

**Director Food Civil Supplies and Consumer Affairs Department Haryana, 30
Bays Building, 2nd Floor, Sector 17 Chandigarh.**

**NOTICE INVITING E-TENDER FROM COST ACCOUNTANT/CHARTERED
ACCOUNTANT FIRMS**

Tender No.:

Dated:

The Director Food Civil Supplies and Consumer Affairs Department Haryana, 30 Bays Building, 2nd Floor, Sector 17 Chandigarh invites online tender from Chartered Accountant Firms for deploy four Chartered Accountants/Cost Accountants for preparation & submission of final Incidental cost sheet, Compilation and preparation/finalization of Cash, Stock & Inventory Data for the Annual Summarized Accounts & Checking of Monthly Accounts of all Districts in Haryana for the financial year 2017-18 to 2022-23 initially for the period of one year extendable as per requirement on satisfactory performance and mutual consent between Director Food Civil Supplies and Consumer Affairs Department Haryana and firm.

Tender Documents may be downloaded from e-tender porta<https://etenders.hry.nic.in>

Sr. No.	Description	Units	EMD Amount (Rs)	Contractual period of work	Offer Document Cost (Rs.)	Class of Contractor
1.	Hiring of Chartered Accountants/ Cost Accountants Firm/ Agency for providing four Chartered Accountants/ Cost Accountants/ ICWA for compilation and preparation/finalization of Cash, Stock & Inventory Data for the Annual Summarized Accounts & Checking of Monthly Accounts of all Districts in Haryana for the financial year 2018-19 to and 2022-23 duly certified and preparation & submission of Final Incidentals Cost Sheet of Procurement Season wise i.e. RMS/KMS for the FY 2017-18 to 2022-23 duly certified as per standard procedure/guidelines issued by GOI/State Govt and Reconciliation of Accounts.	Head Office	2,00,000/-	Initially for the period of one year extendable as per requirement	3180/-	Empanelled C.A Firm with the Office of the ICAI and CAG

Release/ Calling date of Tender	Last date of submission of Bid/documents	Opening date of Technical Bid and checking of document	Opening date of Financial bid
21-11-2023	11-12-2023 upto 5:00 PM	12-12-2023 at 11:00 AM	As decided by committee

- 1) If any assistance is required regarding e-Quotation (upload & download) Please contact NIC E- tender Toll Free Number 0120 4200462/4001002, email- support-eproc@nic.in.
- 2) All requisite information required for the submission of Offer documents is available on the above said website.
- 3) All rights are reserved to reject any or all Offers/bid in full or in part by the Competent Authority i.e. Director Food Civil Supplies and Consumer Affairs Department Haryana, 30 Bays Building, 2nd Floor, Sector-17 Chandigarh.

-Sd/-
Director Food Civil Supplies
and Consumer Affairs
Department, Haryana.

CONTENTS OF TENDER DOCUMENT

Hiring of services of Chartered Accountant firms

Section	Description	Page No.
I	Notice Inviting E-Tender & Schedule	1-4
II	Instruction	5-7
III	Definitions	8
IV	Instructions to Bidders	9-12
V	Terms of Reference	13-15
VI	Minimum Eligibility Criteria-cum-Technical Bid	16-17
VII	Proforma for Technical Bid	18
VIII	Proforma for Financial Bid	20

SECTION - I

(NOTICE INVITING E-TENDER)

