

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 ten 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	PCCF-cum-MD, Panchkula	0172-2564463	1. General Manager (HQ), Bays No. 27-28, Sector 4, Panchkula	0172-283620
1	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
2	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
3	Chief General Manager, HFDC, Forest Complex, Sohna Road, Gurugram	0124-2305348	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 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.
30. Suggestion of reply on the comments of Statutory/ AG audit on the Balance Sheet.

3. **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 preference will be given to the firm having experience of audit of Public Sector Undertaking of Haryana State in case of equal fees quoted by two firms or more.
- 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.

4. Period of Service

- The engagement will be for a **period of one year (01st April, 2020 to 31st March, 2021)**. The last date of submitting the audit report of last quarter **30th April, 2021**.
- 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.

5. 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.

6. Financial Proposal:

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

7. 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 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.

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 Engagement of Internal Auditor" (Envelope-I) and other superscribing as "Financial Bid for Engagement of Internal Auditor" (Envelope-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 04.08.2020 upto 5.00 PM.

9. Earnest Money

- Earnest Money – Rs. 25,000/- (Rs. Twenty Five Thousand only) in the form of Demand Draft in favour of Haryana Forest Development Corporation Ltd. Payable at Panchkula/Chandigarh, be put with technical bid in Envelope-I.
- EMD of bidders who are not found technically/financially suitable shall be returned back on the spot or by registered post.

10. Performance Security:

- The successful bidder has to deposit the performance security deposit uniformly at the rate of 10 *percent* 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 **31st September, 2021**. 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. Technical Bid:

The Technical Bid should contain following:

1. Cost of Tender Document fee of Rs. 1000/- and E-Service charges of Rs. 1180/- including GST total Rs. 2180/- are to be made by the bidder online through e-procurement portal.
2. Earnest Money – 25,000/- (Rs. Twenty Five Thousand only) in the form of Demand Draft in favour of Haryana Forest Development Corporation Ltd. Payable at Panchkula/Chandigarh.
3. The firm should submit an undertaking on their letter head regarding not have been blacklisted/debarred by any Government organization.
4. Complete Tender document including filled Application Form.
5. Supported by documents like.
 - a. Firm constitutional certificate of Institute of Chartered Accountant of India.
 - b. GST etc. registration Certificate.
 - c. PAN card copy.
 - d. Experience certificates
 - e. Turnover proof (Balance Sheet, Profit & Loss account and all relevant schedules)
 - f. Income Tax Return (three years)

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 05.08.2020 at 11.00 AM. The technical bids will be opened first. Evaluation of Technical Bids will be carried out on the basis of criteria laid down under para 3 above.
- b) The financial bid of those bidders who will qualify in technical evaluation only will be opened at 3.00 PM.

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 performa 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 organization/firm:**

- 2. Address with Telephone No./E-mail ID :**

- 3. Legal Status : Partnership Firm/Limited Liability Partnership**

- 4. Name and Designation of the 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)**

- 7. Was the 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 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 firm, ever debarred/blacklisted for tendering in any of the Government Organisation at any time? If so, give details.

10. Work experience (Copy to be enclosed)

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

12. Has the 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 2020 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 WITHNESSETH 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:

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: Short term notice inviting E-tender for engagement of Professional Chartered Accountant as Internal Auditor for the financial year 2020-21 (01.04.2020 to 31.03.2021).

Sr. No.	Particulars	Period	Rate (per year)	Amount	
				Figures	Words
1	Internal Audit of Haryana Forest Development Corporation Ltd., for the financial year 2020-21 (01.04.2020 to 31.03.2021). The financial bid should include – Annual professional fee including GST/GST TDS.	One year			
	Total for the one financial year				

Amount in words:

Signature of Bidder