

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

**E-tender for engagement of**  
**Professional Chartered accountants/ICWA as Internal Auditor**  
**F.Y. 2022-23**

E-Tenders are invited from professional Chartered Accountant/ICWA firms for the engagement as Internal Auditor for a period of one year (2022-2023).

The tender document and e-service charges of Rs. 2360/- (Rs. 1180/- cost of tender document + Rs. 1180/- e-service charges) and Earnest Money of Rs. 50,000/- (Rs. Fifty Thousand Only)- Refundable are to be paid online through portal <https://etenders.hry.nic.in> & the tender documents are available on the website [www.hfdc.gov.in](http://www.hfdc.gov.in) from 11.04.2022. Last date for submission of e-Tender is 26.04.2022. The technical bids open on 27.04.2022 and financial bids will be opened on 28.04.2022. 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.

Managing Director,  
HFDC, Panchkula.

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

**E-tender for engagement of**  
**Professional Chartered accountants/ICWA as Internal Auditor**  
**F.Y. 2022-23**

e-Tenders is invited from engagement of Professional Chartered Accountants firm for professional Chartered Accountant/ICWA firms for the engagement as Internal Auditor for a period of one year (2022-2023) for the office of Managing Director, Haryana Forest Development Corporation Ltd., Bays No. 27-28, Sector -4 Panchkula as per details below:

| <b>Description of Work</b>   | <b>Ernest Money Deposit (Rs.)</b> | <b>Date of uploading of Tender Document</b> | <b>Last Date for Submission of e-Tender</b> | <b>Date of Opening of Technical Bid</b> | <b>Date of Opening of Financial Bid</b> |
|--|-----------------------------------|---|---|---|---|
| Engagement of Professional Chartered Accountants firm for professional Chartered Accountant/ICWA firms for the engagement as Internal Auditor for a period of one year (2022-2023) | <b>50000/-</b>                    | <b>11.04.2022</b>                           | <b>26.04.2022<br/>Upto<br/>05:00 PM</b>     | <b>27.04.2022<br/>12:30PM</b>           | <b>28.04.2022</b>                       |

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

## Notice Inviting Bid

### **1. Description of works:**

Haryana Forest Development Corporation Ltd. (HFDC) is a Haryana Government Undertaking registered under the companies Act 1956. Engagement of Professional Chartered Accountants firm for professional Chartered Accountant/ICWA firms for the engagement as Internal Auditor for a period of one year (2022-2023) for the office of Managing Director, Haryana Forest Development Corporation Limited, Bays No. 27-28, Sector 4, Panchkula. There are three Chief General Managers and nine General Manager Offices are situated at various districts of the state given as under:

| Sr. No. | Name of Offices      | Telephone No. | Name of GMs offices  | Telephone No. |
|---------|----------------------|---------------|----------------------|---------------|
| 1       | MD Office, Panchkula | 0172-2564463  | General Manager (HQ) | 0172-2564463  |
| 2       | CGM, Ambala          | 0171-2551567  | GM, Ambala           | 0171-2551567  |
|         |                      |               | GM, Kurukshetra      | 01744-293364  |
|         |                      |               | GM, Yamunanagar      | 01732-237824  |
| 3       | CGM, Karnal          | 0184-2241545  | GM, Karnal           | 0184-2241545  |
|         |                      |               | GM, Sirsa            | 01666-243020  |
|         |                      |               | GM, Hisar            | 01662-259278  |
| 4       | CGM, Gurugram        | 0124-2305348  | GM, Gurugram         | 0124-2305348  |
|         |                      |               | GM, Rohtak           | 01262-253584  |
|         |                      |               | GM, Rewari           | 0124-2305348  |

HFDC is in the business of tree harvesting, furniture manufacturing, plantation & landscaping works and other works related to forestry and wildlife management. The annual turnover of the Corporation is around 70 crores (Approximately).

### **2. Scope of work:**

1. You will visit once or more than once on quarterly basis to Head Office and General Manager Offices for internal audit as per direction of Head office.
2. 100% voucher verification of cash, bank, purchase sale and all other transactions.
3. Verification of Purchases of Timber, manufacturing material of various items etc. as per Head Office guidelines.
4. Verification of Sales (rate / quantity) as per auction rate and Head Office approved rates.
5. Verification of all contractor bills as per approved rate.
6. Verification of stock tallies/stock valuation.
7. Verification of all cash receipts and payments in excess of Rs. 10,000/-.
8. Verification of all sundry debtors, creditors, advances from customers, advance to staff and other liabilities.
9. Reconciliation/Verification of all statutory compliances i.e. TDS, TCS, GPF, ESI, EPF, GST, properly deducted, deposited and claimed.