1. Director Food Civil Supplies and Consumer Affairs Department Haryana invites online e-tender from eligible, experienced Chartered Accountants Firms for deploy four **Chartered Accountants/ICWA/Cost Accountants** for preparation & submission of final Incidental cost sheet, Compilation and preparation/finalization of Cash, Stock & Inventory Data for the Annual Summarized Accounts & Checking of Monthly Accounts of all Districts in Haryana for the financial year 2017-18 to 2022-23.
2. Tender Documents may be downloaded from e tender portal: <https://etenders.hry.nic.in>.
3. Bidders can access tender documents on the NIC Portal. They are required to select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the portal i.e. <https://etenders.hry.nic.in> as per the time schedule given in this tender document.
4. Bidders are advised to go through the instructions available at portal i.e. <https://etenders.hry.nic.in> in “Bidder Manual Kit” before submitting/uploading the bids.
5. No bid will be accepted manually. All bids (both Technical and Financial) should be submitted on the E-Tender portal <https://etenders.hry.nic.in> on or before the last date as specified in critical data sheet. Further, all communications should be addressed to Director Food Civil Supplies and Consumer Affairs Department Haryana.
6. Director Food Civil Supplies and Consumer Affairs Department Haryana shall not be responsible for any delay in submission of online Bids. Director Food Civil Supplies and Consumer Affairs Department Haryana reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. Director Food Civil Supplies and Consumer Affairs Department Haryana decision in this regard shall be treated as final. No correspondence in this regard will be entertained. If at any stage, information/particulars given by bidder is false the Earnest Money shall be forfeited.
7. The interested bidders shall have to pay mandatorily tender document fee of Rs.2,000/- & e-Service fees (non-refundable) of Rs. 1,000/- (Rs. One Thousand Only) + 18% GST online by using the service of secure electronic gateway.
8. The Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two lacs only) have to pay online by using the service of secure electronic gateway.
9. Conditional bids shall not be considered and will be rejected out rightly.
10. The Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Committee. No bidder will be allowed to withdraw its bids after opening of technical bids. If any bidder intends to withdraw after opening of technical bids, its EMD will be forfeited.
11. Director Food Civil Supplies and Consumer Affairs Department Haryana reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.
12. Any subsequent Updates, Addendums, Corrigendum's, etc, if any, will be published only on the e-tender portal <https://etenders.hry.nic.in>. All bidders are required to regularly check the e-tender portal for any update(s).

TIME SCHEDULE

TIME SCHEDULE FOR E-TENDER NOTICE

Sr. No.	Particular	Date and Time
1	Publication of Tender	21-11-2023
2	Document download	21-11-2023
3	Bid Submission	21-11-2023
4	Bid Documents download end date	11-12-2023 upto 5:00 PM
5	Last Date and Time for uploading of Bids	11-12-2023 upto 5:00 PM
6.	Technical bid opening date	12-12-2023 at 11:00 AM
7.	Contract duration	Initially for the period of one year extendable as per requirement
8.	Address for Communication	Director Food Civil Supplies and Consumer Affairs Department Haryana, 30 Bays Building, 2nd Floor, Sector 17 Chandigarh

-sd/-

Director Food Civil Supplies and
Consumer Affairs Department,
Haryana

SECTION - II

INSTRUCTION

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 & /Financial envelope. Eligibility and qualification of the Applicant will be first examined based in the details submitted online under first cover [PQQ or Technical] with respect to eligibility and qualification criteria prescribed in the 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.

1. The payment for tender Document Fee shall be made by eligible bidders online directly through internet Banking Accounts and e- Service Fee through Debit Cards & internet Banking Accounts. The payment for EMD can be made online directly through RTGS/NEFT. Please refer to Online payment Guideline 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 sing-up (create user account) on the website <https://etenders.hry.nic.in/nicgep/app> to be eligible to participate in the e- Tender. He/she will be required to make online payment of 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.
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 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://etenders.hry.nic.in/nicgep/app>

Important Note:-

1. The applicants/bidders have to complete Application/id 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 application/ bids not submitted.
2. Applicant/ Bidder must confirm & check his /her Application/ bid status after completion of his/her all activates 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 nods shall be submitted online in two separate envelopes.

Envelope 1: Technical Bid: The bidders shall upload the required eligibility & technical documents online in the Technical bid.

Envelope 2: Financial Bid: The bidders shall quote the prices in price bid format under Financial Bid 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 tender process online are required to get registered on the centralized e-procurement portal i.e. <https://etenders.hry.nic.in/nicgep/app>. 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 shall be 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://etenders.hry.nic.in/nicgep/app>.
- 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://etenders.hry.nic.in/nicgep/app> 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 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 Tenders Haryana or downloaded from the home page of the website - <https://etenders.hry.nic.in/nicgep/app>. 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://etenders.hry.nic.in/nicgep/app>.

5. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-procurement portal <https://etenders.hry.nic.in/nicgep/app>.

