



# HARYANA AGRO INDUSTRIES CORPORATION LIMITED

(A Haryana Govt. Undertakings)

CIN No.U51219HR1967SGC041080

EPABX: 0172-2561317, 2560920

FAX: 0172-2561310, 2561313 P

Website: haic.co.in

Email: haicpk@gmail.com

Registered office

Bays No.15-20, Sector-4

Panchkula

**No.Asstt.Acctt./2020/**

**Dated:**

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Quotations for engagement of Chartered Accountant for preparation of Annual Accounts for the financial year 2018-19 and 2019-20.**

Sealed quotations are invited for engagement of reputed Chartered Accountant firm for preparation of Annual Accounts for the Financial Years 2018-19 and 2019-20. The Chartered Accountant should be registered with ICAI and have an office (Branch/Head Office) in Chandigarh/Panchkula.

The interested firms are required to submit financial bid. The bids in sealed Cover-I containing "Financial Bid" in the prescribed format should be placed in sealed cover superscribed "Quotation for engagement of Chartered Accounts Firm for preparation of Annual Accounts of the Corporation for the "Financial Year 2018-19 & 2019-20", may be submitted personally in the O/o Managing Director, Haryana Agro Industries Limited, Bays No.15-20, Sector-4, Panchkula on or before 13.07.2020 upto 11:00 AM. Quotations received after scheduled date & time shall be summarily rejected.

The MD, HAIC reserves the right to reject any or all the quotations without assigning any reason thereof. Incomplete and conditional quotations shall be rejected.

**Annexure-I to Annexure-V** needs to be filled before submitting the quotations.

**Sr. Accounts Officer**



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## Annexure-I

**Subject: Quotations for engagement of Chartered Accountant firms for preparation of Annual Accounts for the financial year 2018-2019 & 2019-2020.**

1. Name, address of : \_\_\_\_\_  
Firm/Agency and  
Telephone Nos.
2. Registration No. of : \_\_\_\_\_  
the Firm/Agency  
(ICAI registration)
3. Name, Designation, : \_\_\_\_\_  
address and Telephone No.  
of Authorized person of \_\_\_\_\_  
Firm/Agency to deal with
4. Copy of PAN card : \_\_\_\_\_  
issued by Income Tax Deptt.
5. Copy of Service Tax : \_\_\_\_\_  
No./GST No.
6. Copy of CAG : \_\_\_\_\_

Empanelment No.

This is to certify that I/we before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature) : \_\_\_\_\_

Name & Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(With seal)



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## **Annexure-II**

### **Undertaking**

**To**

**The Managing Director,  
Hayana Agro Industries Corporation Limited,  
Panchkula.**

**Sir,**

1. I/we the understood, certify that I/we have gone through the terms and conditions mentioned in the quotation documents and undertake to comply with them.
2. It is also to certify that informations given in this quotation are true and nothing has been concealed therein which is relevant for the purpose of applying for this quotation.

3. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Place: \_\_\_\_\_

with seal

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Annexure-III

### Format of Financial Bid

S.No.	Description	Consolidated remuneration including service charge of the firm for each year.	
1.	For preparation of Annual Accounts for the financial year 2018-2019 & 2019-2020	2018-2019	
		2019-2020	

The CA firm has to complete the work as per Annexure-IV in the O/o Haryana Agro Industries Corporation Limited (HAIC), Bays No.15-20, Sector-4, Panchkula. All the Stationary/Equipment needs for preparation of Annual Accounts will provided by the HAIC.

The financial bid shall be exclusive of GST/Service Tax, Education Cess and Secondary and Higher Education Cess or any other applicable taxes. The taxes as may be levied by the Government from time to time shall be charged by the firm in addition to the rates quoted in the bid by the firm.

Payment to the firm shall be made after completion of all the three annual account.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Place: \_\_\_\_\_

with seal

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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## **Annexure-IV**

### **Terms and Conditions:-**

1. The work of preparation of balance sheet will include preparation of trial balance, income and expenditure account and after compilation of accounts of Head Office and Field offices. The final Annual Accounts of the Haryana Agro Industries Corporation Limited are to be prepared as per companies Act 2013 for the Financial Year 2018-2019 & 2019-2020.
2. Preparation of reconciliation set of annual accounts of FSCs, Plants and HO.
3. Compilation and finalizing of the Annual Accounts of the Haryana Agro Industries Corporation Limited, as per Companies Act 2013, for the Financial Year 2018-2019 & 2019-2020.
4. The firm will get the final Annual Accounts of each year audited by Statutory Auditors/AG (Audit) Haryana.
5. Assisting in removing the persistent audit queries observed while conducting statutory audit/CAG Audit.
6. Preparation/reconciliation of the statements of all the bank accounts of HAIC.
7. All schedules required for preparation of annual accounts.

8. To look into the income tax defaults of the current year and previous year and their necessary rectification.
9. Computation of the income tax of the faculty, visiting faculty, contractors, staff etc. and checking and resolving of the discrepancy if any, in the 26AS and issue of TDS certificate. It also includes filing of income tax return and generating for 16A or form 16, as the case may be.
10. Preparation of statistical data as required by the State/Centre Govt. from time to time.



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## **Annexure-V**

### **Eligibility Criteria:**

1. Experience of CA Firms -- The firm should have a minimum professional experience of 5 (five) years.
2. No. of Partners of the CA Firms --- The firm should have minimum 2 (two) Nos. of Partners. Bio data of each partner needs to be submitted.
3. The Annual turnover of the CA Firm should not be less than Rs.20.00 Lac per year, for the last three years. Copies of Balance sheet and P&L A/c for the last 3 years duly certified by CA is to be submitted.
4. The Firm should be empanelled with the CAG of India for conducting statutory audit of Government organizations.
5. The firm should be registered with the ICAI under provisions of relevant act to provide the professional services. Enclose copy of registration certificate with ICAI of the firm.
6. Copy of registration certificate/allotment letter of service tax number to be submitted.
7. Copy of last income tax return to be submitted.

8. The financial proposal is for the Financial Year 2018-2019 & 2019-2020 and may be renewed on similar terms & conditions for another one year after satisfactory services.

**Note:** Eligibility criteria may be relaxed for the firms who are having excellent track record and experience subject to approval of the Competent Authority.