was brought out that services of an experienced CA firm for dealing all the Income Tax matter including e-filling of Income Tax returns in respect of all the offices/departments of this University (including colleges & centres outstations) is urgently required on job contract basis for a period of 3 years (from 01.02.2024 to 31.01.2027). Accordingly, the issue was discussed in detail and it was decided to collect rates through e-tendering with following terms & conditions may be included in job contract as per requirement of this University:-

DETAILED SCOPE OF WORK

Sr. No.	Item Description	No. of the Returns/Form 16/16A/appeals / notices	Rates including all taxes to be quoted per return/Form 16/16A/appeals by CA Firm	Total Amount
1	2	3	4	5(3x4)
1.	Preparation of Form-16 for Income Tax (TDS) (approx. 1800 employees) covered under 15 TAN No. of 24Q (including printing charges)	1800		
2.	Preparation of Form 16-A for Income Tax (TDS) (approx. 100) firms/vendors covered under 50 TAN No. of 26Q (including printing charges)	100		
3.	Filling of quarterly Income-Tax (TDS) Returns (Form -24Q) (approx. 15 TAN)	60		
4.	Filling of quarterly Income -Tax (TDS) Returns (Form-26Q) (approx. 50 TAN)	200		
5.	Filling of revised Income Tax (TDS) returns (if needed) (approx. 15 TAN)	40		
6.	Filling of Annual Income Tax Return (1 Pan No.)	1		
7.	Fees to revise Form-16 or other correction if any (approx. 150 employees)	150		
8.	Filling of Appeals before Appellate Authority (if needed) (approx. 10 appeals)	10		
9.	Attending & filling reply of the notice of Income tax departments on behalf of the University under different sections (approx. 25 notices).	25		
10.	Rendering advice relating to Income tax matter etc. (approx. 15)	15		
11.	Fees for applying digital signature	30		
12.	Fees for applying new Income Tax Tan No.	5		
13.	Any other misc. works relating to Income Tax etc.(Rates will be decided by mutual consent)	1	-NA-	-NA-
	Aggregate Grand Total			

Rs. 14

- Note:- i) The contract will be awarded to total aggregate lowest bidder of all above said work.
ii) University will not pay any other charges like munsiana, typing etc. or any other out pocket expenses However, Departmental Fee/ Charges, (if any) will be paid by the University.

Terms and Conditions:

(i) The following terms and conditions may be applied in tender document:

1. The contract period will be for three year effective from 01.02.2024 onwards. However, the contract is extendable on the recommendation of TEFC of CCS HAU, Hisar with the permission of the Vice-Chancellor subject to satisfactory performance provided by the agency / contractor. The performance of the agency/contractor will be reviewed after every year by the Performance Review Committee to be constituted by the Competent Authority.
2. The University will have right to hire all above mentioned services OR any of the above services on need basis.
3. FCA will be responsible for issuance of Form-16 to all University employees, timely filing of Income Tax TDS Returns and Income Tax Returns (Monthly/ Quarterly/Half yearly/Annual) and another specified work in tender as per rule.
4. The agency/contractor will have to deposit tender document fee of Rs. 1000/- in the shape of online payment inclusive tender form cost (Non-refundable). The cost of e-tendering worth Rs. 1180/- will be borne by the agency/ contractor himself.
5. The firm must have 05 years old registration with ICAI and at least three years' experience of working with Govt. Universities /Govt. Organizations/ Govt. Institutions and Govt. Companies/Boards/Corporations/PSU.
6. Contractors/Bidder are required to confirm and declare that no agent, middleman or any intermediary will be engaged to provide service. If the "University" subsequently finds to the contrary, it reserves the right to declare the Contractor as non-compliant and declare any contract if already awarded, to be null and void.
7. The tender documents containing technical bid, financial bid, term & conditions etc. can be downloaded from the University website. The EMD of Rs. 75,000/- through online transfer (NEFT/ RTGS) will be required to be deposited by all the tenderers with the technical bid. However, the EMD will be retained by the University in respect of only that agency/contractor who has been awarded contract. EMD of unsuccessful bidders / tenderers will be returned within a week after finalization of contract. The EMD amount Rs. 75,000/- deposited by successful bidder will be refunded after receipt of security deposit in form of Bank FDR of Rs. 75,000/- under bank lien of Comptroller, CCSHAU, Hisar. The Security Deposit shall be refundable after six months of successful completion of contract period and submission of No Dues from all Controlling Officers.
8. The firm must have annual turnover of atleast Rs.50 lakh during preceding three financial years.
9. The firm should not be debarred from ICAI or RBI or any other statutory body for any misconduct in the last five years.
10. The firm will provide technical staff who will sit in the office of Comptroller and will collect data/information from the University and ensure the filing of returns in time.
11. Acknowledgement of filling return will be provided by the University for record.
12. Financial bid will be opened only for those agencies/ contractors who qualify in the technical evaluation by the Tender Evaluation and Finalization Committee (TEFC) on the prescribed date.
13. The employees of this University and their family members shall not be permitted to submit the tender. If such case is observed the Bid is liable for rejection.