10. Checking of books of account whether maintained in accordance with statutory requirements or not. Suggesting suitable Measures for correction before putting audit report.
11. Suggestion regarding availing of financial benefit (Input) within the acts pertaining to Income Tax and GST etc.
12. Physical verification of Inventory/fixed assets once during audit period on sample basis.
13. Guidance for book keeping.
14. Calculation of quarterly advance tax.
15. Verification of personnel expense- salary, wages and other allowance etc.
16. Verification of all type of other expenses etc.
17. Verification of Fixed assets, Depreciation, addition/ sale and other relevant details regarding fixed assets.
18. Verification of other operating incomes.
19. Verification of Bank Reconciliation.
20. Verification of each and every entry of capital expenditure.
21. Verification of implementation of all laws including industrial laws, regulation and other external requirements and management policies and directions/ guidelines applicable to the corporation is being complied with.
22. Verification of various costing sheets of furniture, barbed wire, polythene bags, wooden crates, fence posts etc. with manufacturing items.
23. Verification of purchase procedure is in accordance with applicable laws and established practices such as e-tendering system and e-procurement procedure etc.
24. Verification of FDR and interest income provisions in the books of accounts.
25. Verification of deductions of loans and interest due from staff.
26. Verification of various projects in process at Gurugram and Rewari.
27. Submission of quarterly audit report after getting rectifications after discussion with General Managers and suggestion if any for corrective measures.
28. Verification of folder data with tally data.
29. Filing of TDS & TCS Returns. (i.e. 24Q, 26Q, 27Q and 27EQ) with due dates on your responsibility.
30. Suggestion of reply on the comments of Statutory/ AG audit on the Balance Sheet.
31. A Form 16A is issued quarterly from traces.
32. A Form 16 (Part A & B) issued annually from traces.
33. Provide TDS & TCS Return Text files, FUV files (Soft copy) and Acknowledgement on quarterly basis to all GMs office with copy to head office.

### **3. Instructions to bidder on Electronic Tendering System**

These conditions will over-rule the conditions stated in the Expression of Interest documents, wherever relevant and applicable.

#### **(i) Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the Expression of Interest process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

#### **(ii) Obtaining a Digital Certificate:**

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.

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>

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.

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

Bid for a particular Expression of Interest 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 Expression of Interest, 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).

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 Expression of Interest as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

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.

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.

**(iii) Pre-requisites for online bidding:**

In order to operate on the electronic Expression of Interest 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://etenders.hry.nic.in> the link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

**(iv) Online Viewing of Detailed Expression of Interest:**

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

**(v) Download of Expression of Interest Documents:**

The EOI documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

### **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Expression of Interest. 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 Expression of Interest.

#### **4. 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.

The bids shall be submitted online:-

##### **1: Technical Bid**

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

##### **2: Financial Bid**

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

#### **5. Eligibility criteria:**

Chartered Accountant Firms/Companies should also fulfill following criteria:

- a) Firm of Chartered Accountants/ICWA having more than five years of experience can submit the tender bid. In case of equal fees quoted by two firms or more the decision will be done by draw.
- b) The firm shall have minimum 03 full time fellow partners associated with the firm for not less than three (as per certificate of ICAI/ICWA). Chartered Accountants/ICWA partners & minimum staff of assistants/article assistants.
- c) The firm should have an **average annual turnover of Rs. 20.00 lakhs in the last three years.**
- d) The firm shall have registered on the panel of Institute of Chartered Accountants of India/Comptroller Accountant General of India and Institute of Cost & Works Accountants of India.
- e) The firm should not have been blacklisted/debarred by any Government organization. An undertaking regarding the same in the prescribed proforma should be submitted.

The interested firm should submit documentary proof of above criteria giving details of firm's structure, related experience in the respective fields, clientele list etc.

Any firm not qualifying the above minimum criteria needs not to apply as such proposals will be summarily rejected.

**6. Period of Service**

- The engagement will be for a **period of one year (01<sup>st</sup> April, 2022 to 31<sup>st</sup> March, 2023)**. The last date of submitting the audit report of last quarter **30<sup>th</sup> April, 2023 and filling the 4<sup>th</sup> quarter returns before 30.05.2023 or due dates**.
- The competent authority will be at liberty to terminate the contract any time, if the services are found unsatisfactory by giving prior notice of 10 days and extendable if the services are found satisfactory.

**7. Reporting:**

The Internal Auditors have to submit the audit plan/programme for each quarter well in advance to Head Quarter/GMs. The Internal Auditors shall submit their draft/final report to the Managing Director on quarterly basis immediately within 30 days from the closure of each quarter of the financial year and should furnish compliance report (Action taken report) of the previous quarter audit observations, both hard and soft copies of the report.

**8. Financial Proposal:**

The financial bid should include – **Annual** professional fee including GST.

**9. Payment Schedule:**

The payment **for each financial year audited** shall be made on quarterly basis for the audit work carried out during the financial year. The Company shall release payment within 15 days of receipt of each quarter report and bill as per details mentioned under:

- a. After submission of report of first quarter: 20% of the value of one year.
- b. After submission of report of Second quarter: 20% of the value of one year.
- c. After submission of report of third quarter: 20% of the value of one year.
- d. After submission of report of final quarter: 40% of the value of one year.

