

HARYANA AGRO INDUSTRIES CORPORATION LTD.

**EXPRESSION OF INTEREST FOR APPOINTMENT OF
CHARTERED ACCOUNTANT FIRMS**



Last Date for Submission of Tender :- 3.00 p.m. on 17.11.2016

Date of Opening of Tender:- 4.00 p.m. on 17.11.2016

Cost of Tender Form: Rs.525/-

Form Serial no.:

Cash Receipt No. Date:

D.D No..... Bank :

Address:

BAYS NO-15-20, SECTOR-4, PANCHKULA - 134112

Tel No. +91-172- 2561305, 2561324

FAX: +91-172-2561310

[e-mail : haicpk@gmail.com](mailto:haicpk@gmail.com)

Website: www.haic.co.in



HARYANA AGRO INDUSTRIES CORPORATION LIMITED
BAYS NO-15-20, SECTOR-4, PANCHKULA - 134112.

Tel No. +91-172- 2561305

FAX: +91-172-2561310, 2561326

DISCLAIMER

The information contained in this Tender (“Tender”) or subsequently provided to CA Firm(s), in any other form by or on behalf of HAIC or any of their employees is provided to CA Firm(s) on the terms & conditions set out in this Tender. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this Tender. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. HAIC, its employees make no representation or warranty and shall have no liability to any person, including any CA Firm under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise. HAIC also accepts no liability of any nature whether resulting from negligence or otherwise. The issue of this tender does not imply that HAIC is bound to select a CA Firm or to appoint the Preferred CA Firm. HAIC may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any of the CA Firm(s) or Bids at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same. The CA Firm shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any physical verification, demonstrations or presentations which may be required by HAIC or any other costs incurred in connection with or relating to its Tender. All such costs & expenses will remain with the CA Firm and HAIC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a CA Firm regardless of the conduct or outcome of the Tendering Process. Submission of proposal by the CA Firm shall be deemed to have been done after careful study and examination of the document. The response should be full and complete in all respect. Incomplete or partial response is liable to be rejected. The terms in the following categories are used interchangeably and their derivatives are synonymous within each category:

- (a) CA Firm, Bidder, Company, Agency, Supplier, Producer etc.
- (b) Corporation, HAIC
- (c) EoI, Tender, IFB (Invitation for Bids), Tender, Application, Bid, Proposal.



HARYANA AGRO INDUSTRIES CORPORATION LIMITED
BAYS NO-15-20, SECTOR-4, PANCHKULA - 134112.

TENDER NOTICE

Sealed tenders are invited from Chartered Accountant Firms registered with CAG for (i) outsourcing of Accounting Work, (ii) undertaking Internal Audit of District offices/Head Office of Haryana Agro Industries Corporation Limited (HAIC) and for (iii) taxation work for the year 2016-17 & 2017-18. The Chartered Accountant firms selected for any one of the above activity shall automatically disqualify themselves from the other assignment in the organization. The Tender document will be available in the office of the undersigned on payment of Rs.525/- per set vide Cash/DD drawn in favour of **Haryana Agro Industries Corporation Ltd.** payable at **Panchkula**. The tender document can also be downloaded from the website www.haic.co.in . In such a case, demand draft of Rs.525/- is to be enclosed. The last date for submission of bids is upto 3:00 PM on 17.11.2016 & Tenders shall be opened at 4 p.m. on the same date at the above given address. The Managing Director reserves the right to accept or reject any tender without assigning any reasons there to.

MANAGING DIRECTOR

I. SCOPE OF WORK FOR OUTSOURCING OF ACCOUNTING WORK

HAIC Ltd., invites tenders from Chartered Accountant firms for outsourcing of Accounting work relating to the Company at the Head Office and also for all the field offices. The scope of work is as under:-