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 & Financial/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 shall be made by bidders/ Vendors online directly through

Internet Banking Accounts and eService Fee through Debit Cards & Internet Banking Accounts. The Payment for EMD shall be made online directly through RTGS/NEFT. 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://etenders.hry.nic.in/nicgep/app>) 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 Financial Envelope and original not to be submitted manually)

8. Assistance to the bidders: -

For queries on Tenders Haryana Portal Kindly Contact

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-

4001002 Mobile :

8826246593

E-mail : support-eproc@nic.in

For any Departmental related queries please call on the following Numbers

Joint Controller Food Account:- 9466312299

Assistant Controller Food Account:- 9872993206

SECTION – III

DEFINITION

1. COMMITTEE

The term ‘Committee’ means Committee of officer/officials of Food Civil Supplies and Consumer Affairs, HAFED, HWC constituted for opening the tender, after making negotiation with L-1, and recommended reasonable and workable rates to Director Food Civil Supplies and Consumer Affairs Department Haryana for final approval. The rates will be negotiated with the tenderer as per Haryana Govt. guidelines.

2. TENDERER

The term tenderer shall mean and include the person or persons, firm, company or society/Trust who have read and understood the term and condition of tender.

3. CONTRACT RATES

The term contract ‘rates’ shall mean the rates of payment recommended by Committee and approved by Director Food Civil Supplies and Consumer Affairs Department Haryana. The rates offered by tenderer inclusive of all taxes and levies etc.

4. APPLICANT:

Applicant means Empanelled Chartered Accountant Firm/cost Accountant firm with the Office of the ICAI/ICMAI and CAG.

5. COMPETENT AUTHORITY:

Competent Authority shall means Director Food Civil Supplies and Consumer Affairs Department Haryana.

6. FIRM/AGENCY:

The term Firm/Agency shall mean and include the person or persons, firm/company with whom the contract has been placed including their heirs, executors, administrators, successors and their permitted assigns as the case may be .

7. CONTRACT:

The term ‘Contract’ shall mean and include the invitation to tender, incorporating also the instructions to tenderers, the tender, its annexure and schedules, acceptance or tender and such general and special conditions as may be added to it.

8. WORK AND UNIT:

Work shall mean the work to be executed in accordance with the applicable Scope of Work of Contract. Unit wherever considered shall mean a Head Office as consolidated unit.

SECTION - IV

Instructions to Bidders

1. Scope of Work

Scope of work is provided in Section-V of this document.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Agency will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process. The bidder can submit their tender documents(Online) as per date mentioned in the Key dates.

3. Tender Processing Fee

The tender processing fee of Rs. 3,180/- {inclusive of Rs.1000/- service charges + GST @18%) (non-refundable) deposit online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

4. Earnest Money Deposit (E.M.D.)

The Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two lac only) shall be payable online by using the service of secure electronic gateway. Earnest Money will be refunded to unsuccessful bidders after finalization of the contract. No interest shall be payable by the Director Food Civil Supplies and Consumer Affairs Department Haryana on EMD.

5. Content of Bidding Documents

5.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to Invitation of Bids, the bidding documents shall include: -

- (a) Notice inviting E-Tender from Chartered Accountant Firms
- (b) Notice inviting E-Tender
- (c) Instructions
- (d) Definitions
- (e) Terms of reference (Scope of Work)
- (f) Minimum eligibility criteria-cum-technical Bid.
- (g) General Condition of Contracts.
- (h) Performa for Technical & Financial Bids
- (i) Self declaration

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in every respect will be at the Bidder's risk and may result in rejection of bid.

6. Amendment of Bidding Documents

6.1 At any time prior to the deadline for submission of bids, the Director Food Civil Supplies and Consumer Affairs Department Haryana may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

6.2 In order to facilitate prospective bidder's reasonable time within which the amendment, if any, may be accounted in preparing their bids, the Director Food Civil Supplies and Consumer Affairs Department Haryana, at its discretion, may the deadline for the submission of bids.

7. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

8. Documents Comprising the Bid

8.1 Technical un-priced bid and Financial Bids:

The bids are to be uploaded in two parts in PDF & XML format i.e. Technical bid and Financial Bids respectively.

- (a) Technical un-priced bid shall be submitted through e-tender Portal.
- (b) Financial bid.

