



**THE Handicrafts and Handlooms Exports Corporation of India Ltd.
(A Govt. of India Undertaking, Ministry of Textiles)
A-2, Sec-2, Gautam Budh Nagar,
Noida-201301, UP.**

Tender for engagement of Chartered Accountants /Cost Accountants Firm for outsource the Accounting, Payroll, Taxation and related finance and accounts services in the HHEC of India Ltd. for Kolkata, Chennai and Noida.

Applications are invited for engagement of Chartered Accountants /Cost Accountants Firm for outsource the Accounting, Payroll, Taxation and related finance and accounts services in the HHEC of India Ltd. for Kolkata, Chennai and Noida

Eligibility Criteria

The offer shall be considered only from Indian, technically competent, experienced and financially sound Accounting/Consulting firms of Chartered Accountants/Cost Accountants who meet the following pre-qualification requirements as per **Annexure-I**

- a) The registered Chartered Accountant/Cost Accountants firm with minimum 10 years of experience and with at least 5 Active partners having minimum 3 FCA partners. **Total Partners are not below the 7. The Experience of Senior Partners should not be less than 5 years.**
- b) The average turnover of the Firm should not be less than Rs. 2.50 Crores.
- c) The Firm is having working or has worked for similar nature of work in minimum 2 big Corporate (private/ state PSU/central PSU) during last 3 financial years i.e. F.Y. 2014-15 to 2016-17 having minimum annual turnover of Rs. 100 crs in any one year in these three financial years.
- d) The Firm entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/ criminal case by regulatory authority (ies)/ court in connection with professional work. The Firm should

not be negative list/black listed by any PSU or Govt. Department. Bidder to submit an undertaking in this respect as per relevant form given in **Annexure II.**

The eligible Chartered Accountant/Cost Accountants Firm, may submit their Bid in two bid system (**sealed**) as per **Technical Bid in Annexure-I and Annexure-II** along with all documentary supports for eligibility criteria and their **Financial Bid** as per **Annexure-III**, to

The **Chief Finance Manager,**
The HHEC of India Ltd.
A-2 to 5, Sector-2, Udyog Marg,
Gautam Budh Nagar, Noida-201301

The bid to be submitted within 15 days i.e. **on or before 19.02.2018 upto 05:00 pm.** The Technical Bid and Financial Bid must be given in Separate Sealed envelope and both the Envelope to be dropped in a Big Separate Envelope and the top of the envelope should superscripted as **“Tender for engagement of CA/Cost Firm for Outsource of Accounting Services etc.”.** **Tender Opening date 20.2.2018 at 4 pm at HHEC Noida .**

All pages of Tender documents must be signed and attached with the Technical Bid.

The envelope should be sealed. If sealed is open, torn or late received, it will be rejected.

Bidders are requested to read the entire Tender Documents carefully before submitting their Bid. Any violation will be rejected the Bid and no question will be entertained in this regard.

The Management of the Corporation also reserves its right to cancel the entire process at any stage. No question and no claim will be entertained in this regard. The Management further reserves its right to cancel the engagement at any time if the performance is not found satisfactory. Management has also reserve its right to offer for both in SI No.-I and SI No.-II of the Financial bid to a Single or multiple firm.

Please see the attached Tender Documents for Details Scope of Work and Terms and Conditions etc.
