

**Haryana Forest Development Corporation Limited**  
**Bays No. 27-28, Sector – 4, Panchkula. Contact No. 0172-2564463**

**e-Tender for engagement of**  
**Professional Chartered Accountant for Compilation**  
**and Preparation of Balance Sheet for the financial year 2017-18**

E-Tenders are invited from Chartered Accountants firms /Individual for compilation and preparation of Balance Sheet for the financial year 2017-2018.

The tender document and e-service charges of Rs. 1,500/- (Rs. 500/- cost of tender document + Rs. 1,000/- e-service charges) and Earnest Money of Rs. 50,000/-(Rs. Fifty Thousand Only)- Refunable are to be paid online through e-procurement portal [https:// haryanaeprocurement.gov.in](https://haryanaeprocurement.gov.in) & the tender documents are available on the website <https://haryanaeprocurement.gov.in> and [www.hfdc.gov.in](http://www.hfdc.gov.in) from 20.07.2018. Last date for submission of e-Tender is 30.07.2018. The technical and financial bids will be opened on 30.07.2018. If the tenders are cancelled or recalled on any grounds, the tender document fee & e-service fee will not be refunded. The management can reject any/all tender (s) without assigning any reason thereof.

General Manager (HQ)  
HFDC, Panchkula.

**Haryana Forest Development Corporation Limited**  
**Bays No. 27-28, Sector – 4, Panchkula. Contact No. 0172-2564463**

**e-Tender for Engagement of Tax Auditor**

e-Tenders is invited from Chartered Accountants firm for engagement of Professional Chartered Accountant for Compilation and Preparation of Balance Sheet for the financial year 2017-18 for the office of Managing Director, Haryana Forest Development Corporation Ltd., Bays No. 27-28, Sector -4 Panchkula as per details below:

Description of Work	Ernest Money Deposit (Rs.)	Date of uploading of Tender Document	Last Date for Submission of e-Tender	Date of Opening of Technical Bid	Date of Opening of Commercial Bid	Last date of Submission of Hard Copy of Technical Bid including Tender Document
Engagement of Professional Chartered Accountant for Compilation and Preparation of Balance Sheet for the financial year 2017-18	50000/-	20.07.2018	30.07.2018 Upto 02:00 PM	30.07.2018 At 02:30 PM	30.07.2018 At 03:30 PM	30.07.2018 Upto 02:00 PM

The Tender document and e-service charges of Rs. 1,500/- (Rs. 500/- cost of tender document + Rs. 1,000/- e-service charges) are to be paid online through e-procurement portal <https://haryanaeprocurement.gov.in> & the tender documents are available on the website <https://haryanaeprocurement.gov.in> and [www.hfdc.gov.in](http://www.hfdc.gov.in). The detailed terms and conditions can be seen in the tender documents.

The Bidders shall have to pay for the Tender documents, EMD fees & eService fee online through e-procurement portal <https://haryanaeprocurement.gov.in> by using the service of secure electronic payment gateway. The secure electronic payments and eService fee can be made by eligible bidders online directly through Debit Cards & Internet banking Accounts and the Payment for EMD can be made online directly upto (at least transaction+1working day in advance to the last date of respective tender) through RTGS/NEFT/Netbanking.

NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fee & e-service fee will not be refunded.

For any clarification regarding bid preparation and bid submission, please contact M/s Nextenders (India) Private Limited O/o. DS&D Haryana, SCO-09, IInd Floor, Sector-16, Panchkula-134108 E- mail: [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) Help Desk: 1800-180-2097 (Toll Free Number) +91-172-2582008-09 Details may be seen from the website <https://haryanaeprocurement.gov.in> & [www.hfdc.gov.in](http://www.hfdc.gov.in).

## DETAIL NOTICE INVITING TENDER

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

Sr. No	Description of Work	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Engagement on Chartered Accountant firm/Individual as Tax Auditor for filing the Tax Audit return U/s 44AB and U/s 92E for the financial year 2017-18 (A.Y. 2018-19)	50000/-	1500/-	21.07.2018	30.07.2018 02.00 PM	30.07.2018 02.00 PM

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

- 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/Netbanking available at the Single e-Procurement portal of GoH (Government of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (Rs. 50,000/-) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
- 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 (27.07.2018); and make payment via RTGS /NEFT 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 <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee–Non refundable) of Rs.1,000/- 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**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		<b>Tender Document Download and Bid Preparation/Submission</b>	21.07.2018 09.00 AM	30.07.2018 02.00 PM
2	<b>Technical Bid Opening</b>		<b>30.07.2018 At 02.30 PM</b>	
3	<b>Financial Bid Opening</b>		<b>30.07.2018 At 03.30 PM</b>	

**Important Note:**

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed 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 & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/Agency wherever required shall be opened online in the presence of such bidders/Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

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

**Envelope 2: Commercial Bid**

The bidders shall submit mandatorily online under prescribed template/format.

## Instructions to bidder on Electronic Tendering System

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

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the Single e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Single e-Procurement Help-Desk or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4. **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

## 5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

## 6**Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

## 7**Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):**

### i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

### ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under prescribed template/format.**

## 8.**ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-Tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:-

**Office Timings of Help-desk support** for Single e-Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00am.to5:30 pm) & Training workshop will be conducted on every 1st, 2<sup>nd</sup> Friday (from 3:30 pm upto 6:00pm) of each month.

