

TENDER NOTICE

**Haryana Roadways Engg. Corporation Ltd.,
6th Milestone, Delhi-Jaipur Highway, Behrampur Road, Village & Post Office-Khandsa,
Gurugram-122004 (Haryana) GST No- 06AAAFH8157K1Z6 CIN – U34101HR1987SGC029904**

e-Tenders are invited for Hiring of Professional Services of Practicing Chartered Accountant on contract basis for the Financial Year 2025-26 and 2026-27 (01.01.2026 to 31.12.2026) in **two bid system** i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Group/Item	Approx. value (In lacs)	EMD to be deposited (In lacs)	Tender Number	Date & Time of downloading of e- Tender	Date & Time of submission of e-
1	Hiring of Professional Services of Practicing Chartered Accountant on contract basis	3.40	0.06	001/2026-27/Acctt/HREC	17.11.2025 at 09:00 hrs	08.12.2025 at 17:00 hours

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

-SD-
General Manager
Haryana Roadways Engineering Corporation,
Gurugram

TENDER NOTICE

**Haryana Roadways Engg. Corporation Ltd.,
6th Milestone, Delhi-Jaipur Highway, Behrampur Road, Village & Post Office-Khandsa,
Gurugram-122004 (Haryana) GST No- 06AAAFH8157K1Z6 CIN – U34101HR1987SGC029904**

e-Tenders are invited for Hiring of Professional Services of Practicing Chartered Accountant on contract basis for the Financial Year Year 2025-26 and 2026-27 (01.01.2026 to 31.12.2026) **two bid system** i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Group/Item	Approx. value (In lacs)	EMD to be deposited (In lacs)	Tender Number	Date & Time of downloading of e- Tender	Date & Time of submission of e-
1	Hiring of Professional Services of Practicing Chartered Accountant on contract basis	3.40	0.06	001/2026-27/Acctt/HREC	17.11.2025 at 09:00 hrs	08.12.2025 at 17:00 hours

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

The Bidders shall have to pay for the Tender documents fee Rs. 2,250/-, e-Service Fee of Rs.1000/- & EMD online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between tenderer and online payment authorization networks.

The Payment for Tender Document Fee and eService Fee can be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts. The Payment for EMD can be made online directly through RTGS / NEFT. 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 and Bid Preparation	17.11.2025 at 09:00 hrs	08.12.2025 at 17:00 hours
2	Technical Bid Opening	-	09.12.2025 at 11:00 hours	
3	Short listing of Technical Bids & Opening of Financial Bid		-----	

-SD-

General Manager
Haryana Roadways Engineering Corporation,
Gurugram

Information to Bidders:

- i. The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in>

1. Date and Time of making payment of tender fee, earnest money deposit (EMD) and e-service fee is as under:

A	Online submission of EMD, Tender fee & e-Service Fee Option-1: Through Net Banking and Debit card	On or before last date of submission of Technical Bids upto 12:00 Noon
B	Online submission of EMD Option-2: Through RTGS/ NEFT- <i>(In case of above, the bidder has to pay Tender fee & e-Service fee Through Net Banking and Debit card as per the given date & time schedule)</i>	On 06.12.2025 or before Upto 05:00 P.M.

2. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital Signature Certificate (DSC) at the earliest. For obtaining Digital Certificate, the Bidders should follow Point No.- 2 under "Instructions to bidder on Electronic Tendering System" and available at the link: <https://etenders.hry.nic.in>
3. The Bidders shall have to pay for the Tender Documents Fee, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
4. The bidders must have Net Banking account in order to pay Tender Document Fee and e-Service Fee.
5. **Payment of Tender Fee:-** The payment for the Tender Document Fee shall be made by the interested bidder online directly through Net Banking with the available Banks at e-GRAS e-Payment Gateway.
6. **Payment of e-Service Fee:-** E-Service Fee payment shall be made separately by the interested bidders/ contractors online directly through Net Banking Account.
7. **Payment of EMD:-** The payment of EMD can be made through Net Banking or RTGS/ NEFT as per details at Para-2 above. In this regard please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of Govt. of Haryana at the link: <https://etenders.hry.nic.in>
8. Intending bidders will be mandatorily required to sign-up online (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. In case the intended bidder fails to pay EMD fee under the stipulated time frame, he/she shall not be allowed to submit his/ her bids for the respective event/ Tenders.
9. In case of payment of EMD through RTGS/ NEFT, the interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before **06.12.2025 upto 05.00 P.M;** and make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder/ Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/ Tenders at <https://etenders.hry.nic.in>
10. However, the details of the EMD, Tender document Fee & E - Service Fee are required to be filled/ provided at the time of online Bid Preparation.
11. Online Technical Envelope—Reference details of the Earnest Money Deposit, Tender Document Fee & e - Service Fee instrument and scanned copies of supporting documents and QR/technical criteria with proper index and page numbering on all the documents have to be provided as per tender DNIT.
12. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.

