

TENDER NOTICE
Gurgaon Technology Park Limited (GTPL)
Infocity-I, Sector-34, Opposite to Hero Honda Company
Gurugram-122001 (Haryana)

e-Tenders are invited for Hiring of Professional Services of Practicing Chartered Accountant on retainership basis for a period of three years in **two bid system** i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Group/Item	Approx. value (In Rs)	EMD to be deposited (In Rs)	Date & Time of downloading of e- Tender	Date & Time of submission of e- Tender
1	Hiring of Professional Services of Practicing Chartered Accountant on retainership basis .	10,00,000	20,000	10.07.2023 16:00 hours	26.07.2023 10:00 hours

The Bidders can download the tender documents from the Portal: www.etenders.hry.nic.in, www.gtplininfocity.com.

The Payment for Tender Document Fee of Rs. 5,000/- plus GST and eService Fee of Rs. 1,180/- (Non- refundable) and EMD of Rs. 20,000/- will be deposited by eligible bidders through online facility available on e- tender portal and all required documents will also be uploaded on the same.

The Bidders can submit their tender documents Online as per the dates mentioned in the key dates:-

KEY DATES

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1	-	Tender Document Download	10.07.2023 16:00 hours	26.07.2023 10:00 hours
2	Technical Bid Opening	-	26.07.2023 ,11:00 hours	
3	Short listing of Technical Bids & Opening of Financial Bid		26.07.2023 , 14:00 hours	



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Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on eProcurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. www.etenders.hry.nic.in Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be **encrypted and signed** electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website –www.etenders.hry.nic.in

2.3 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are

advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.4 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.5 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.6 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 **Opening of an Electronic Payment Account:**

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the e-tendering Portal www.etenders.hry.nic.in

4 **Pre-requisites for online bidding:**

In order to bid online on the portal www.etenders.hry.nic.in the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

5 **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at www.etenders.hry.nic.in

6 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal www.etenders.hry.nic.in

7 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online

activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fees, eService fee, EMD fees of online Bids:

8.1 The Payment for Tender Document Fee of Rs. 5,000/- plus GST and eService Fee of Rs. 1180/- (Non-refundable) and EMD of Rs. 20,000/- (Refundable) can be made by eligible bidders will be paid online.

8.2 The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, and all other terms and conditions except the rates (price bid) as per Annexure- I .

8.3 The bidders shall **quote** the prices in format as per Annexure-II.

NOTE:-

(A) If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

(B) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal www.etenders.hry.nic.in

(C) For help manual please refer to the 'Home Page' of the eProcurement website at www.etenders.hry.nic.in, and click on the available link 'How to .. ?' to download the file.

TENDER DOCUMENT

Hiring of professional services of Practicing Chartered Accountant for three years (2023-24 to 2025-26) on retainership basis.

Brief Introduction

Gurgaon Technology Park Ltd was formed on 07.02.1996 as a joint Venture Company by coming together of HUDA, now Haryana Shehri Vikas Pradhikaran, Unitech and FCPV – A Singapore Consortium with a view to set up a professionally designed Industrial Park to cater for IT and other non-polluting hi-tech industries, with an authorized capital of Rupees 30 Crores and a paid up capital of Rs. 14.70 Crores with the equity participation of 30%, 30% and 40% respectively. Two of the partners of the JV viz, M/s. FCPV and M/s Unitech have since sold off their shares to HUDA on 26.06.2009.

Now, Haryana Shehri Vikas Pradhikaran (HSVP) is 100 % Shareholder of the Company and working under the perview of Haryana Bureau of Public Enterprises, Finance Department, w.e.f. January, 2015 and one Nominated Director is from Finance Department, Government of Haryana in the Board of GTPL.

Eligibility Criteria for the firm participating in the E-tender

1. The Chartered Accountants Firm (sole proprietor (FCA) or at least one partner FCA) should have track record of 5 years of existence with ICAI.
2. The CA firm should have at least experience of last 5 years financial accounting and tax consultancy of the Public Sector Undertaking companies under the Companies Act, 1956/2013.
3. The firm should be empanelled with C&AG office in the last three financial years i.e. 2020-21, 2021-22 & 2022-23.
4. The average turnover of firm should be 25 lacs for the last 3 years i.e. 2019-20, 2020-21 & 2021-22.
5. The firm must have its Head/Branch office at Gurugram.
6. Name of the partner of the Firm/Firm should not have been indulged in any unprofessional practices and no inquiry or show cause notice is issued by ICAI to any partner/Firm for any misconduct or unethical professional activities under its rules and regulations. The firm should have never been blacklisted by any of the Govt. organization.

Terms and Conditions of the tender

1. The selected firm shall designate at least one number of the accounts executive at their cost for the office of GTPL, Gurugram on regular basis to do the work assigned to firm up to the satisfaction of the Company. Qualified Chartered Accountant shall also visit GTPL as per the requirement of work of the Company.
2. Firm will be responsible for storage of Accounts data in soft copy and will hand over the complete data to the Company.
3. In case of failure in execution of assignment within specified time as per the requirement of law and audit, GTPL shall have a right to impose penalty of an amount not less than Rs. 5000 for each failure with the permission of competent authority.
4. Firm will have to comply all the Acts /Rules/Instructions as applicable, expert opinion/advice and will be responsible for all kind of penalties/damages or any other charges levied by Income Tax, Excise and Taxation Department, NPS/ EPFO or any other Govt. Deptt. due to delay/deposit or non-maintenance of record.
5. Firm will ensure timely completion of Final Accounts and audit there on in co – ordination with Statutory Auditor appointed by C& AG also will get complete PAG Audit (proprietary/ Supplementary Audit) whenever conducted.
6. The tenderer shall quote the professional fee based on financial year wise in the financial bid format as per Annexure IV keeping in view scope of the work/service and terms and conditions of the tender. GST will be paid extra as applicable. No additional fee, reimbursement and expenses shall be paid by GTPL except the fee quoted in the financial bid.
7. The professional fee will be paid on monthly basis.
8. The bidder shall provide all relevant documentary proof duly self- certified along with the bid documents. The bidder shall provide the copy of PAN card of the firm and valid registration under Goods and Service Tax Act.
9. GTPL shall have right to seek any clarification or additional documents if any required for record and verification.