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- 14 After considering the performance and suitability by the TEFC and approved by the worthy Vice Chancellor the contract will be awarded.
- 15 The contract can be further extended on the basis of satisfactory work/performance as per requirement of the university.
- 16 The agency/contractor shall have to provide relevant record during the period of contract whenever required by the University.
17. Selected CA Firm will have to give an Undertaking that he will maintain confidentiality and determination about the University's information & FCA will not share information with any other person/organization.
18. One hard copy of Form-16 set, Income Tax with bill be provided as per the standards prescribed by Govt. Of India by the FCA to the University for record free of cost.
19. Payment will be made after completion of individual service/work on monthly bill basis. TDS will be deducted from the bill/bills at source as applicable from time to time.
20. University will not pay any other charges like munsiana, typing etc. or any other out of pocket expenses However, Departmental Fee/ Charges, (if any) will be paid by the University.
21. The right of acceptance of the tenders/ other bids will rest with the Vice-Chancellor of the University and it is not binding for Chaudhary Charan Singh Haryana Agriculture University, Hisar to accept the lowest tender. However, the University reserves the rights to reject any or all the bids/quotations, cancel the bid process without assigning any reason. Further University shall neither be liable for any action nor be under any obligation to inform the bidders of the ground for any of the above action.
22. Bids should be un-conditional. The conditional bids shall be summarily rejected.
23. The Bidder shall not modify the financial bid format in any manner. If financial bid submitted in any other format will be rated as non-responsive and not considered.
24. Contract will be awarded to total aggregate lowest bidder of all above said work.
25. EMD shall be forfeited at the sole discretion of CCSHAU in case tenderer after intimation from CCSHAU of the acceptance of his tender, either wholly or in part, refuses to accept the Work order/ or changes any of the conditions of the tender or changes the price/ or breach terms and conditions of the tender within validity period.
26. In the event of the failure of the FCA/Firm to fulfill its obligations duties as per contract CCSHAU, Hisar shall have right to recover from the security deposit the losses suffered due to such failure. The firm may also be debarred/blacklisted depending on severity of lapses.
27. The concerned FCA to whom work is allotted will be required to submit an Agreement on non-judicial stamp paper of Rs. 100/- bearing terms and conditions of the contract within 21 days of the intimation of the acceptance of the allotment of contract, failing which bid will be rejected and EMD will be forfeited.
28. In the event of any dispute or difference arising out of or in any way touching or concerning the agreement whatsoever, the same shall be referred to the sole arbitration of the Vice-Chancellor or his nominee. The award of arbitrator shall be final & binding on the parties to this contract.
29. If the firm submits the Technical Bid/Financial Bid after the stipulated time, their bid is liable to be rejected.
30. If any of the information/documents furnished by the firm is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.
31. In case, work is not found satisfactory and breach of any of the terms and conditions of the contract, the contract shall be liable to be cancelled without notice.
32. The Agreement can be terminated either by University with one month prior notice or by FCA giving at least three months' prior notice and agency/contractor will not stop the work till alternative arrangement is made by the University, failing which EMD/Performance Security is liable to be forfeited.



