

Request For Proposal, June 2022

**REQUEST FOR PROPOSAL FOR
SELECTION OF CHARTED ACCOUNTANT
FIRM FOR ACCOUNTS RELATED WORK,
PAYROLL COMPLAINCES RELATED
WORK, GST RELATED WORKS AND
OTHER ASSOCIATED WORK FOR
HARYANA KAUSHAL ROZGAR NIGAM
LIMITED.**

Important Information

S. No.	Event	Details
1.	Issue of RFP	17.06.2022
2.	Last Date of Submission of RFP (Application Due Date)	23.06.2022 up to 16:00 Hours
3.	Bid Opening	24.06.2022 at 11.00 hours
4.	Cost of RFP Document (non-refundable)	The bidder shall submit the DD of INR 5900/- (inclusive of applicable taxes) along with the RFP document.
5.	Earnest Money Deposit	The bidder shall submit an Earnest Money amounting to Rs 50,000/- in the form of Demand Draft in favor of CEO/HKRNL payable at Haryana.
6.	Place of Application Submission	Office of General Manager, HKRNL Room number 207, Haryana Kaushal Rozgar Nigam, Mazri Chowk, Plot No 3, IP-2, Sector 3, Panchkula Haryana 134109

Table of Contents

Sr No	Clauses of RFP	Page No
1.	About Haryana Kaushal Rozgar Nigam	4
2.	Disclaimer	4
3.	Introduction	5
4.	Eligibility Criteria	7
5.	Cost of RFP Document	8
6.	Earnest Money and Security Deposit	8
7.	Submission of Proposal	9
8.	Sealing and Marking of Proposal	9
9.	Opening of Proposal	9
10.	Evaluation of Technical Proposal	10
11.	Evaluation of Financial Proposal	11
12.	Calculation of Final Score.	11
13.	Scope of Services	11
14.	Other Terms and Conditions	13
16.	Terms of Payment	14
17.	Annexure 1 (Format of covering letter)	15
18.	Annexure 2 (Profile of the firm)	17
19.	Annexure 3 (Technical Capacity)	18
20.	Annexure 4 (Financial Proposal Format)	19

1. ABOUT HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Haryana Kaushal Rozgar Nigam Limited (HKRNL) has been established under Companies Act, 2013 to carry on the business of deployment of skilled, semi-skilled and other manpower in Government Departments, Boards, Corporations, Statutory entities, Universities, State Educational Institutions, and other organizations owned and controlled by the State Government for meeting their temporary requirement of skilled, semi-skilled and other manpower and arrange for continuous skill training if required to meet the needs of the job role.

2. DISCLAIMER

- i. The information contained in this Request of Proposal (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the HKRNL or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. Though adequate care has been taken in the preparation of the RFP, the Applicant should satisfy himself that the Document is complete in all respects. Intimation of a discrepancy, if any, should be given to the Chief Executive Office, Haryana Kaushal Rozgar Nigam Limited (HKRNL) immediately before the Application due date. If no intimation is received by the HKRNL within the date, it shall be deemed that the RFP is satisfied that the Document is complete in all respects.
- iii. The RFP is not an agreement or an offer by the HKRNL to the prospective bidder. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this RFP. The RFP includes statements, which reflect various assumptions and assessments arrived at by HKRNL in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. The RFP may not be appropriate for all persons, and it is not possible for HKRNL, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
- iv. Information provided in the RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a

- complete or authoritative statement of law. The HKRNL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- v. HKRNL, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this Selection Process.
 - vi. HKRNL also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any.
 - vii. Applicant upon the statements contained in the RFP. HKRNL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP.
 - viii. The issue of this RFP does not imply that HKRNL is bound to select a bidder or to appoint the eligible Applicant and the HKRNL reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.
 - ix. HKRNL may terminate the RFP process at any time and without assigning any reason. HKRNL makes no commitments, express or implied, that this process will result in a business transaction with anyone.
 - x. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by HKRNL or any other costs incurred in connection with or relating to its Application. All such costs and expenses will bear by the Applicant and HKRNL shall not be liable in any manner whatsoever.