8.2 Technical un-priced bid:

Proforma for technical un-priced bid is given at Section VII.

8.3 Financial Bid

The Financial bid shall comprise the price component indicating the prices quoted by tenderer/participating firm in XML format.

The prices once accepted by the Director Food Civil Supplies and Consumer Affairs Department Haryana shall remain valid till the successful expiry of the contract period and the work fully effected and accepted for one year from the date of acceptance of contract can be further extendable as per requirement on satisfactory performance of the work. The Director Food Civil Supplies and Consumer Affairs Department Haryana shall not entertain any increase in the rates during contracted period of one years and further extension period. However, in the event there is a reduction or increase in Government levy/duties/taxes etc. during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.

9. Bid Currencies

Prices shall be quoted in Indian Rupees only.

10. Period of Validity of Bids

10.1 In exceptional circumstances, the Director Food Civil Supplies and Consumer Affairs Department Haryana may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to be made in writing. A Bidder granting the request will not be required nor permitted to modify the bid.

10.2 Financial Bid evaluations will be based on the bid prices without taking into consideration the above modifications.

11. The tender has to be submitted ONLINE before the due date. The offers received after the due date and time will not be considered. Manual submission of bids will not be considered.

12. Deadline for Submission of Bids

12.1 Bids must be received ONLINE not later than the time and date specified in the Invitation for Bids.

12.2 The Agency may, at its discretion, extend this deadline for submission of bids by amending the bid.

13. Late/Delayed Bids

The offers received after the due date and time will not be considered.

14. Opening of Technical un-priced Bids

All technical un-priced bids (Cover-1) will be opened in the first instance.

15. Clarification of Bids

15.1 During evaluation of the bids, the Director Food Civil Supplies and Consumer Affairs Department Haryana may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

15.2 No Bidder shall contact the Director Food Civil Supplies and Consumer Affairs Department Haryana authority on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice, it should be done in writing.

15.3 Any effort by a Bidder to influence the Director Food Civil Supplies and Consumer Affairs Department Haryana authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

16. Evaluation of Technical un-priced Bid

16.1 Prior to the detailed technical evaluation, the authority of the Director Food Civil Supplies and Consumer Affairs Department Haryana will determine the substantial

responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations and meets all the essential criteria. If any bidder does not meet the essential criteria as laid down in this bid document, then his bid will be rejected. No document will be accepted in support of essential criteria after the last date of submission of bids.

16.2 The bidders short-listed by the Director Food Civil Supplies and Consumer Affairs Department Haryana based on meeting the essential criteria and detailed evaluation regarding satisfying the technical criteria laid down in this tender document may be called for detailed discussions with a committee for the purpose, at a specified date, time and venue, if needed.

17. Opening of Financial Bids

17.1 Financial Bids of only those bidders who meet the essential criteria and whose technical un-priced bids have been found to be eligible and substantially responsive will be opened.

17.2 The price Bids of the technically qualified bidders shall be opened in the presence of the tender committee.

17.3 The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates, the firm will be selected on the basis of experience etc. and decision of Director Food Civil Supplies and Consumer Affairs Department Haryana shall be final and binding of all parties.

18. Director Food Civil Supplies and Consumer Affairs Department Haryana right to accept any bid and to reject any bid or all bid. The Director Food Civil Supplies and Consumer Affairs Department Haryana reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Director Food Civil Supplies and Consumer Affairs Department Haryana action.

19. Notification of Award

Prior to the expiry of the validity of bid, the authority of the Director Food Civil Supplies and Consumer Affairs Department Haryana will notify the successful Bidder in writing by e-mail or by hand delivered letter, that its bid has been declared qualified.