- 1) CA Firms are required to maintain accounts of HAIC, Head Office, all District Offices, Farmer Service Centres, production units/factories/petrol pumps.
- 2) Preparation of pay roll, advances & recovery, Income Tax calculations, TDS, remittances and returns relating to Provident Fund, Employee Pension, Income Tax, etc.
- 3) Cash and bank transactions, reconciliation of bank accounts.
- 4) Trade – sale purchase vouchers, sale purchase books, receipt/payment vouchers, Journal vouchers, sales tax returns, debit credit notes, service tax. TDS returns, preparation of party accounts, stock records.
- 5) Accounting of branch expenses, branch accounts reconciliation including issuance of certificates thereof.
- 6) Fixed assets register – Computation of depreciation, reconciliation of assets with physical verification report.
- 7) Corporate accounts – consolidation of divisional accounts, preparation of balance sheet and profit and loss account with schedules, segment report, Cash flow Chart, Foreign exchange earning and outgo report etc.
- 8) Corporate Tax – Service Tax, Sales Tax, TDS Return, With –holding Tax – Advance Tax, filing of Income Tax returns, assistance at assessment stage and other applicable taxes as per Govt. instructions.
- 9) Preparation of provident fund statements and of P.F. and Gratuity fund Trusts accounts.
- 10) Selected C.A. Firms shall submit the Draft & Final Trial Balance to the Managing Director, HAIC from time to time, District-wise, as well as of Head Office.
- 11) Any other items of work pertaining to accounting.

II. SCOPE OF WORK FOR INTERNAL AUDIT

- 1) CA Firms are required to conduct internal audit of HAIC, Head Office, all District Offices, FSC, production units/factories/petrol pump.
- 2) Selected CA Firms has/have to carry out work for every quarter upto 31.03.2018.
- 3) Selected CA Firms has/have to submit the Internal Audit Report to the Managing Director, HAIC within one month from the end of the respective quarter.

- 4) Checking (as the case may be) of all cash/journal vouchers/ Bank Payment vouchers/ Bank Receipt vouchers, Purchase Orders, Work Orders, Contracts & Agreements etc.
- 5) Check & Review of all records such as fixed assets registers, purchase registers, stock registers and all books of accounts maintained with finance division/other divisions.
- 6) Critical Analysis of all payments with reference to delegation of power, administrative approval, Statutory resolutions, budgetary provisions & measures of economy and advise time to time for necessary changes. Report on actual expenditure vis-à-vis the budgetary provision with remarks of deviation.
- 7) Verify & submit completed quarterly Trial Balance, Profit & Loss Account and Balance Sheet to the management within a month after the end of respective quarter. The report should be signed by the Internal Auditor. He will also give his Audit remarks.
- 8) Prepare & verify Inter Unit Reconciliation statement quarterly & suggestions thereon for necessary accounting.
- 9) Review and scrutiny of Sundry Creditors, Debtors, Security Deposit, EMD, advance and report quarterly to the Management with reason of such long outstanding.
- 10) Checking of subsidiary ledgers or registers and reconciliation of the same with the General Ledger.
- 11) Checking of Compliances of Internal Audit Report, Statutory Audit Reports & A.G. Audit Report if any for the preceding financial year.
- 12) Vouching of transactions especially propriety thereof.
- 13) Verification of Bank Reconciliation Statement (BRS) / Balance Confirmation Certificate with reference to each bank account including inoperative bank account. Ensure that proper accounting effects have been given with regards to bank charges during the current year and reverse of original entry in case of stale cheques. In case of un-reconciled balances appearing in the BRS of last year, the stress should be given to reconcile the same during the year.
- 14) Checking of Purchase Order with reference to estimate, tender, quotation and comparative statement etc. as per delegation power assigned to respective unit head.
- 15) Checking of pay and allowances, administrative and general expenses and other Misc. Expenses on sample basis selected at random and provisions thereon.
- 16) Checking of all types of advance account including imprest and emergency temporary advance account, Checking of Balance Confirmation Certificate from District Offices for Temporary Advance as on certain date and also to ensure that timely adjustment have been made. If any temporary advance remains at the end of the year, it should be transferred to MPWA (Miscellaneous Public Works Advances) Account of respective person.

- 17) Checking of Project-wise expenditure, Verification of the proper maintenance of works/job Register for consumption of materials, labours etc & proper submission of Utilization Certificate.
- 18) Checking of expenditure incurred for deposit works and ensures the extend of adjustment thereon.
- 19) Checking of material at site which have been generated out of completed capital works and Checking of material at site which have been generated out of repair & maintenance work. The valuation of such material must be as per actual cost.
- 20) Checking of proper maintenance of stock / Material at site Register and Record (Both for Capital and O & M items).
- 21) Checking of stores materials receipt, issued, utilized and balance thereof (i.e. Stock at site with Sectional Officer). Ensure that material quantity and its values as per store ATDs is correctly incorporated in stock at site account.
- 22) Physical verification of Cash to be made and to express whether time-to-time physical verification of Cash have been conducted or not.
- 23) To give comments in case Actual Expenditure exceeds Annual Revised Budget in respect of revenue & capital expenditure.
- 24) To verify Service Tax paid under reverse charge during the year is correct or not and all the credit balance have been duly paid during the year.
- 25) Checking of proper deduction of taxes.
- 26) To verify the calculation of depreciation on Fixed Assets of opening balance and addition during the year is as per Rules.
- 27) HAIC will have the absolute right to cancel all or part of tender application without assigning any reason thereof. HAIC will have also full right to select one or more firm(s) to award the service contract.
- 28) Service Charge will be paid in 4 (four) equal installments (for each Quater) and the entire audit is to be completed before 30.04.2018. The selected firm(s) will not charge any interest or fee for delayed payment.

