

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:

**NOTICE INVITING BID FOR ENGAGEMENT OF
PROFESSIONAL CHARTERED ACCOUNTANT FOR COMPILATION AND PREPARATION
OF BALANCE SHEET**

Sealed bids are invited from the professional Chartered Accountants firm/Individual for compilation and preparation of Balance Sheet for the year 2016-2017. The tender documents containing Eligibility Criteria, Scope of work and general conditions can be downloaded from the website www.hfdc.gov.in of the Corporation. The filled tender bid will be dropped in the tender box kept in the registered office of the Corporation at Bays No. 27-28, Sector 4, Panchkula. The tender document sent by post should reach at the said address before the prescribed date and time.

Date and time for submission of tender bids : 15.02.2018 upto 12.00 (Noon)

Opening date and time of tender forms and technical bid : 15.02.2018 at 2.30 PM

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

**NOTICE INVITING BID FOR ENGAGEMENT OF
PROFESSIONAL CHARTERED ACCOUNTANT FOR COMPILATION AND PREPARATION OF
BALANCE SHEET FOR THE FINANCIAL YEAR 2016-17**

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 seven units.
- b) Calculation of depreciation on fixed assets of all units as per Income Tax Act and Companies Act, 2013.
- c) Calculation of Deferred 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 2016-17 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 2016-2017" (envelope-1) and other subscribing as "Financial bid for compilation and preparation of Balance Sheet for the year 2016-2017" (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.

TECHNICAL BID/QUALIFICATION INFORMATION FORM

- 1. Name of the applicant/organization/firm:**

- 2. Address with Tel/Fax No. :**

- 3. Legal Status : Partnership Firm/LLP**

- 4. Name and Designation of the individual (s) authorized to act for the organization/firm for this work**

- 5. Particulars of Registration with various Government Bodies: Attach self attested Photocopies**
 - a. Registration No. and certificate of the firm:**

 - b. PAN :**

 - c. GST**

- 6. Turn Over during last three years (Attach Audited balance sheets)**
 - a. 2012-13**

 - b. 2013-14**

 - c. 2014-15**

 - d. 2015-16**

 - e. 2016-17**

- 7. Was the applicant/applicant firm ever required to suspend the work for a period of more than six months continuously after you commenced the work? If so, give the name of the project and reasons of suspension of the work?**

- 8. Has the applicant/applicant firm, ever abandoned the awarded work before its completion? If so, give the name of the work and reasons for abandonment?**

9. Has the applicant/applicant firm, ever debarred/blacklisted for tendering in any of the Government Organisation at any time? If so, give details.

10. Has the applicant/applicant firm/partners ever received any legal notice for professional misconduct? If so, give details.

11. Has the applicant/applicant firm, ever been convicted by a court of law? If so, give details.

12. Any other information considered necessary but not included above.

Signature of Applicant (s)

I/We hereby accept all the terms and conditions of the tender.

Signature of Applicant (s)

Haryana Forest Development Corporation Limited

(Haryana Government Undertaking)

Bays No. 27-28, Sector-4, Panchkula-134 112 Haryana (India)

Tel: 0172-2564463, 0172-2583620, E-mail: md@hfdc.gov.in

FINANCIAL BID PERFORMA

Name of Work: Notice inviting bid for engagement of Professional Chartered accountant for compilation and preparation of Balance Sheet for the financial year 2016-17.

Sr. No.	Particulars	Period	Rate (per year)	Amount	
				Figures	Words
1	Compilation and preparation of Balance Sheet for the financial year 2016-17 of Haryana Forest Development Corporation Limited for the financial year 2016-17, as per scope of work mentioned separately.				

Total Amount in words:

Signature of Bidder

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