3. INTRODUCTION

3.1. Assignment

Haryana Kaushal Rozgar Nigam Limited (HKRNL) intends to hire a Chartered Accountant Firm for Accounts and other associated works as per the scope of work defined in document to HKRNL (“the Assignment”) for a term of One (1) Year only, which is further extendable to another one year on the same rates, terms and conditions on monthly chargeable basis, on the sole discretion of HKRNL.

3.2. Request for Proposal

HKRNL invites Applications on Quality and Cost Base Selection (QCBS) with weightage Technical and Financial proposal of 70% and 30% respectively through this Request of Proposal (RFP) (the “Applications”) for the Selection of the Chartered Accountant Firm.

3.3. Procurement of RFP Document

The RFP document can be downloaded from the official website <https://hkrl.itiharyana.gov.in>.

3.4. Validity of the RFP

The bid shall be valid for a period of 120 days from the Bid Due Date (the “BDD”).

3.5. Brief description of the RFP Process

- i. HKRNL has adopted a two stage Quality and Cost Based (QCBS) selection process (collectively the “Selection Process”) in evaluating the Proposals comprising of technical and financial bids to be submitted in two separate sealed envelopes with a weightage of technical and financials bids of 70% and 30% respectively. In the first stage, a technical evaluation will be carried out as per Clause 9 of the RFP. Based on this technical evaluation, the authority will shortlist the bidder(s) eligible for opening of financial proposal. In the second stage, a financial evaluation will be carried out as per Clause 10 of the RFP. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 11. The first ranked bidder shall ordinarily be declared as the Successful bidder while the second ranked bidder will be kept in reserve.
- ii. In the event that two or more Bidder get the same scores (the “Tie Bidder”), the bidder whose financial score is highest, shall be identify as “Successful Bidder” by the Authority. Incase that two or more Tied Bidder obtain the same financial score, the Authority shall select the Successful Bidder by random draw of Lots, which shall be conducted, with prior notice, in the presence of both the Bidder who choose to attend.
- iii. After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by HKRNL to the Successful Bidder and the Successful Bidder, within 7 (seven) days of the receipt of the LOA, shall submit the signed acknowledgement of the award. In the event the acknowledged copy is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, forfeit the tender EMD of such Bidder as damages on account of failure and shall initiate the second round of bidding. After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall cause the License to execute the Contract Agreement within 15 days of award of LOA. The Successful bidder shall not be entitled to seek any deviation, modification, or amendment in the Contract Agreement.

3.6. Nodal Officer for Information about the Assignment

For any additional information pertaining to the Assignment, **the Deputy General Manager, HKRNL, Phone 9896470542** may be contacted.

3.7. Communications

- i. All communications, including the Bid, should contain the following information to be written at the top in Bold letters:
- ii. **"Selection of Chartered Accountant Firm for Haryana Kaushal Rozgar Nigam Limited"** and should be addressed to:

General Manager

Haryana Kaushal Rozgar Nigam

Plot no Ip-2, sector 3, Majri Chowk, Haryana 134109

E-mail: -: gmhkrnl@gmail.com

4. ELIGIBILITY CRITERIA

4.1. Pre-Qualifying Requirements:

The Pre-Qualification eligibility criteria for bidder shall be as under: -

Bidder refers to the reputed and experienced CA firm registered as LLP firm or Partnership firm.