20. Disclaimer:

The information contained in this bid documents or information provided subsequently to the applicants whether verbally or in documentary form by or on behalf of Director Food Civil Supplies and Consumer Affairs Department Haryana, is provided to the applicant(s) on the terms and conditions set out in this bid document and all other terms & conditions subject to which such information is provided. The purpose of this BID is to provide the applicant(s) with the information to assist the formulations of their proposals. Each applicant firm should conduct its own investigations and should check the accuracy, reliability and completeness of the information in this BID, Director Food Civil Supplies and Consumer Affairs Department Haryana makes no representation of warranty and shall incur no liability under any law, statutory rules and regulations as to the accuracy, reliability or completeness of this BID. Director Food Civil Supplies and Consumer Affairs Department Haryana reserve the right or discretion to change, modify, add or alter any or all of the provision of this BID document and/ or the selection process at any stage, without assigning any reason, whatsoever. Such changes will not be intimated to the applicants separately. However, such changes/ amendments/ corrections/ etc shall be uploaded on e-tender portal <https://etenders.hry.gov.in>. Any information contained in this document will be superseded by any later information on the same subject made available to all recipients by Director Food Civil Supplies and Consumer Affairs Department Haryana on the e-tender portal <https://etenders.hry.gov.in> Director Food Civil Supplies and Consumer Affairs Department Haryana may in its absolute, discretion, but without being under any obligation to do so, update, amend or supplement the information in this BID. Director Food Civil Supplies and Consumer Affairs Department Haryana reserve the right to reject any or all the proposals received in response to this BID document at any stage without assigning any reason whatsoever. The decision of the competent

authority, which is the Director Food Civil Supplies and Consumer Affairs Department Haryana in this case, shall be final, conclusive and binding on all the parties.

Due Diligence

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

Conduct and performance Monitoring

- a) Director Food Civil Supplies and Consumer Affairs Department Haryana shall designate one of its official as nodal officer as single point contact for coordinating the assignment.
- b) Director Food Civil Supplies and Consumer Affairs Department Haryana reserves its right to review the appointment at any point of time and if necessary can cancel/terminate the appointment by giving 7 days written notice and the earnest money/security deposited will be forfeited.
- c) If the firm fails to start the prescribed scope of work within 15 day from the end of relevant quarter, left the work incomplete, the appointment shall be terminated by giving 7 days notice and earnest money/security will be forfeited.
- d) Appeal against the termination order can be made before Additional Chief Secretary, Govt. of Haryana, Food Civil Supplies and Consumer Affairs Department Haryana (i.e. Appellate Authority) and his decision will be final.
- e) **Penalty of 20% of contract amount will be imposed for delay in submission of prescribed work and report. if the work/report is not up to the mark, satisfactory and not accepted by the competent authority then no payment will be made to the appointed firm and the earnest money/security will be forfeited. Appeal against this can be made to Additional Chief Secretary, Food Civil Supplies and Consumer Affairs Department Haryana i.e. appellate authority of the agency within one (1) month of date of issue of such letters/ orders to the firm. The decision of Additional Chief Secretary, Food Civil Supplies and Consumer Affairs Department Haryana will be final.**
- f) In case, the firm fails to report serious omissions/ commissions/ non-compliance/ etc, Director Food Civil Supplies and Consumer Affairs Department Haryana reserves right to report the matter to ICAI/ICWAI/CAG and initiate appropriate action. Such will be black listed and they will not be eligible for assignment of Audit/Book keeping/ Accounting with State Govt. of Haryana for next five (5 years).
- g) The Agency is expected to provide an executive summary of observation alongwith every report and submit the same to JCFA (Joint Controller Food Accounts of Director Food Civil Supplies and Consumer Affairs Department Haryana).
- h) The Agency are expected to strictly abide by the directions of Director Food Civil Supplies and Consumer Affairs Department Haryana advised to them from time to time. Further, the scope of work in the BID document is indicative and is subject to revision/modification/alternation/addition with approval of competent authority.

Representation and warranties

That neither the execution nor delivery by the Applicant of the engagement nor the Applicant's compliance with the performance of terms and provisions of engagement. Director Food Civil Supplies and Consumer Affairs Department Haryana reserves the right to cancel any of the offers without assigning any reason whatsoever.