10. GTPL reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any information as required.
11. GTPL reserves the right to cancel the entire process at its sole discretion without assigning any reason thereof.
12. Successful bidder will deposit Rs. 50000/- (Rupees Fifty Thousand only) in the bank account of Gurgaon Technology Park Limited, Gurugram as Security Deposit after receipt of offer letter. This security amount will be refunded without interest after completion of the work as per agreement/Contract.
13. The contract is extendable for further two (2) years with the approval of CEO, GTPL Gurugram subject to satisfactory work and conduct.
14. If the work of the firm found unsatisfactory this contract/agreement can be terminated by CEO, GTPL Gurugram at any time and the security will be forfeited. CEO, GTPL Gurugram have the right to change any of the condition of contract. Decision of CEO, GTPL will be final in all disputes & matters. Firm will remain continue one full time conversant accounts personal for one month after the expiry of agreement to feed up/provide specific knowledge to the new comer, as required.
15. Firm will have to submit Tender fee Rs. 5000 plus GST +1180 processing fee and EMD 20,000/- online on the e tender portal along with all documents.
16. In case of any dispute CEO, GTPL Gurugram will be the arbitrator and his decision shall be final and binding to both the parties.

Scope of Work/ Services

A- Scope of work for financial accounting

1. Day to Day accounting work i.e. feeding of all types of vouchers in Tally ERP software.
2. Preparation of monthly Bank Reconciliation Statement.
3. Monthly reconciliation of Debtors and Creditors and other ledgers.
4. Preparation of Fixed Asset register and depreciation schedule.

5. Compliance of all kinds of statutory obligation/liabilities or any other accounts work assigned by the management or any incomplete work relating to the previous year, if any.
6. Preparation of MIS reports as required and certification thereof.
7. Preparation and submission of Final Accounts i.e. Profit and Loss Account, Balance Sheet, Cash flow statement of the company as per Income Tax Act as well as Companies Act 2013 with accounting standard issued by the Institute of Chartered Accountants of India (ICAI).
8. Firm will ensure Finalization of Accounts , audit and filling with ROC for the preceding year and also remain continue one full time well- conversant account personal for two months after expiry of agreement for delivery / handing over to the new incumbent, as required.
9. Expert opinion or advice on any financial matter of the Company, if required.
10. To get audit the balance sheet from Statutory Auditor appointed by CAG as well as routine audit of Principal Accountant General, Haryana and prepare replies in relation with paras/queries raised by Auditors .
11. To prepare and present an internal audit report of the company on quarterly basis in a year.
12. The firm shall designate at least one whole time accounts executive on regular basis for GTPL.
13. Any other work assigned by the GTPL related thereto.

B- Scope of work for Tax Consultancy (Income tax and GST) and Employee's Provident Fund/ NPS

1. To carry out proper tax planning, tax compliance and its implication in the company periodically.

2. Generation of EPF/ NPS/ CESS challan of the employees and to update regarding instruction on EPF/NPS/ CESS.
3. To provide timely i.e. one week prior calculation of tax liability (including advance tax and TDS) as per the requirement of income tax and GST and advise to the company for making necessary payment with justification thereof.
4. To do timely filing of all types of returns with the competent authorities and to ensure all compliances.
5. Any pending tax compliance/assessment/return related to the previous years(s) incomplete work, shall also be completed by the selected firm including GST/ Service Tax , if any.
6. To attend, appear and represent before the concerned authorities for finalization of assessment after taking authority from the management.
7. Expert opinion/advice and updating on tax matters as per act and rules, instructions issued by the authorities from time to time.
8. Issue of form no. 16 and 16A to employees as well as contractor(s).
9. Any other work assigned by the GTPL related thereto.

Certified that I/we have read out/understood Tender Documents/ Terms and Conditions/ Scope of work and accepts unconditionally.

**Signature of Authorized Person
of firm with stamp**

Annexure I

**TECHNICAL BID FOR FINANCIAL ACCOUNTING AND TAX
CONSULTANCY**

Sr. No.	Description	Particulars
1.	Name of the firm	
2.	Address of Office	
3.	Firm Registration No. issued by ICAI	
4.	Contacting Telephone No./Email ID	
5.	Name of responsible person, contact no. and details	
6.	Empanelment with office of CAG in the year 2020-21 , 2021-22 & 2022-23 (Attach empanelment letter issued by the office of C&AG)	
7.	Professional Experience (Attach documents /separate sheet if required)	
8.	Detail of EMD/Tender Cost : 20000 EMD and ` 5000 (Tender cost)+ 1180 (E-service fee)	
9.	Copy of PAN card of the firm and Valid Registration Certificate under GST Act must be attached.	

The firm accepts the terms and conditions of the tender document Unconditionally.

**Signature of Authorized Person of
firm with Stamp**