The Bidder must possess the following qualifying criteria:

- i. The bidder must be registered with Institute of Chartered Accountants of India and copy of Registration Certificate must be submitted.
- ii. The bidder must be registered with Comptroller and Auditor General of India (CAG) in financial year 2021-22.
- iii. The bidder should have its registered office in Panchkula/Chandigarh. Branch office will not be considered.
- iv. Single Proprietorship firms are not eligible to participate in the bid.
- v. The bidder must have undertaken at least three works of similar assignment for Government/ Semi-Government/PSU/ Private Companies having annual turnover more than 100 Crores. in the last 5 years as on the date of submission of proposal.
- vi. The firm should have strength of at least 5 qualified chartered accountants out of which minimum 3 partners exclusively associated with the firm for minimum 5 years.
- vii. The firm should have at least one partner/ qualified Chartered Accountant having a Diploma certificate in Information system Audit (DISA) issued by ICAI.
- viii. The bidder should have sufficient manpower to undertake the job by deploying teams so as to complete the assignment in the specified time.
- ix. The bidder should have a valid Good and Service Tax (GST) Registration and Permanent Account Number (PAN).
- x. The Average turnover of the bidder in last three financial years i.e., 2019-20, 2020-21, and 2021-22 should not be less than ₹ 25 Lakhs. (Rupees Twenty-Five lakhs).
- xi. The Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by the imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

In addition to the above, the bidders have to furnish the following documents along with the pre-qualification proposal:

- GST Registration Certificate
- PAN certificate
- Registration with ICAI / Firm Constitution Certificate.
- Details of Associated Chartered Accountants with their years of experience.
- Experience Certificate in the form of work order completion/issued by the appointing agency.
- Financial Statements for the last three (3) financial years preceding the bid due date.
- Bidder shall provide the list of manpower on its payroll.
- Self-Declaration Certificate that the firm is not barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, as on the date of application.

All those bidders who shall not meet the minimum eligibility criteria as per above will be disqualified from the selection process.

5. COST OF RFP DOCUMENT

The RFP document can be downloaded from the website hkrnl.itiharyana.gov.in/ and be used for submitting the Application. It shall be accompanied with a demand draft of Rs 5,900/- (inclusive of applicable taxes) in favor of the CEO, Haryana Kaushal Rozgar Nigam, payable at par, at Haryana.

The Application without the Demand Draft will not be considered for evaluation.

6. EARNEST MONEY AND SECURITY DEPOSIT

Every bidder, while submitting his tender, shall deposit the earnest money specified in the RFP by way of demand draft drawn in favour of the CEO/HKRNL payable at par in Panchkula.

- I. The earnest money deposited by the successful bidder on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.
- II. The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder
- III. 10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the successful bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.

7. SUBMISSION OF PROPOSAL

The proposal shall be submitted by the bidders strictly as per following:

- a. **Envelope “A”** -It will contain Envelope “B” (Technical Proposal) & Envelope “C” (Financial Proposal).
- b. **Envelope “B” (Technical Proposal)** -It will contain a checklist of following documents to be submitted by the bidder as technical proposal:
 - i. Covering letter in the format specified in **Annexure 1**;
 - ii. Profile of the CA Firm in the format specified in **Annexure 2**;
 - iii. Technical experience in the formats specified in **Annexure 3**;
 - iv. A self-certification from the authorized signatory that the bidder has not been blacklisted.
 - v. The Demand Drafts for Cost of RFP and EMD shall be sealed in the separate envelope and the envelope must be super-scribed as “**Cost and EMD of RFP Document**”.
 - vi. All the documents fulfilling the Pre-Qualifying Requirements as per **Clause 4.1**.
- c. **Envelope “C” (Financial Proposal)** - It will contain Financial Proposal as per **Annexure-4**.

8. SEALING AND MARKING OF PROPOSAL

- a. The RFP shall be typed or written/typed in ink and each page shall be signed by the authorized signatory. All the alterations, omissions, additions, or any other amendments made to the Tender shall also be signed by the authorized signatory.
- b. Each of the envelopes must be super-scribed with the following information:
 - i. Name & Address of Bidder
 - ii. Contact person name & phone number
 - iii. Bidder’s Name & its Due Date
- c. All envelopes shall be addressed to:

General Manager
Haryana Kaushal Kozgar Nigam Limited, Plot no IP-2, sector 3, Majri Chowk,
Haryana 134109 E-mail: gmhkrnl@gmail.com
- d. Bids submitted after due date and time will not be accepted.