SECTION - V

(Terms of Reference)

1. Scope of Work/Contract.

The works consists of following jobs

- (a) Compilation and preparation/finalization of Cash, Stock & Inventory Data for the Annual Summarized Accounts & Checking of Monthly Accounts of all Districts in Haryana for the financial year 2018-19 to 2022-23 duly certified as per standard procedure/guidelines issued by GOI/State Govt. Preparation, submission & finalization of Final Incidentals Cost Sheet of Procurement Season wise i.e. RMS/KMS for the FY 2017-18 to 2022-23 duly certified as per standard procedure/guidelines issued by GOI/State Govt. The firm shall provide four numbers of Chartered Accountants/Cost Accountants/ ICMA for the said work in the office.
- (b) Reconciliation of Accounts.
- (c) Any other work allotted by the Competent Authority i.e. Director, Food Civil Supplies and Consumer Affairs Haryana.

2. Essential Terms & Conditions for completion of the works:-

- a) The firm shall provide four numbers of Chartered Accountants/Cost Accountants/ ICMA for the said work in the office of Director, Food Civil Supplies & Consumer Affairs Department.
- b) The work of Preparation/finalization & submission of Final Incidentals Cost Sheet of Procurement Season wise i.e. RMS/KMS for the FY 2017-18 to 2022-23 and Cash, Stock & Inventory Data for the Annual Summarized Accounts & Checking of monthly accounts of all Districts in Haryana for the financial year 2017-18, 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 is to be prepared in time bound manner. These Accounts will be finalized within 45 days for each pending Financial Year and the entire pending accounts from 2017-18 to 2022-23 be finalized within 9 months.
- c) The firm must possess at least two works of similar assignment for Government/ Semi-Government/PSU/ Private Companies.
- d) The payment will be released on the basis of satisfactory performance/ completion of Final Cost Sheet/Annual Accounts and the department reserves the right to deduct amount for unsatisfactory services or delay in providing services. The decision of the department will be final in this regard.
- e) No claim for interest will be entertained by the department in respect of any payment which will be held with the department due to dispute between the department & CA firm or due to any reason for the reasons beyond the control of department.
- f) The firm will be required to provide the desired services initially for the period of one year extendable as per requirement.
- g) No other facilities such as accommodation/conveyance/transport, medical reimbursement, etc. would be admissible.
- h) The indicative fee in the financial bid will be inclusive of all taxes, payment of EPF/ESI etc. and other statutory levies. This department will not be responsible for any such payments.
- i) The department will not be responsible for any injury, accident, disability, or loss of life to the any of personal of firm that may take place while on daily or conservancy duties. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the firm.

- j) The firm shall ensure that all the deputed persons remained present in the office of Director, Food Civil Supplies & Consumer Affairs Department, Haryana premises during the working hours i.e. 09.00 AM to 05.00 PM. If the department needs these services in odd hours i.e. after working hours/ holidays that shall also be provided by the engaged firm.
- k) In the event of person deputed by firm/agency being on leave/absent, the firm shall ensure to provide suitable alternative arrangement during such absence.
- l) The selected Firm/Agency shall provide services during meeting(s) scheduled with the GoI/ State Govt. etc., if required. No extra remuneration will be paid by the department for providing these services.
- m) The selected Firm/Agency shall be solely responsible for the redressal of grievances of the persons engaged to the department. The department shall in no way be responsible for settlement of such issue.
- n) The Competent Authority i.e. Director, Food Civil Supplies and Consumer Affairs Haryana, reserves the right to accept or reject any or all the offers in part or full for this e-tender any reasons thereof and his decision will be final.
- o) During the currency or on the expiry of the contract, the deployed persons by the firm shall not be entitled for regularization/continuation of Services or any consequential benefit.
- p) In case of any disputes arising out of this contract or interpretation of any of the clause terms and conditions or otherwise, shall be referred to the sole arbitration. The arbitration will be in accordance with the Rules of Arbitration of Indian Council of Arbitration, Delhi and the award made in pursuance thereof shall be final binding on the parties. The venue of the arbitration will be Chandigarh/Panchkula.
- q) Rates may be quoted keeping in view of further amendments in existing tax laws if any, as the rates once finalized will not be revised.
- r) The selected agency will be keep the privacy of data and handed over the whole data to Food Civil Supplies & Consumer Affairs Department, Haryana before termination/completion of work/tender.
- s) Administrative Department can relax the time period in exceptional circumstances or actual hindrances if any arise later on.

3. Support and Input to the Firm

The department of Food Civil Supplies and Consumer Affairs Haryana shall provide computer/printer, to the CA/ICMA provided by Firm to perform its services in the office premises. The CA's/ICMA also have laptop provided by the firm.

4. Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- a) The payment during the entire contract period may be made in accordance with the financial bid submitted by the selected bidder and accepted by the Director Food Civil Supplies and Consumer Affairs Department, Haryana. No price variation would be allowed during the contact period. The financial price quoted by the contacting firm shall be final.
- b) TDS under Income Tax/GST will be deducted as per applicable rates.
- c) Payment shall be made on monthly basic @ 8 % p.m. and balance will be released after completion of final work after satisfaction report/work done by the firm/agency.
- d) There will be no advance payment for services rendered by firm for the said work.
- e) There will be no interest on late payment.
- f) The payment will be released on the basis of satisfactory performance/ completion of Final Cost Sheet/Annual Accounts and the Director, Food Civil Supplies & Consumer Affairs department have reserves the right to release the payment as per actual circumstances in preparing of Account at the level of Department as well as agency/firm or deduct amount for unsatisfactory services or delay in providing services. The decision of the department will be final in this regard.

5. Security Money

The successful bidder/Contractor shall have to deposit Bank Guarantee for two years of 10% of the total amount of work for the financial year within three (3) weeks in favour of Director, Food Civil Supplies and Consumer Affairs Haryana from the date of issue of the confirmation order failing which the contract will be cancelled and EMD shall be forfeited.

6. Contract Agreement

Successful tenderer should furnish a contract agreement on stamp paper of Rs.100/- duly attested by Notary Public inter-alia mentioned to complete the work/order undertaken as per terms and conditions/ specifications of the e-tender.

7. Forfeiture of EMD

- a) EMD made by Bidder/Contractor may be forfeited, if the Bidder/Contractor withdraw the proposal before expiry of validity period. During the evaluation process, if a Bidder/Contractor indulges in any such activity as would jeopardize the process, the decision of Director, Food Civil Supplies and Consumer Affairs Haryana regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
- b) Submitting false/misleading information/declaration/documents/proof etc., the decision of Director, Food Civil Supplies and Consumer Affairs Haryana regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder/Contractor will be debarred from participating in any job.

8. Signing the terms and conditions and the work order issued/placed by Director Food Civil Supplies and Consumer Affairs Department, Haryana on the successful bidders shall constitute to form an integral part of this agreement in itself and no separate agreement shall be executed in this matter.

SECTION VI
MINIMUM ELIGIBILITY CRITERIA-CUM-TECHNICAL BID

The bids of only those firms will be considered which satisfy all the following eligibility criteria:

1. The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India and Comptroller and Auditor General of India (ICAI or ICWAI and CAG).
2. Copy of Deed of Partnership duly registered or Article of Association and Memorandum of Association for Limited Company if applicable (LLP firms is not eligible to participate in tender).
3. Copy of original Power of Attorney as applicable authorized signatory on behalf of Company/Firm.
4. The firm/agency should have completed at least two works of similar assignment for Government/ Semi-Government/PSU/ Private Companies in pending 5 years.
5. The firm/agency should have balance sheet with positive net worth, ITR for last three financial years i.e. 2020-21, 2021-22 and 2022-23.
6. An affidavit, Duly certified by Notary that:
 - a) The Partners of the firm or sole proprietor or Company/firm as the case may be, has never been black-listed by any State/Central Govt. Agency and the name of the firm or company has not been changed.
 - b) That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Court.
 - c) That there are no dues towards income tax as on the date.
 - d) The Firm must not have been convicted by the court of law.
 - e) The firm must not have been debarred from ICAI/ICMAI or RBI or any other statutory autonomous body for any misconduct.
7. The bidder may be asked to produce the original documents for verification at any stage of tender process as and when sought for, failing which the bids are liable for disqualification.
8. Bidder should submit photocopy PAN & GST Registration Certificate.
9. Bidder should submit photocopy of Audited Balance Sheet (complete) having UDIN number along-with ITR acknowledgement with computation sheet of the last three financial years
10. All documents required to be submitted shall be self attested and if required, original copies shall be made available for verification in due course.
11. Copy of Membership Card of the Partners issued by ICAI/ICMAI.
12. At-least two firms shall qualify for technical bid to participate for the financial bids. In case, single tender received and technically qualified while inviting the tender third time, Committee have the sole discretion to open the financial bid of single qualified tenderer.
13. Self declaration on letter head of participating firm regarding acceptance of all tender terms and conditions”.