33. The contract shall be governed by and executed according to the law in force. The agency/contractor shall hereby submit to the jurisdiction of the court situated at Hisar for the purpose of actions any proceedings arising out of the contract and the courts at Hisar only will have the jurisdiction to hear and decide such actions and proceedings.
34. Firm should have office in Hisar City (local address proof to be attached).
35. Extension in due dates if considered necessary may be made by CCSHAU, Hisar.
36. Immediately after termination of contract agreement the FCA/Firm will cooperate in handing over back all the record in good working order to CCSHAU, Hisar.
37. In additions to the above essential requirement, the following documentary evidence be submitted with technical bids for selection process:-
 - (i) Detail of CA/ regular employee on roll of the firm (minimum ten employees including one associate as GST consultant) (attach proof of salary deposit of last three months).
 - (ii) Proof of payment under Escrow Account or Bank.
 - (iii) Copy of Annual Turnover of the Chartered Accountant firm for the last three financial years. Copy of Balance Sheet and Profit & Loss account of last three years and copy of the IT Return.
 - (iv) Copy of atleast 3 years Experience Certificate in regard to satisfactory completed work/job issued by Govt. Organization/Board/University PSU or any other Govt., Semi-Govt. Organization.
 - (v) Copy of Firm Registration No. with ICAI, PAN and TAN & GST (copy attached).
 - (vi) Local address proof of the FCA/CA firm.
 - (vii) Clientage list working in Govt./Semi. Govt./Govt. Undertaking/PSU/Board Corporation in last three years.

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Tender Document Cost Rs. 1000/- (Non -refundable)

COMPTROLLER, CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Photo of
Authorized
Person(PART- A)
E-TENDER FORM (TECHNICAL BID)
(CONDITIONAL TENDER WILL NOT BE CONSIDERED)

For providing services related to Income Tax matters including e-filing of Income Tax returns on contract basis initially for a period of three years commencing from 01.02.2024 to 31.01.2027 to the various departments of CCS HAU, Hisar (including colleges and centres outstations) on the need basis by them.

Approx. estimated cost (in lacs)	Earnest Money	Period
15.00	Rs. 75,000/-	01.02.2024 to 31.01.2027

1. Name of firm (FCA) :

2. (a) Address of the FCA/Firm of Head Office
(attach proof)

(b) Local Address of FCA/Firm (attach proof)

3. Firm Registration No.
with ICAI atleast five year old
(Copy added) :4. Date of Registration
(add copy) :

5. TAN (Copy added) :

6. PAN (Copy added) :

7. GST No (Copy added) :

8. Experience details (only Govt. Universities/Govt. Organizations/Govt. Institutions and Govt. Companies/Boards/Corporations/PSU or any other Govt./Semi-Govt. Organization).
(Minimum three years' experience) (Copy added)

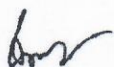
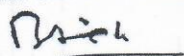
From	To	Period		Name of Organization/Institution
		Year	Month	
Total experience				

9. Clientage list working in Govt./Semi. Govt./Govt. Undertaking/PSU/Board Corporation in last three years.

10. Annual turnover for last three preceding financial years (in lakh)

(Annual turnover should be atleast fifteen lakh)

(Rs.)

2020-21

2021-22

2022-23

(copy of three years returns attached)

11. Income Tax Returns filed of last three financial years (copy added).

Along with balance sheet and profit & loss A/C.

2020-21

2021-22

2022-23

12. Detail of CA/regular employees of the Firm (Minimum 08 employees including atleast one FCA as partner/employee)

(Add proof of salary deposited in their bank account in Aug., 2023/Sep., 2023 & Oct., 2023)

13. Earnest Money (Rs. 75,000/-) to be deposited online proof of payment

Bank Account No.	Name of Bank	IFSC Code	Transaction ID

- Note: (i) Upload the above documents as per sequence mentioned above.
(ii) Relevant attested documents to be submitted in support of above points.
(iii) Absence of any such document(s) may render the tender as invalid.

It is certified that the above particulars are correct to the best of my knowledge and based on the record of the firm.

Date :

Place :

Signature of Authorized person :
(on behalf of FCA/Firm)

Name :

Complete Address:

Mobile No.