9. OPENING OF PROPOSAL:

- a. The bids submitted by due date will be opened on 24.06.2022 at 11:00 Hrs in the office of GM/HKRNL. The Envelope B - “Technical Proposal” will be opened first after ensuring receipt of cost and EMD of bid document. The opening date and time of the envelope- C- Financial envelope will be intimated separately to shortlisted bidders after the technical evaluation as per Clause-9.
- b. Prior to evaluation of Proposals, the HKRNL will determine whether each Proposal is fulfilling the requirements of the RFP. The HKRNL reserves the right to reject any Proposal which is not meeting with the pre-qualifying requirements and no request for alteration, modification, substitution or withdrawal shall be entertained by the HKRNL in respect of such Proposals.

10. EVALUATION OF TECHNICAL PROPOSAL

- a. The Bidders who fulfill the pre-qualifying requirements will be shortlisted for evaluation. The total maximum point for evaluation of Technical Proposal is 75 marks.
- b. The proposals submitted by the Bidders would be evaluated, and the scores would be assigned based on the parameters set out in the table below:

Sr No	Evaluation Criteria	Scoring Pattern	Marks	Maximum Marks
1	Existence of Firm for at least 5 Years.	5 Years 6-20 Years More than 20 Years	5 marks 10 marks 15 marks	15
2	At least 3 Professionally qualified Partner (with associate/fellow membership of ICAI) with experience of minimum 5 years	5 Year Experience 6-20 Year Experience More than 20 Year Experience	5 marks 10 marks 15 marks	15
3	Number of Manpower on the payroll of firm	5 Manpower 6-10 Manpower 11-20 Manpower	5 marks 10 marks 15 Marks	15
4	Average Turn Over of the Firm for previous three financial years prior to bid date.	25 Lacs 25-50 Lacs More than 50 Lacs	5 Marks 10 Marks 15 Marks	15
5	The Firm should have rendered at least 5 similar assignments during last 5 F.Y.s ended on 31.03.22 to Government Departments/ Corporation/PSUs/Private Companies having annual turnover more than 100 Crores.	For 5 Assignments For 6 to 8 Assignments For more than 8 Assignments	5 Marks 10 Marks 15 Marks	15
Total Marks S(t)				75

- c. The score for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above. The Bidder is required to achieve a minimum score of 40 marks (Benchmark Score). The Financial Proposals of only those Proposals that have achieved the Benchmark Score will be opened for evaluation.

11. EVALUATION OF FINANCIAL PROPOSAL

The Financial Proposals of only those Bidders who will qualify in the technical evaluation will be opened. After that the financial score shall be determined by authority as per below formula:

$$Sf = 100 \times Fm / F,$$

where **Sf** is the Financial Score;

Fm is the lowest price quoted by any bidder;

and “**F**” the price of the proposal under consideration.

12. CALCULATION OF FINAL SCORE

- a. The final score will be calculated as per the weightage given to the Technical and Financial Proposals, which are 70% and 30% respectively (Technical proposal **T = 0.70**, and financial proposal **P=0.30**)
- b. Proposals shall be ranked according to their combined technical (**St**) and financial (**Sf**) scores using the weights (**T** = the weight given to the Technical Proposal.
P = the weight given to the Financial Proposal; **T + P = 1** as following:
S = St x T% + Sf x P%.
- c. The applicant that would get the highest combined score would be declared a preferred bidder.

