

# Haryana Forest Development Corporation Limited

(Haryana Government Undertaking)

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

Tel: 0172-2564463  
E-mail: [md@hfdc.gov.in](mailto:md@hfdc.gov.in)

No. 1569

Date: 19-08-2019

To

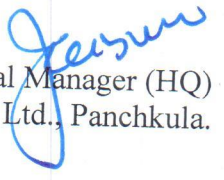
The Director General,  
Information, Public Relations &  
Cultural Affairs, Haryana,  
SCO. 23-25, Sector-7,  
Chandigarh.  
E-mail id: [dipradvt@gmail.com](mailto:dipradvt@gmail.com)

**Sub: Publicity material.**

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Please find enclosed the publicity material "**Tender for engagement of Professional Chartered Accountant Firms /Indvisual and Cost Accountants/Firms of Cost Accountants for filling Monthly GST returns for the financial year 2019-20** " to be published on **21<sup>st</sup> August, 2019** in two Hindi Newspapers on the penal of Haryana Government and charging minimum rates for publication in black and white. The publicity material is also being sent at your official E-mail id: [dipradvt@gmail.com](mailto:dipradvt@gmail.com). The bill (duly verified) for publication charges may be sent to this office for payment.

Encl.: As above.

  
General Manager (HQ)  
HFDC Ltd., Panchkula.


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

**Tender for engagement of**  
**Professional Chartered Accountant Firms /Indvisual and Cost Accountants/Firms of**  
**Cost Accountants for filling Monthly GST returns for the financial year 2019-20**

Sealed Tender is invited under two bid system i.e. Technical and Financial bids from the eligible Chartered Accountant Firms /Indvisual and Cost Accountants/Firms of Cost Accountants for filling monthly GST returns of One GM (HQ) office and Nine GM offices in the field for the financial year 2019-20. The Tender documents can be downloaded from the website of Haryana Forest Development Corporation Limited i.e. [www.hfdc.gov.in](http://www.hfdc.gov.in) and submit alongwith Bank Draft of Rs. 590/- (Rs. 500/- cost of document + Rs. 90/- GST) and Earnest Money Deposit (EMD) in the shape of DD of Rs. 50,000/- drawn in favour of the Managing Director, Haryana Forest Development Corporation Limited, Panchkula.

Description of Work	Ernest Money Deposit (Rs.)	Date of Publishing of Tender	Last Date for Submission of Tender	Date of Opening of Technical Bid	Date of Opening of Commercial Bid
Filling monthly GST returns of GM (HQ) office and Nine GM offices in the field for the financial year 2019-20 GST R1, 3B, GST TDS paid GST TDS receivable & GST annual return (GSTR-9)	50000/- (Alongwith Technical Bid)	21.08.2019	29.08.2019 At 11:00 AM	29.08.2019 At 12:30 PM	29.08.2019 At 3:00 PM

Due to administrative reason the above tender has not been opened. The bidders already submitted their tender for the above work need not apply again and their earlier tender will be considered while opening the tenders on dated 29.08.2019. Fresh bidders shall submit two sealed envelopes (*Technical and Financial bids in two separate envelopes*) and put in one outer cover and submit it on or before **29<sup>th</sup> August, 2019 by 11.00 AM** at the above address. The Technical bids will be opened on the same day in the presence of bidders or their representatives. If the tender is cancelled or recalled on any grounds, the tender document fee will not be refunded. The Managing Director, Haryana Forest Development Corporation Limited, Panchkula can reject any/all tender(s) without assigning any reasons thereof.

  
General Manager (HQ)  
HFDC, Panchkula.



## Notice Inviting Bid

### **1. Introduction:**

Haryana Forest Development Corporation Ltd. (HFDC) is a Govt. of Haryana Undertaking registered under the companies Act 1956. HFDC is having its registered office at 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 CGMs offices	Telephone No.	Name of GMs offices	Telephone No.
1	GM (HQ), Panchkula	0172-2564463	1. General Manager (HQ), HFDC, Bays No. 27-28, Sector 4, Panchkula	0172-2583620
2	Chief General Manager, Ambala	0171-2551567	1. General Manager, HFDC, Forest Complex, Ambala City. 2. General Manager, HFDC, Forest Complex, Pipli, Kurukshetra. 3. General Manager, HFDC, Opposite District Court, Yamuna Nagar	0171-2551567 01744-293364 01732-237824
3	Chief General Manager, HFDC, Forest Complex, Mill Gate, Karnal	0184-2241545	4. General Manager, HFDC, Forest Complex, Railway Road, Karnal 5. General Manager, HFDC, Forest Complex, Mill Gate, Hisar 6. General Manager, HFDC, Forest Complex, MITC Colony, Sirsa	0184-2241545 01662-259278 01666-243020
4	Chief General Manager, HFDC, Haryana Bhawan, Copernicus Marg, New Delhi	011-23384510	7. General Manager, HFDC, House No. 1098, Prem Nagar, Old Jail Road, Rohtak 8. General Manager, HFDC, Forest Complex, Sohna Road, Gurugram 9. General Manager, HFDC, Masani Barrage, Near Khaliawas, Dharuhera, Rewari	01262-253584 0124-2305348 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 45 crores (Approximately).