E-mail address:

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COMPTROLLER, CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
(PART- B)

E-TENDER FORM (FINANCIAL BID)

(CONDITIONAL TENDER WILL NOT BE CONSIDERED)

For providing services related to Income Tax matters including e-filing of Income Tax returns on contract basis initially for a period of three years commencing from 01.02.2024 to 31.01.2027 to the various departments of CCS HAU, Hisar (including colleges and centres outstations) on the need basis by them.

1. Name of firm (FCA) :
2. (a) Address of the FCA/Firm of Head Office (attach proof)
- (b) Local Address of FCA (attach proof)
3. Firm Registration No. (with ICAI) :
4. Date of Registration :
5. Rate quoted by the Firm (FCA) :

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Sr. No.	Item Description	No. of the Returns/Form 16/16A/appeals / notices	Rates including all taxes to be quoted per return/Form 16/16A/appeals by CA Firm	Total Amount
1	2	3	4	5(3x4)
1.	Preparation of Form-16 for Income Tax (TDS) (approx. 1800 employees) covered under 15 TAN No. of 24Q (including printing charges)	1800		
2.	Preparation of Form 16-A for Income Tax (TDS) (approx. 100) firms/vendors covered under 50 TAN No. of 26Q (including printing charges)	100		
3.	Filling of quarterly Income-Tax (TDS) Returns (Form -24Q) (approx. 15 TAN)	60		
4.	Filling of quarterly Income -Tax (TDS) Returns (Form-26Q) (approx. 50 TAN)	200		
5.	Filling of revised Income Tax (TDS) returns (if needed) (approx. 15 TAN)	40		
6.	Filling of Annual Income Tax Return (1 Pan No.)	1		
7.	Fees to revise Form-16 or other correction if any (approx. 150 employees)	150		
8.	Filling of Appeals before Appellate Authority (if needed) (approx. 10 appeals)	10		
9.	Attending & filling reply of the notice of Income tax departments on behalf of the University under different sections (approx. 25 notices).	25		
10.	Rendering advice relating to Income tax matter etc. (approx. 15)	15		
11.	Fees for applying digital signature	30		
12.	Fees for applying new Income Tax Tan No.	5		
13.	Any other mise. works relating to Income Tax etc.(Rates will be decided by mutual consent)	1	-NA-	-NA-
Aggregate Grand Total				

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- Note:- i) The contract will be awarded to total aggregate lowest bidder of all above said work.
- ii) University will not pay any other charges like munsiana, typing etc. or any other out of pocket expenses However, Departmental Fee/ Charges, (if any) will be paid by the University.

I/We have understood the terms and conditions of the contract. I/We undertake to execute the above work and to abide by all the terms and conditions prescribed for the work. It is certified that none of my family members is working in the University and no other member of my/our family has quoted rates for this. It is certified that the payment will be made by me to the workmen engaged in accordance with the Minimum Wages Act as per prevailing rates of wages circulated by D.C. Hisar.

Signature of authorized person

(on behalf of agency/contractor)

Name _____

Father's name _____

Address: _____

Phone No. _____

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CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(Established by an Act of Parliament of India, No. 16 of 1970)

E-TENDER NOTICE

E-tender is invited from interested and reputed FCA/CA Firms fulfilling the terms and conditions of the contract for below mentioned job in single stage two cover system i.e. Technical Bid and Financial Bid (under online available Commercial Envelope):-

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee and e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening Technical/ Financial bids
1.	To hire the service of well established & reputed CA Firms for dealing all the Income Tax matters including e-filing of Income Tax returns in the University (including colleges and centres out-stations) on contractual basis initially for period of three years (01.02.2024 to 31.01.2027, extendable, for further period subject to satisfactory performance) to the various departments of CCS HAU, Hisar on the need basis.	15.00 lacs	75,000/-	Rs. 1000/- + Rs. 1180/- (Rs. 1000+18 % GST)	23/11/23 (09:00 hours to upto 17:00 hours)	23/11/23 upto 17:00 hours	23/11/23 upto 17:00 hours	Tech. Bid 14/12/23 at 11:00 a.m. and Financial Bid 18/12/23 at 11:00 a.m.