**10. Performance Security:**

- The successful bidder has to deposit the performance security deposit uniformly at the rate of 100% of the order value or estimated value of rate contract in the form of Demand Draft or Bank Guarantee within the prescribed period as mentioned in the work order having validity upto **31<sup>st</sup> December, 2023**. In case, the successful bidder fails to accept the award of the work and also fails to deposit the performance security within 7 days of work allotment the EMD will be forfeited. The EMD deposited along the tender document will be released only after submission of Performance Security.

- The Performance Security of the firm will be refunded to the firm after 60 days on completion of all contractual obligations as per terms & conditions of the tender and agreement executed.
- If the work is not completed within the stipulated time frame, the Performance Security will be forfeited and the firm will be blacklisted.

**11. Submission of Technical and Financial Proposals through online system:**

- a) Technical and financial proposals shall be submitted online through portal <https://etenders.hry.nic.in>.
- b) Financial bid shall include all applicable taxes.

**12. 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.
6. On late filling of TDS & TCS returns delay fine and interest will be successful bidders responsibility and such amount will be deducted from tender amount/EMD/Performance Security.



## FORM OF AGREEMENT

### AGREEMENT

This agreement is executed on the ..... day ..... 2022 between Haryana Forest Development Corporation Ltd. (HFDC) through General Manager (Head Quarter) and..... (here in after called “the firm”)

AND WHEREAS HFDC Ltd. invited bids from eligible bidders for certain works, viz .....

Vide Tender No.                      Dated

AND WHEREAS pursuant to the bid submitted by the firm, vide dated ..... (herein after referred to as the “BID” or “OFFER”) for the execution of works, the HFDC Ltd. by his letter of acceptance dated ..... accepted the offer submitted by the firm for the execution and completion of such works.

AND WHEREAS the firm by a deed of undertaking dated ..... has agreed to abide by all the terms and conditions as may be required from time to time.

AND WHEREAS pursuant to the bid submitted by the firm vide ..... by (hereinafter referred to as the ”the Offer”), HFDC Ltd. has by his letter of acceptance no. .... dated..... accepted the offer submitted by the firm for the execution and completion of such works on terms and conditions in accordance in the conditions of particular application and condition included hereinafter;

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to;
2. In consideration of the payments to be made by HFDC Ltd. to the firm as hereinafter mentioned, the firm hereby covenants with HFDC Ltd. to execute and complete the works in conformity in all respect with the provisions of the contract.
3. HFDC Ltd. hereby covenants to pay the contractor in consideration of the execution and completion of the works the contract price or such other sum as may become payable under the provision of the contract at the times and in the manner prescribed by the contract.

IN WITNESS WHERE OF the parties here to have caused this agreement to be executed the day and year written before.

Signed, sealed and delivered by HFDC Ltd. through his Authorized Representative and the said firm through his Power of Attorney holder in the presence of:

**Signature of HFDC Ltd.**

**Signature of Contractor**

For and on behalf of  
HFDC Ltd.

For and on behalf of Contractor

In the presence of  
(On behalf of HFDC Ltd.)

In the presence of  
(On behalf of Contractor)

1. Name:  
Address:

1. Name:  
Address:

**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

| <b>TECHNICAL BID/QUALIFICATION INFORMATION FORM</b> |  |  |
|---|--|--|
| 1   | <b>Name of the applicant/organization/firm:</b>  |  |
| 2   | <b>Address with Telephone No./Mobile No./Fax No./Email.ID :</b>  |  |
| 3   | <b>Legal Status: Partnership Firm/LLP</b>  |  |
| 4   | <b>Name and Designation of the individual (s) authorized to act for the organization/firm for this work</b>  |  |
| 5   | <b>Particulars of Registration with various Government Bodies: Attach self attested Photocopies</b>  |  |
|   | <b>a. Registration No. and certificate of the firm:</b>  |  |
|   | <b>b. PAN :</b>  |  |
|   | <b>c. GST</b>  |  |
| 6   | <b>The firm should have an Average Annual turnover of Rs. 20.00 Lakh in the last three years (Attach Audited balance sheets)</b>   |  |
|   | <b>a. 2017-18</b>  |  |
|   | <b>b. 2018-19</b>  |  |
|   | <b>c. 2019-20</b>  |  |
| 7   | <b>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?</b> |  |
| 8   | <b>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?</b>  |  |
| 9   | <b>Has the applicant/applicant firm, ever debarred/blacklisted for tendering in any of the Government Organisation at any time? If so, give details.</b>   |  |
| 10  | <b>Similar work experience of last five years (Copy to be enclosed)</b>  |  |
| 11  | <b>Has the applicant/applicant firm/partners ever received any legal notice for professional misconduct? If so, give details.</b>  |  |
| 12  | <b>1. Has the applicant/applicant firm, ever been convicted by a court of law? If so, give details.</b>  |  |
| 13  | <b>Any other information considered necessary but not included above.</b>  |  |

**Signature of Applicant (s)**

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

**Signature of Applicant (s)**