III. **SCOPE OF WORK FOR TAX CONSULTANT**

- 1) Preparation and submission of returns like Income Tax, Wealth Tax, Service Tax, Tax deducted at sources (TDS) and Sales Tax to appropriate taxation authorities including revised return, required (if any) with in time as prescribed in the concerned Act.
- 2) Drafting of replies in compliance of the notices and other communications received from the Taxation Authorities.
- 3) To Represent the Corporation & appear before Taxation Authorities /Appellate Authorities for current as well as old pending cases and submitting explanation and information asked for, from time to time.

- 4) Examination of the Assessment Orders / Appellate orders and advising further action in the matter.
- 5) Preparation and filing of Appeal before Commissioner of Income Tax (Appeal) / Income Tax Appellate Tribunal.
- 6) To advise the Corporation on applicability /benefits/rebates/incentives available under the Income tax, Wealth tax, Service Tax & Sales Tax, etc.
- 7) To arrange Income Tax Clearance Certificate and Income tax Exemption Certificate in time.
- 8) Computation of Advance Tax liability of the corporation on quarterly basis & tax liability under Minimum Alternative Tax (MAT) as under section 115JB of Income Tax Act,1961.
- 9) To arrange the refunds due to Corporation from concern departments (if any).
- 10) To provide expert opinion for the case as and when required by the corporation under the Income tax, Wealth tax, Service Tax & Sales Tax, etc.

IV. ELIGIBILITY CRITERIA

- 1) The firm should be registered with CAG of India. (Registration No to be attached)
- 2) The firm should have a professional standing of more than 5 years. (Constitution Certificate to be attached)
- 3) The firm should have average gross turnover of not less than Rs. 25 Lakhs during the 3 previous years. (Balance Sheet and Profit and Loss of 3 years 2012-13, 2013-14 and 2014-15 are to be attached)

V. TERMS & CONDITIONS

- 1) On the basis of quantum and type of the work, it is envisaged that the outsourcing firm will have to deploy Commerce graduates well conversant with accounts and having hands on experience in Tally and other accounting software.
- 2) The outsourcing firm shall be responsible for complying with all statutory requirements for providing its personnel with requisite facilities such as payment of minimum wages as per notification by the Appropriate Authority. The liability of the weekly rest and leave wages to the workers will be of the outsourcing firm.
- 3) The outsourcing firm shall strictly maintain all registers (such as attendance register, wage register, etc.) and maintain proper records of depositing P.F., E.S.I.C. contribution and all other statutory deductions (deducted from its worker's salary + own share) required as per law and submit copies of proof with HAIC every month. The outsourcing firm is also responsible for timely submission of Annual Returns with respective authorities. They shall extend full co-operation to HAIC at the time of inspection of P.F./ Labour inspector/other authorities.
- 4) The outsourcing firm shall provide a substitute well in advance if any worker leaves the job.