- Cost of bid documents to be paid online is Rs 1000/- (non-refundable) for each bid to be deposited through debit cards and Internet Banking Accounts etc.
- The further details and e-tendering schedule visit <http://etenders.hry.nic.in> & University website <http://hau.ac.in>
- E-service fee Rs. 1180/- (Rs. 1000+18% GST) required to be filled provided at the time of online preparation stage.
- All updates, amendments, corrigendum etc. (if any) will be uploaded on the University website/tender website. There will not be any publication of the same through Newspapers or any other media.

Rajeev
21/11/23
Director (S&P)

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DETAIL NOTICE INVITING E-TENDER (DNiet)

E-tender is invited for below mentioned job in single stage two cover system i.e. Request for Pre-Qualification/ Technical Bid (online Bid under Technical envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee and e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening Technical/ Financial bids
1.	The tenderer, who will be awarded the contract on the basis of service charges & other prescribed criteria with the approval of competent authority, will have to provide services related to all the Income Tax matters including e-filing of Income Tax returns in the University (including colleges and centres out-stations) on contractual basis initially for period of three years (01.02.2024 to 31.01.2027, extendable, for further period subject to satisfactory performance) to the various departments of CCS HAU, Hisar on the need basis.	15.00 lacs	75,000/-	Rs. 1000/- + Rs. 1180/- (Rs. 1000+18% GST)	23/11/23 (09:00 hours to upto 17:00 hours)	13/12/23 upto 17:00 hours	13/12/23 upto 17:00 hours	Tech. Bid 14/12/23 at 11:00 a.m. and Financial Bid 15/12/23 at 11.00 a.m.

DETAILED SCOPE OF WORK

Sr. No.	Item Description	No. of the Returns/Form 16/16A/appeals / notices	Rates including all taxes to be quoted per return/Form 16/16A/appeals by CA Firm	Total Amount
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4.	Filing of quarterly Income -Tax (TDS) Returns (Form-26Q) (approx. 50 TAN)	200		

5.	Filling of revised Income Tax (TDS) returns (if needed) (approx. 15 TAN)	40		
6.	Filling of Annual Income Tax Return (1 Pan No.)	1		
7.	Fees to revise Form-16 or other correction if any (approx. 150 employees)	150		
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11.	Fees for applying digital signature	30		
12.	Fees for applying new Income Tax Tan No.	5		
13.	Any other misc. works relating to Income Tax etc. (Rates will be decided by mutual consent)	1	-NA-	-NA-
Aggregate Grand Total				

- Note:- i) The contract will be awarded to total aggregate lowest bidder of all above said work.
- ii) University will not pay any other charges like munsiana, typing etc. or any other out of pocket expenses However, Departmental Fee/ Charges, (if any) will be paid by the University.

Under this process, the Pre-qualification/ online Technical bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall only be opened for those Applicants whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <http://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of Rs. 75,000/- (Rs. Seventy five thousand only) towards EMD fee in due course of time. If the intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. on or before (13/12/23 upto 17:00 hrs.); and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <http://etenders.hry.nic.in>.

The interested bidders shall have to pay mandatorily e-Service Fee (under document fee-Non refundable) of Rs. 1180/- (Rs. One thousand one hundred and eighty 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/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

Key Dates				
Sr. No.	Department Stage	Bidders Stage	Start date and time	Expiry date and time
1.		Tender Document Download and Bid Preparation/Submission	23/12/23 09:00 hours	13/12/23 17:00 hours
2.	Technical Bid Opening		14/12/23	11:00 a.m.
3.	Financial Bid Opening		18/12/23	11:00 a.m.

Important Note:

1. The Applicants/Bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee, e-Service and EMD & 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 bidder/Agency who either themselves or through their representatives choose to be present. The bidder can submit their online 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 service charges in financial bid format under Commercial Bid.

1. APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though proper care has been taken to upload approved DNIT. However, there may be some discrepancy. In case of discrepancy between approved DNIT and uploaded DNIT, the approved DNIT will be applicable. The approved DNIT will be made part of agreement.
2. Conditional tenders will not be entertained & are liable to be rejected.
3. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
4. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of 'online submission of (Technical) document & BS. If any bidder/renderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