13. SCOPE OF SERVICES:

The scope of work consists of following activities:

A. Direct Taxes:

- i. Tax compliance that includes Advance Income Tax Calculation, TDS Compliance and filing of all kind of periodic returns and any other additional matter as required under tax provisions. Form 16 / 16A will be provided by the firm wherever and whenever required by the HKRNL. It shall be the responsibility of the firm to match part A & B of form 16 and accordingly the return shall be filed.
- ii. Compliance of Tax details for audit and support to the Internal / Statutory / CAG Auditors including opinion and disclosures required if any.
- iii. Calculation and deduction of TDS will be done by HKRNL, but for any professional opinion regarding the tax matters (i.e. what percentage will apply and whether the TDS is applicable or not) will be provided by the Firm either on site or off site as per the HKRNL's requirement.
- iv. Any query or intimation raised by the Income Tax Department or E&T department regarding the data uploaded by the Firm, will be the sole responsibility of the Firm to prepare reply of the same, for that necessary support will be provided by HKRNL. (Even after the completion of period of engagement).
- v. Professional Opinion wherever / whenever required regarding the future contracts to be entered by HKRNL, shall also to be provided promptly by the Firm in writing wherever and in whichever form as desired by HKRNL.
- vi. Income Tax Return whether original or revised, whether pertaining to current Assessment Year or previous Assessment Year of the HKRNL will be submitted by the Firm, there will

- be no limit on number of returns to be filed during the period of engagement.
- vii. Any Scrutiny or Appearing in front of the Income Tax Authority (CIT/ITAT) pertaining to any Assessment Year will be carried out by the Firm with the prior approval of HKRNL and shall be with the one representative of the HKRNL.
 - viii. Consultancy and certification services required for making foreign remittances according to the applicable provisions of section 195 of the Income Tax Act will be also in scope of firm i.e., issuance of certificate in form No.15CA & 15CB and other required forms.
 - ix. It will be also in scope of tax consultant to provide inputs in drafting various tender clauses/contract clauses as well as providing opinion whether in writing or orally as desired by HKRNL.
 - x. The scope includes Tax Audit for the relevant year if applicable to the company

B. Tax Goods and Service Tax (GST)

- i. Advice/opinion on the applicability and levy of Goods and Service Tax.
- ii. The Firm will file monthly as well as annual GST returns and any other return as applicable as tax payer and tax deductor with the concerned authorities as per the applicable periodicity & verification of reconciliation of GST return(s) with the financial data available in HKRNL account books & GSTN Portal. Data for that will be provided by HKRNL.
- iii. The Firm will confirm that all the applicable provisions such as e-invoicing of GST Act are complied with and the same are accounted for in books of accounts properly.
- iv. Facilitation in settlement of Audit Queries, if any raised by Internal Auditors/Statutory Auditors/CAG Auditors.
- v. Any query or intimation raised by the GST Department regarding the data uploaded by the Firm, will be the sole responsibility of the Firm to prepare reply of the same, for that necessary support will be provided by HKRNL. (Even after the completion of period of engagement).
- vi. Payment of Tax will be done by HKRNL, but for that necessary duly filled challan will be provided by the Firm wherever desired after verifying the data.
- vii. Any other associated work/verification / assessment/return filling related to GST to be dealt with by HKRNL in compliance with the provisions of GST Act.
- viii. The Firm will carry out Annual GST Audit as per applicable provisions of GST Act.
- ix. Assistance in Preparation of Annual Report, Income and Expenditure account, Receipts and Payment Account, Annual return and filing of Balance Sheet in XBRL Mode.

C. Other Associated Works:

- i. All the entries related to receipts and payments are to be scrutinized on monthly basis into Tally Software which is being used for keeping records like Cash book, maintaining ledger for each client.
- ii. The bidder must register all employees hired by Nigam on Employee State Insurance (here referred to as ESI) portal and Employee Provident Fund (here referred to as EPF) portal. The corresponding return for EPF and ESI will also be the responsibility of the firm.
- iii. For all the employees who already have ESI and UAN numbers, the bidder would link their existing accounts to Nigam's employer account and for all the employees who don't have ESI and UAN numbers, the bidder will create such accounts on the respective portal.
- iv. Annual returns to the corporation/ local audit department/RoC should be filed by the bidder as per laws.
- v. The bidder will fill the monthly EPF and ESI Challan on timely basis.
- vi. Assistance in Preparation of Budget of HKRNL.
- vii. Assistance in Preparation of Centralized Fixed Assets Register for the Corporation as a whole