14. The rejection/cancellation of participation in tender will be conveyed to applicant through e-mail registered with e-tender portal and tenderer has the right to file appeal before Director Food Civil Supplies and Consumer Affairs Department, Haryana within 5 days from the receipt of rejection of bid.
15. The appeal of tenderer will be decided within 15 working days from the date of receipt of appeal and decision of Director Food Civil Supplies and Consumer Affairs Department, Haryana will be final and binding on tenderer.

SECTION VII
Performa for Technical Bid

Sr. No.	Particulars	(Yes/No)
1.	Copy of certificate Registration with ICMAI/ICAI (Institute of Chartered Accountants of India) of firm and partners.	
2.	Copy of certificate Registration with CAG (Comptroller and Auditor General of India) with period of empanelment.	
3.	Copy of Partnership deed duly registered or Article of Association and Memorandum of Association for Limited Company if applicable (LLP firms not eligible to participate in tender)	
4.	Copy of Power of Attorney	
5.	The firm/agency should have balance sheet with positive net worth, ITR for last three financial years i.e. 2020-21, 2021-22 and 2022-23.	
6.	Copy of experience certificate issued by the concerned authority regarding completion of two works of similar assignment for Government/ Semi-Government/PSU/ Private Companies	
7.	Address Proof of firm regarding office	
10.	An affidavit, Duly certified by Notary that: a. The Partners of the firm or sole proprietor or Company/firm as the case may be, has never been black-listed by any State/Central Govt. Agency and the name of the firm or company has not been changed. b. That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be and that he has never been punished by any Court. c. That there are no dues towards income tax as on the date. d. The Firm must not have been convicted by the court of law. e. The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.	
11.	Self attested copy of PAN of firm	
12.	Self attested copy of GST Registration certificate of firm.	
13.	Detail of four Chartered Accountant/Cost Accountant to be provided by the firm. Information to be provided in Annexure 'X' enclosed	
14.	Bidder should submit photocopy of Audited Balance Sheet (complete) having UDIN no. along-with ITR acknowledgment with computation sheet of the last three financial years.	
15.	Copy of Membership Card of the Partners issued by ICMAI	
16.	Self declaration on letter head of participating firm regarding acceptance	

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date:

Signature.....

SEAL :

Name and Designation.....

Detail of Chartered Accountant/Cost Accountant deployed by firm.

- 1. Name
- 2. Father Name
- 3. Date of Birth
- 4. Gender
- 5. Nationality
- 6. Present Address
- 7. Email address
- 8. Contact Number
- 9. Academic qualification (Add more rows, if necessary)

Affix Recent
self- attested
Passport size
photo

Sr. No,	Degree	Year	Subjects	University/ Institute	% of Marks/Class/ Division	Distinction (if any)

10. Professional qualification (Add more rows, if necessary)

Sr. No.	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction(if any)

- *Documents to be submitted in support of above declaration
- CA/ICMA qualified pass certificate issued by ICAI/ICMAI.
 - Graduation/Post graduation degree/certificate
 - Matriculation certificate.
 - The photocopy of above documents be self-certified.

SECTION - VIII

Proforma for Financial Bid

(In Rs.)

Sr. No.	Description	Financial Proposal cost (to be quoted inclusive of all taxes and levies etc.) as per point no.-4 of Section-V
1	Hiring of Chartered Accountants/ Cost Accountants Firm/ Agency for providing four Chartered Accountants/ Cost Accountants/ CMA for compilation and preparation/finalization of Cash, Stock & Inventory Data for the Annual Summarized Accounts & Checking of Monthly Accounts of all Districts in Haryana for the financial year 2018-19 to 2022-23 duly certified and preparation, submission & finalization of Final Incidentals Cost Sheet of Procurement Season wise i.e. RMS/KMS for the FY 2017-18 to 2022-23 duly certified as per standard procedure/guidelines issued by GOI/State Govt. and Reconciliation of Accounts.	