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TERMS & CONDITIONS

1. The contract period will be for three year effective from 01.02.2024 onwards. However, the contract is extendable on the recommendation of TEFC of CCS HAU, Hisar with the permission of the Vice-Chancellor subject to satisfactory performance provided by the agency / contractor. The performance of the agency/contractor will be reviewed after every year by the Performance Review Committee to be constituted by the Competent Authority.
2. The University will have right to hire all above mentioned services OR any of the above service on need basis.
3. FCA will be responsible for issuance of Form-16 to all University employees, timely filing of Income Tax TDS Returns and Income Tax Returns (Monthly/ Quarterly/Half yearly/Annual) and another specified work in tender as per rule.
4. The agency/contractor will have to deposit tender document fee of Rs. 1000/- in the shape of online payment inclusive tender form cost (Non-refundable). The cost of e-tendering worth Rs. 1180/- will be borne by the agency/ contractor himself.
5. The firm must have 05 years old registration with ICAI and at least three years' experience of working with Govt. Universities /Govt. Organizations/ Govt. Institutions and Govt. Companies/Boards/Corporations/PSU.
6. Contractors/Bidder are required to confirm and declare that no agent, middleman or any intermediary will be engaged to provide service. If the "University" subsequently finds to the contrary, it reserves the right to declare the Contractor as non-compliant and declare any contract if already awarded, to be null and void.
7. The tender documents containing technical bid, financial bid, term & conditions etc. can be downloaded from the University website. The EMD of Rs. 75,000/- through online transfer (NEFT/ RTGS) will be required to be deposited by all the tenderers with the technical bid. However, the EMD will be retained by the University in respect of only that agency/contractor who has been awarded contract. EMD of unsuccessful bidders / tenderers will be returned within a week after finalization of contract. The EMD amount Rs. 75,000/- deposited by successful bidder will be refunded after receipt of security deposit in form of Bank FDR of Rs. 75,000/- under bank lien of Comptroller, CCSHAU, Hisar. The Security Deposit shall be refundable after six months of successful completion of contract period and submission of No Dues from all Controlling Officers.
8. The firm must have annual turnover of atleast Rs.50 lakh during preceding three financial years.
9. The firm should not be debarred from ICAI or RBI or any other statutory body for any misconduct in the last five years.
10. The firm will provide technical staff who will sit in the office of Comptroller and will collect data/information from the University and ensure the filing of returns in time.
11. Acknowledgement of filling return will be provided by the University for record.
12. Financial bid will be opened only for those agencies/ contractors who qualify in the technical evaluation by the Tender Evaluation and Finalization Committee (TEFC) on the prescribed date.
13. The employees of this University and their family members shall not be permitted to submit the tender. If such case is observed the Bid is liable for rejection.
14. After considering the performance and suitability by the TEFC and approved by the worthy Vice Chancellor the contract will be awarded.
15. The contract can be further extended on the basis of satisfactory work/performance as per requirement of the university.
16. The agency/contractor shall have to provide relevant record during the period of contract whenever required by the University.
17. Selected CA Firm will have to give an Undertaking that he will maintain confidentiality and determination about the University's information & FCA will not share information with any other person/organization.
18. One hard copy of Form-16 set, Income Tax with bill be provided as per the standards prescribed by Govt. Of India by the FCA to the University for record free of cost.