- in the form of soft as well as hardcopy.
- viii. Passing of quarter-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, Interest on HBA etc. advances and outstanding liability for expenses as well as provision for preparing quarterly final accounts.
 - ix. Preparation of Detailed Schedule of Fixed Assets.
 - x. Preparation of Detailed Schedules relating to outstanding liabilities and accrued assets.
 - xi. Preparation of schedules of prepaid expenses and receipts.
 - xii. Calculation and Provision of Depreciation in the annual accounts as per the rates adopted by the Corporation.
 - xiii. Checking that the figures in accounts tally with subsidiary records,
 - xiv. Capable Staff shall be present at the time of CAG Audit and any other audit to address the various issues during the audit.
 - xv. Monthly Bank Reconciliation of all bank maintained at Corporation.
 - xvi. Any other related work as allotted by HKRNL authority.

14. OTHER TERMS & CONDITIONS

- i. The bidder shall deploy at least two manpower of minimum qualification of B. Com for handling the accounts and other day to day activities at HKRNL relating to scope of work as per RFP.
- ii. Decision of the HKRNL with regard to selection of the bidder will be final and binding.
- iii. HKRNL has reserves the right to
 - A. Add / delete / alter any of the services requested for, without assigning any reason(s) for the same.
 - B. Terminate the services of the Agency without assigning any reason whatsoever during any time during the tenure of the contract.
- iv. HKRNL may amend/add any of the terms and conditions included in the registration granted to the bidders with effect from any date, without assigning any reason(s) for the same.
- v. Termination in case of default:
 - a. If the successful bidder fails to respond, after repeated reminders for services requested for within the time period(s) specified in the email/request by HKRNL.
 - b. If the successful bidder fails to perform any other obligation(s) under this contract.
 - c. If the successful bidder, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from HKRNL.
- vi. In case the successful bidder fails to full fill the contractual obligation, the work shall be got done from some other agency at the risk and cost of the successful bidder. It shall be without prejudice to the right of HKRNL to recover any further amount or any liquidated and/or other damages.
- vii. Time is the essence of the contract. The successful bidder shall ensure timely completion of the job as per stipulated completion period. In case of delay in completing the work/job, the penalty for delay will be imposed @ 2 % of the monthly bill per week.

Expected Time for compliance/reply of the matters related to Direct Taxes and Indirect Taxes.

Sr No	Compliance	Expected Time for Completion
1	TDS/TCS Return Filing- Scrutiny with Data	5 working days before due date
2	Form 15CA/Form 15CB	within 2 Hours from the time of sharing of data
3	Advance Tax Payment working	5 working days before due date
4	Income Tax Return filing	15 Days before due date
5	Reply of the Notice/Appeal/Third party inquiry related to Notice/Appeal under Direct Taxes or Indirect Taxes	2 working day from date of submission of data by HRIDC
6	Resolution of defaults on TDS- CPC Portal	Quarterly basis to be resolved within 7 days from the date of reflection.
7	GST Return Filing	2 working days before due date
8	GST – TDS Return Filing	2 working days before due date
9	Annual GST Return filing/Audit	15 working days before due date
10	Opinion related to any matter pertaining to Direct Tax/ Indirect Tax desired in written (Hard Copy) or through an e-mail	7 working days from date of communication for Hard Copy. For E mail- On the same day
12	Any Other Matters	Within 3 working days from the date of communication

viii. Statutory deduction on account of Income Tax, GST etc. including surcharge shall be made at source from the bills of the bidder at the prevailing rates.

ix. The bidder shall not, sublet, transfer or assign the contract or any part there of or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the purchaser.

14. Terms of Payment

Bills should be sent on a monthly basis and payment will be made within 15 days from the date of receipt of final bills.