- 5) The outsourcing firm shall replace immediately any of its personnel, if they are unacceptable to HAIC.
- 6) HAIC has the right to increase/decrease the number of personnel depending upon the work requirement of the company. HAIC will give 07 days notice for such increase/decrease.
- 7) The outsourcing firm should ensure police verification of character and antecedent of his staff and must furnish their identification proof like copy of Aadhar Card, election card or ration card duly attested by Gazetted officer of Central or State Govt., Sub-Divisional Magistrates/ Officers, Post Masters or persons duly authorised to sign identity certificates by GOI and countersigned by the outsourcing firm after getting himself/ herself satisfied.
- 8) Since the persons engaged by the outsourcing firm shall be the employees of outsourcing firm, it shall be his duty to pay their salary every month. In addition, the outsourcing firm shall be responsible for all statutory payments, like provident fund, gratuity, etc.
- 9) The outsourcing firm's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organisational matters. In this regard separate undertaking from every personnel deployed in HAIC shall be taken by the outsourcing firm and same shall be forwarded to HAIC.
- 10) The outsourcing firm shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of HAIC.
- 11) The outsourcing firm shall provide back up of the accounts on daily basis.
- 12) The outsourcing firm will raise monthly bill by 5th day of the next month which HAIC shall pay after due verification within 15 days.
- 13) In case the outsourcing firm fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by HAIC by giving one month's notice. The performance guarantee/security in that case shall be forfeited without assigning any reason.
- 14) HAIC reserves the right to reject any or all the bids without assigning any reason thereto. HAIC will also have a right to reject any bid on the basis of unsatisfactory past performance of a bidder or warranted termination of past contract. Suppression/misrepresentation of any factual information by any bidder or furnishing false information, shall render the contract liable to be terminated. The decision of HAIC shall be final and binding in this regard.
- 15) The outsourcing firm shall start providing service within a period of 15 days from the date of the contract.
- 16) The contract will initially be for a period upto 31.03.2018, extendable, at the discretion of HAIC, at terms and conditions to be mutually settled then.

VI. PROCEDURE FOR SUBMISSION OF TENDER

- 1) Tenders shall be submitted separately to the 3 bids, by the eligible Chartered Accountant Firms, in separate envelopes.
- 2) The rates to be quoted shall be inclusive of service tax and boarding and lodging, travelling expenses. No separate amount shall be paid by the

Corporation on account of service tax and boarding and lodging, travelling expenses.

- 3) Tender for outsourcing of Accounting Work shall be submitted in sealed cover with super scribing "TENDER FOR OUTSOURCING ACCOUNTING WORK".
- 4) Tender for appointment of Internal Auditor shall be submitted in sealed cover with super scribing "TENDER FOR APPOINTMENT OF INTERNAL AUDITOR".
- 5) Tender for appointment of Tax Consultant shall be submitted in sealed cover with super scribing "TENDER FOR APPOINTMENT OF TAX CONSULTANT".
- 6) CA Firms should invariably mention their name address etc. on left hand side of envelope for clear identification.
- 7) Conditional Tenders other than the conditions mentioned in the tender document will be liable for rejection.
- 8) The sealed tender should reach **Secretary, Haryana Agro Industries Corporation Limited, Head Office, BAYS NO-15-20, SECTOR-4, and PANCHKULA – 134112** through Registered Post/Speed Post/Courier Service / By hand only on or before 3.00 p.m. on 17.11.2016.
- 9) Tender document shall be opened on the same day at 4.00 P.M. in the presence of the authorized representatives of the C.A. Firms.
- 10) Tenders received after the schedule date and time shall not be entertained.
- 11) The tenderer shall submit a brief profile of the firm in the prescribed form provided in **Annexure I**.
- 12) Offer Price is to be submitted in **Annexure II A/IIB/IIC**.
- 13) The offer price shall not be less than the amount as prescribed in **Annexure III A/IIB**.
- 14) **CA Firms may submit additional information in separate sheet(s). Documents in furtherance to the application & tender may also be submitted along with a covering letter.**
- 15) CA Firm is required to sign all pages of the Tender Document with Seal.

The Competent Authority is not bound to accept any or all the Tender(s) and reserves its right to accept the Tender(s) either in full or in part. The Authority also reserves the right to terminate the contract / order of any Chartered Accountant Firm in case of changes in the Government procedures or policy or instruction / direction.

Place :

Date :

*Signature of CA Firm
with seal*

APPLICATION FORM

1. Name of Firm: _____
With details of Partners _____

2. Detailed Office Address: _____

3. Contact Details: (a) Name _____
(b) E-mail ID _____
(c) Land Line No. _____
(d) Mobile No. _____

4. Whether the CA Firm has been blacklisted by the Govt. of India /ICAI/ICWA/
any Ministry /Agency of Govt. of India/ any Department of Govt. of Odisha
and/or any other deptts. of other States. Please state the details.

OR

Submit Affidavit for not black –listed /debarred by any Central /State Govt. or
Central/State Agencies/PSU etc.