All queries would require to be registered at our official [email-chandigarh@nextenders.com](mailto:email-chandigarh@nextenders.com) for on- times up port (Only those queries which are sent through email alongwith appropriate screenshots or error description will be considered as registered with the Help-desk)

### **Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30PM upto 2:15 PM on each working day.

## Schedule for Training:

<i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm to 6:00 pm) Of each month at following addresses:</i>		
Nextenders(India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K. Chowk, Opp. B.K. Hospital, NIT, <b>Faridabad</b> Contact no. 9310335475	Nextenders(India) Pvt. Ltd. Public Health Division No.2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b> Contact: 9034357793	Nextenders(India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33A, <b>Chandigarh-160020</b> <b>For Support-1800-180-2097,</b> 0172-2582008-2009

For Support Call – 1800-180-2097, +91-172-2582008-09

## **Haryana e-Procurement Help Desk Office will remain closed on Saturday, Sunday and National Holidays**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her digital signature certificate before participating in the online tenders at the portal <https://haryanaeprocurement.gov.in>.  
for help manual please refer to the 'home page' of the e-procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'how to...?' to download the file.

## Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

### Operative Procedures for Bidder Payments

#### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.



- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

S. no.	Scenario	Do's / Don'ts
1	In the event of making Payment through NEFT/RTGS	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired.</li> </ul> <p><b>Don'ts</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):- <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> </li> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>

2	<p><b>In the event of making Payment through OTC</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextenders Portal before submitting the Tender</li> </ul> <hr/> <p><b>Don'ts</b></p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than <b>Rs 49,999</b>, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidder's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favoring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>
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### **Description of works**

Engagement of Professional Chartered Accountant for Compilation and Preparation of Balance Sheet for the financial year 2017-18 for the office of Managing Director, Haryana Forest Development Corporation Limited, Bays No. 27-28, Sector 4, Panchkula.

# Haryana Forest Development Corporation Limited

(Haryana Government Undertaking)

Registered Office:  
Bays No. 27-28,  
Sector-4, Panchkula-134112  
Haryana (India)

Tel: 0172-2564463  
E-mail: md@hfdc.gov.in

No.

Dated:

## **e-Tender for engagement of Professional Chartered Accountant for Compilation and Preparation of Balance Sheet for the financial year 2017-18**

### **1. Eligibility Criteria:**

Chartered Accountant Firms/Companies should fulfill the following criteria:

- a) Whose place of business is in Haryana/Chandigarh and having more than Ten years of experience can only submit the tender bid.
- b) The firm should have an Average Annual turnover of Rs. 20.00 Lakh in the last five years.
- c) The Chartered Accountants firm/individuals/companies shall be registered on the panel of Indian Institute of Chartered Accountants, New Delhi.
- d) The firm should not have been blacklisted/debarred by any Government organization. A undertaking regarding the same should be submitted on letter head of the firm/individual/companies.

### **2. Scope of Work:**

- a) Reconciliation of the accounts of six units.
- b) Calculation of depreciation on fixed assets of all units as per Income Tax Act and Companies Act, 2013.
- c) Calculation of Deffered Tax and calculation of Taxes.
- d) Necessary corrections in the books of accounts of all units.
- e) Compilation of accounts and preparation of Balance Sheet for the F.Y 2017-18 as per Companies Act. 2013.
- f) Segment reporting: Activity wise details
- g) Preparation of notes to the accounts
- h) The Statutory/AG audit is to be got done of Balance sheet.
- i) Preparation of reply of the queries of Statutory/AG audit.

### **3. Submission of Technical and Financial Proposals:**

- a) Technical and financial proposals shall be submitted in separate two sealed envelopes. One subscribing as "Technical bid for compilation and preparation of Balance Sheet for the year 2017-2018" (envelope-1) and other subscribing as "Financial bid for compilation and preparation of Balance Sheet for the year 2017-2018" (envelope-II). Both the envelopes should be placed in one main envelope addressed to the PCCF-cum-Managing Director, Haryana Forest Development Corporation, Bays No. 27-28, Sector-4, Panchkula 134112.

### **1. Earnest Money:**

- a) Earnest Money of Rs. 50,000/- (Rs Fifty Thousand Only)- Refundable in the form of demand draft in favour of Haryana Forest Development Corporation Limited, Panchkula payable at Panchkula.
- b) EMD of bidders who are not found technically/financially suitable shall be returned back at the spot/ by registered post.

**2. Opening of Technical and Financial Bids:**

- a) The proposal will be opened by the committee constituted by the PCCF-cum-Managing Director in the presence of the members who wish to be present at the time of opening of technical bids and financial bid of qualified bidders.

**3. General conditions:**

1. Furnishing incorrect information by the bidder shall attract forfeiture of bid security.
2. The bidder should mark numbers on each page and sign on each page submitted with the bids documents.
3. These works shall be carried out by the experienced chartered accountant of the firm and no subletting of the assigned work will be permitted.
4. The successful bidder has to sign an agreement with HFDC.
5. The competent authority of HFDC reserves the right to reject any or all bids and cancel the tender without assigning any reason.

General Manager (HQ)  
For PCCF-cum-Managing Director,  
HFDC Ltd., Panchkula.

**UNDERTAKING**

**(on the letter head of the applicant firm)**

I/We, the undersigned, do hereby declare and undertake:

1. That we accept the terms and conditions of the tender document in toto.
2. That our firm/partner firm has not been blacklisted/debarred by any Government organization.
3. That none of partner or employee of our firm has any association/interest with HFDC.
4. That the firm/partner/employee will not disclose any information to anybody other than Managing Director of HFDC.

.....  
(Signed by an Authorized Officer of the Firm)

.....  
Title of Officer

.....  
Name of Firm

.....  
Date