- I. No advance payment will be made for any purpose.
- II. Rates quoted by the bidder shall remain valid during the contract period since no variation will be allowed.
- III. The successful bidder will enter into a service level agreement with HKRNL, on a Non-Judicial Stamp Paper of Rs 100 value within 07 days of receipt of Contract.

General Manager/ BD&C
Haryana Kaushal Rozgar Nigam Limited

Annexure 1: Format for Covering Letter

Date:

To,

Chief Executive Officer

Haryana Kaushal Rozgar Nigam Limited

Plot no IP-2, sector 3, Majri Chowk, Haryana 134109

E-mail: gmhkrnl@gmail.com

Sub: " Selection of Chartered Accountant Firm for Haryana Kaushal Rozgar Nigam Limited (HKRNL)

Dear Sir,

1. With reference to your RFP document No. _____ I/we, having examined the RFP document and understood its contents, hereby submit my/our Application for the aforesaid project. The Application is unconditional and unqualified.
2. All information provided in the Application and in the Annexures is true and correct and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as an Applicant of the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Application.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
 - a. I/ We have examined and have no reservations to the RFP document, including any Addendum issued by the Authority.
 - b. I/ We do not have any conflict of interest in accordance with the RFP document
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal

issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

- d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the applicants to apply for the Assignment, without incurring any liability to the Applicants.
 9. I/ We declare that we/ are/ is not a member of any other firm submitting an application for the Assignment.
 10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
 11. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 12. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors.
 13. I/ We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 14. In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into an Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
 15. I/We have studied all the RFP Document carefully.
 16. The power of attorney for signing of Application is as per format provided in the RFP enclosed.
 17. I/we agree and undertake to abide by all the terms and conditions of the RFP document.
 18. I/We agree and undertake to be liable for all the obligations of the Agreement.

In witness thereof, I/We submit this Application under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature of the Authorized Signatory)
(Name and designation of the Authorized signatory)

Date:
Place:

Annexure 2: Profile of the Firm

A. Details of Bidder Firm / Bidder

S. No.	Particulars	Details
1.	Name of the Firm (in Capital Letters)	
2.	Date of Constitution of Firm	
3.	Address of the Head Office	
4.	PAN of the Firm	
5.	GST registration No.	
6.	Registration no with ICAI	
8.	Contact Person Mobile No: Email address:	
9.	Number of Qualified Chartered Accountant Partners associated with the bidder.	

Name of the Authorized Signatory

Signature of Authorized Signatory

Annexure 3: Technical Capacity

Details of the work undertaken, as required in Clause 4, the Eligibility Criteria

Sr. No.	Name of the Assignment	Brief of the Service provided	Name of the Client	Professional Fee Charged (INR)	Start and completion date of Assignment
1					Start Date: Completion Date:
2					Start Date: Completion Date:
3					Start Date: Completion Date:
4.					Start Date: Completion Date:
5.					Start Date: Completion Date:

Note:

1. For above experience, Chartered Accountant must submit a copy of the appointment letters from the client organizations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work, professional fees and date of start and completion of service is not furnished by the Applicant.

Name of the Authorized Signatory

Signature of Authorized Signatory

ANNEXURE 4: FINANCIAL PROPOSAL FORMAT

(To be submitted on letter head of Bidder)

Tender Document

No.To

Sir,

I/We hereby submit our Proposal for the **Selection of Chartered Accountant Firm for Haryana Kaushal Rozgar Nigam (HKRNL)** in accordance with the Terms and Conditions as well as Scope of work.

Description	Proposed Monthly Fee in Rupees (in Numeric)	Proposed Monthly Fee in Rupees (in Words)
Financial quote for providing services as per Scope of Work defined in RFP		

Note:

1. The financial quote shall include remuneration, fee, pocket expense and all other expenses towards the services offered to HKRNL.
2. The Financial quote shall be excluding the GST, which will be payable extra as per the applicable rate.

Name of the Authorized Signatory

Signature of Authorized Signatory