5. PAN No. _____

6. Service Tax Registration No. _____

7. Name of the Organization in where the CA Firm has worked (Pl. attached proof) 1. _____
2. _____
3. _____
8. P.F. Registration No. (If any) :-
(Please enclose Photo copy)
9. E.S.I. Registration No. ((If any) :-
(Please enclose Photo copy)
10. Membership No. of all Partners :-
11. Annual turnover of last 3 years (if any)
a) 2012-13 :-
b) 2013-14 :-
c) 2014-15 :-
12. Name of the Banker with Address :-
13. Account No. with IFS Code No. :-
- 14. Tender document payment Details :-**
i) Money Receipt No. & date :-
ii) Value: - Rs. 525/-
15. Details of past experience :-
(Separate Sheet may be attached if required)

I/We hereby declare that the information furnished herein is true to the best of my knowledge & I/we further declare that in case of appointment I/we shall abide by the terms and conditions of HAIC. In case the furnished information is found to be false at any stage, HAIC will cancel the tender/awarded order(s) without assigning any reason thereof.

Dated _____

Full Signature with office seal of
the CA Firm.

ANNEXURE-II (A)

PRICE BID FOR OUTSOURCING OF ACCOUNTING WORK

NAME OF DISTRICT OFFICES			
DISTRICTS	Fees Including TA /DA	Service Tax	Total
1. AMBALA			
2. YAMUNA NAGAR			
3. KURUKSHETRA			
4. KARNAL			
5. KAITHAL			
6. JIND			
7. PANIPAT			
8. SONEPAT			
9. ROHTAK			
10. GURGAON			
11. HISSAR			
12. SIRSA			
13. BHIWANI			
14. PALWAL			
15. NARNAUL			
16. REWARI			
17. FATEHABAD			
18. HAIC, HEAD OFFICE			

Dated: _____

Full Signature with office seal
of the CA Firm.

ANNEXURE-II (B)

PRICE BID FOR INTERNAL AUDIT

NAME OF DISTRICT OFFICES			
DISTRICTS	Fees Including TA /DA	Service Tax	Total
1. AMBALA			
2. YAMUNA NAGAR			
3. KURUKSHETRA			
4. KARNAL			
5. KAITHAL			
6. JIND			
7. PANIPAT			
8. SONEPAT			
9. ROHTAK			
10. GURGAON			
11. HISSAR			
12. SIRSA			
13. BHIWANI			
14. PALWAL			
15. NARNAUL			
16. REWARI			
17. FATEHABAD			
18. HAIC, HEAD OFFICE			

Dated: _____

Full Signature with office seal
of the CA Firm.

ANNEXURE-II (C)

PRICE BID FOR TAXATION WORK

S.NO.	PARTICULARS	AMOUNT (Rs)	Service tax if applicable
1	RETAINERSHIP FEES (ANNUAL)		
2	FEES FOR PREPARATION, FILING OF INCOME TAX RETURN AND ATTENDING ASSESSMENT PROCEEDINGS (PER YEAR)		
3	<u>APPELLATE FEES</u>		
(a)	COMMISSIONER OF INCOME TAX (APPEALS)		
(b)	INCOME TAX APPELLATE TRIBUNAL		

Dated _____

Full Signature with office seal
of the CA Firm.

ANNEXURE-III (A)

OUTSOURCING OF ACCOUNTING SERVICES

MINIMUM FEES

NAME OF DISTRICT OFFICES	
DISTRICTS	AMOUNT (Rs.) per annum
1. AMBALA	10000
2. YAMUNA NAGAR	10000
3. KURUKSHETRA	10000
4. KARNAL	10000
5. KAITHAL	10000
6. JIND	10000
7. PANIPAT	10000
8. SONEPAT	10000
9. ROHTAK	10000
10. GURGAON	10000
11. HISSAR	10000
12. SIRSA	10000
13. BHIWANI	10000
14. PALWAL	10000
15. NARNAUL	10000
16. REWARI	10000
17. FATEHABAD	10000
18. HAIC, HEAD OFFICE	10000

INTERNAL AUDIT**MINIMUM FEES**

NAME OF DISTRICT OFFICES	
DISTRICTS	AMOUNT (Rs) per annum
1. AMBALA	5000
2. YAMUNA NAGAR	5000
3. KURUKSHETRA	5000
4. KARNAL	5000
5. KAITHAL	5000
6. JIND	5000
7. PANIPAT	5000
8. SONEPAT	5000
9. ROHTAK	5000
10. GURGAON	5000
11. HISSAR	5000
12. SIRSA	5000
13. BHIWANI	5000
14. PALWAL	5000
15. NARNAUL	5000
16. REWARI	5000
17. FATEHABAD	5000
18. Nilokheri	5000
19. Shahabad	5000
20. HAIC, HEAD OFFICE	5000