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19. Payment will be made after completion of individual service/work on monthly bill basis. TDS will be deducted from the bill/bills at source as applicable from time to time.
20. University will not pay any other charges like munsiana, typing etc. or any other out of pocket expenses. However, Departmental Fee/ Charges, (if any) will be paid by the University.
21. The right of acceptance of the tenders/ other bids will rest with the Vice-Chancellor of the University and it is not binding for Chaudhary Charan Singh Haryana Agriculture University, Hisar to accept the lowest tender. However, the University reserves the rights to reject any or all the bids/quotations, cancel the bid process without assigning any reason. Further University shall neither be liable for any action nor be under any obligation to inform the bidders of the ground for any of the above action.
22. Bids should be un-conditional. The conditional bids shall be summarily rejected.
23. The Bidder shall not modify the financial bid format in any manner. If financial bid submitted in any other format will be rated as non-responsive and not considered.
24. Contract will be awarded to total aggregate lowest bidder of all above said work.
25. EMD shall be forfeited at the sole discretion of CCSHAU in case tenderer after intimation from CCSHAU of the acceptance of his tender, either wholly or in part, refuses to accept the Work order/ or changes any of the conditions of the tender or changes the price/ or breach terms and conditions of the tender within validity period.
26. In the event of the failure of the FCA/Firm to fulfill its obligations duties as per contract CCSHAU, Hisar shall have right to recover from the security deposit the losses suffered due to such failure. The firm may also be debarred/blacklisted depending on severity of lapses.
27. The concerned FCA to whom work is allotted will be required to submit an Agreement on non-judicial stamp paper of Rs. 100/- bearing terms and conditions of the contract within 21 days of the intimation of the acceptance of the allotment of contract, failing which bid will be rejected and EMD will be forfeited.
28. In the event of any dispute or difference arising out of or in any way touching or concerning the agreement whatsoever, the same shall be referred to the sole arbitration of the Vice-Chancellor or his nominee. The award of arbitrator shall be final & binding on the parties to this contract.
29. If the firm submits the Technical Bid/Financial Bid after the stipulated time, their bid is liable to be rejected.
30. If any of the information/documents furnished by the firm is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.
31. In case, work is not found satisfactory and breach of any of the terms and conditions of the contract, the contract shall be liable to be cancelled without notice.
32. The Agreement can be terminated either by University with one month prior notice or by FCA giving at least three months' prior notice and agency/contractor will not stop the work till alternative arrangement is made by the University, failing which EMD/Performance Security is liable to be forfeited.
33. The contract shall be governed by and executed according to the law in force. The agency/contractor shall hereby submit to the jurisdiction of the court situated at Hisar for the purpose of actions any proceedings arising out of the contract and the courts at Hisar only will have the jurisdiction to hear and decide such actions and proceedings.
34. Firm should have office in Hisar City (local address proof to be attached).
35. Extension in due dates if considered necessary may be made by CCSHAU, Hisar.
36. Immediately after termination of contract agreement the FCA/Firm will cooperate in handing over back all the record in good working order to CCSHAU, Hisar.
37. In additions to the above essential requirement, the following documentary evidence be submitted with technical bids for selection process:-
 - (i) Detail of CA/ regular employee on roll of the firm (minimum eight employees including atleast one FCA as partner/employee) (attach proof of salary deposit of last three months).
 - (ii) Proof of payment under Escrow Account or Bank.

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- (iii) Copy of Annual Turnover of the Chartered Accountant firm for the last three financial years. Copy of last three years ITR may be provided.
- (iv) Copy of atleast 3 years Experience Certificate in regard to satisfactory completed work/job issued by Govt. Organization/Board/University PSU or any other Govt., Semi-Govt. Organization.
- (v) Copy of Firm Registration No. with ICAI, PAN and TAN & GST (copy of registration certificates and firm constitution certificate may be added).
- (vi) Local address proof of the FCA/CA firm.
- (vii) Clientage list working in Govt./Semi. Govt./Govt. Undertaking/PSU/Board Corporation in last three years.

Director (S&P)

Gov

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(Name of the Firm)

(Title of the Firm)

(Name of the Firm)

DATE

[Handwritten signature]

UNDERTAKING

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ have abandoned any work Govt. of India/or any State or Govt. undertaking nor any contract awarded to us for such works have been rescinded/terminated on account of our default, during last five years prior to the date of this bid. It is also certified that over firm was nor blacklisted in the last five years by any of the Government Department of Government Undertaking.

OR

The following works have been abandoned/rescinded on account of our default during the last five years prior to the date of this bid.

- a.
- b.
- c.
3. The undersigned also certify that our firm have not been debarred by RBI or ICAI or any other statutory body for any misconduct in last five years.
4. The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/ Project implementing agency.

(Signed by an Authorized Officer of the Firm)

(Title of Officer)

(Name of Firm)

DATE

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Annexure-A

**Chaudhary Charan Singh Haryana Agricultural
University, Hisar**

(Established by an Act of Parliament of India. No. 16 of 1970)

NOTICE

Tenders are invited under two bid systems from the interested, well established & reputed CA firm for dealing all income tax matter including e-filing of Income Tax returns in CCS HAU, Hisar including all Colleges and Centres outstations etc. The last date for applying is _____. For detailed information, kindly visit University Website (www.hau.ac.in)

COMPTROLLER