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

Filling monthly/quarterly GST returns of One GM (HQ) office and Nine GM offices in the field for a period of one year from 01.09.2019 to 31.08.2020). GST R1, 3B, GST TDS paid, GST TDS receivable & GST annual return (GSTR-9) or any changes from time to time by the GST Authorities will also be applicable.

**Note:** All General Managers of HFDC will send their GST data and information alongwith Tally Data on monthly basis at HFDC, Panchkula for filling of GST return.

### **3. Eligibility criteria:**

Chartered Accountant Firms /Individual and Cost Accountants/Firms of Cost Accountants should also fulfil following criteria:

- a) Chartered Accountant Firms /Individual and Cost Accountants/Firms of Cost Accountants having more than Ten years of experience can only submit the tender bid preference will be given to the firm having experience of Public Sector Undertaking of Haryana State.
- b) The firm shall have minimum 03 fulltime fellow partners associated with the firm for not less than three years (as per certificate of ICAI and ICWA).
- 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 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.

#### 4. Period of Service

- The engagement will be for a **period of one year (01<sup>st</sup> September, 2019 to 31<sup>st</sup> August, 2020).**
- 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.

#### 5. Reporting:

The Chartered Accountant Firms /Individual and Cost Accountants/Firms of Cost Accountants should submit their compliance report to the General Manager (HQ), HFDC, Panchkula.

#### 6. Financial Proposal:

1. The financial bid should include – **Annual** professional fee including GST.
2. The estimated cost of financial bid – Rs. 8000-00 per month each unit (Rs. Eight Thousand only).

#### 7. Payment Schedule:

The payment will be made on monthly basis.

#### 8. Submission of Technical and Financial Proposals:

Technical and financial proposal shall be submitted in separate two sealed envelopes one superscribing as "Technical Bid for filling of GST monthly returns" (Enveloper-I) and other superscribing as "Financial Bid for filling of GST monthly returns" (Enveloper-II). Both the envelopes should be placed in one main envelope addressed to the PCCF-cum-Managing Director, Haryana Forest Development Corporation Ltd., Bays No. 27-28, Sector 4, Panchkula-134112 on or before 29.08.2019 upto 11.00 AM.



**12. Opening/Selection of Proposals:**

- a) The proposal will be opened by the Committee constituted by the Managing Director in the presence of the members who choose to be present at the time of opening on 29.08.2019 at 12.30 PM. The technical bids will be opened first. Evaluation of Technical Bids will be carried out on the basis of criteria laid down.
- b) The financial bid of those bidders who qualify in technical evaluation only will be opened.

**13. General Conditions:**

1. Furnishing incorrect information by the bidder shall attract forfeiture of bid security.
2. The bidder should put **page numbers of each page and sign each and every page** of the documents and submit it in bound form.
3. The successful bidder has to sign an Agreement with HFDC in the prescribed proforma as enclosed.
4. Subletting of the assigned work will not be permitted in any circumstances.
5. The Competent Authority of HFDC reserves the right to reject any or all the bids and cancel the tender without assigning any reason.

**Signature of Applicant (s)**

**TECHNICAL BID/QUALIFICATION INFORMATION FORM**

1. Name of the applicant/organization/firm:
2. Address with Telephone No./E-mail ID :
3. Legal Status : Partnership Firm/Limited Liability Partnership
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. 2016-17
  - b. 2017-18
  - c. 2018-19
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. Similar work experience (Copy to be enclosed)
11. Has the applicant/applicant firm/partners ever received any legal notice for professional misconduct? If so, give details.
12. Has the applicant/applicant firm, ever been convicted by a court of law? If so, give details.
13. 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)

**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



## FORM OF AGREEMENT

### AGREEMENT

This agreement is executed on the ..... day ..... 2019 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.**

For and on behalf of  
HFDC Ltd.

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

1. Name:  
Address:

**Signature of Contractor**

For and on behalf of Contractor

In the presence of  
(On behalf of Contractor)

1. Name:  
Address:

# 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 Firms /Indvisual and Cost Accountants/Firms of Cost Accountants for filling monthly GST returns of One GM (HQ) office and Nine GM offices in the field for the financial year 2019-20 (01.09.2019 to 31.08.2020).

Sr. No.	Particulars	Period	Rate (per month)	Amount	
				Figures	Words
1	Filling monthly/quaterly GST returns of GM (HQ) office and Nine GM offices in the field for a period of one year from 01.09.2019 to 31.08.2020). GST R1, 3B, GST TDS paid, GST TDS receivable & GST annual return (GSTR-9) or any changes from time to time by the GST Authorties will also be applicable	One year			
	<b>Total</b>				

**Amount in words:**

**Signature of Bidder**