Hiring of professional services of Practicing Chartered Accountant for the financial year 2025-26 and 2026-27 (effective from 01.01.2026 to 31.12.2026), with updating all the accounts up to 31.12.2026 (relating to FY 2025-26 & 2026-27).

Annexure -II

Brief Introduction-

Haryana Roadways Engineering Corporation Limited is a government company registered under Companies Act 1956 running under State Transport Department, Haryana fabricating bus bodies, tyre resoling and repair of buses mainly for Haryana Roadways depots, and having paid up capital of Rs. 6.90 Cr.

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 05 years of existence with ICAI.
2. The CA firm should have at least experience of at least 3 years if financial accounting and tax consultancy of 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.
4. The firm should have its Head /Branch office at Gurugram Haryana.
5. Name of the partner of the Firm/Firms 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 depute at least one number of the account's executive having minimum qualification of B.com and well versed with tally and accounting at their cost in the office of Haryana Roadways Engineering Corporation, Gurugram "HREC" on daily basis to do the work assigned to firm up to the satisfaction of the Company. Qualified Chartered Accountant shall also visit Haryana Roadways Engineering Corporation, Gurugram "HREC" at least once in week/Fifteen days.
2. Firm will be responsible for storage of Accounts data in soft copy and will hand over the complete data to the Corporation.

3. In case of failure in execution of assignment within specified time as per the requirement of law and audit, HREC 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 kinds of penalties/damages or any other charges levied by Income Tax, Excise Tax, EPFO or any other Government Department due to delay/deposit of taxes or for non-maintenance of record/records.
5. The tenderer shall quote the professional fee based on the 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 per applicable. No additional fee, reimbursement and expenses shall be paid by HREC except the fee quoted in the financial bid.
6. The professional fee will be paid per month and the firm will raise the bill for the work related to the tenure of contract.
7. The bidder shall provide all the 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.
8. HREC shall have right to seek any clarification or additional documents if any required for the record and verification.
9. HREC reserves the rights to reject the proposal in case the firm fails to provide sufficient proof in support of any information as required.
10. HREC reserves the right to cancel the entire process at its sole discretion without assigning any reason thereof.
11. Successful bidder will submit a Demand Draft of Rs. 50,000/- (Rs. Fifty Thousand only) in the name of Haryana Roadways Engineering Corporation, Gurugram payable at Gurugram payable at Gurugram as Security Deposit after receipt of the offer letter. This security amount will be refunded without interest after completion of the work as per agreement/Contract.
12. If the work of the firm found unsatisfactory this contract/agreement can be terminated by General Manager, HREC Gurugram with the approval of Managing Director, HREC at any time and the security will be forfeited. The General Manager, HREC Gurugram have the rights to change any of the condition of contract. Decision of Managing Director, HREC will be final in all disputes & matters. Firm will provide one full time conversant accounts personnel for one month after the expiry of agreement to feed up/provide specific knowledge to the new comer, and thereafter whenever new comer require the information related to previous work, provide and

coordinate with the new comer, as most of the accounting work is related to previous and succeeding year.

13.The firm will resolve all the old Para's and reconcile all the Audit outstanding funds till date of HREC, Gurugram.

14.Firm will have to submit Tender fee Rs. 2250+Rs. 1000 and EMD Rs. 6800/- online through www.etenders.hry.nic.in.

Certified that I/we have read out/understood above all terms and conditions and accepted unconditionally.

Dated: -

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

TECHNICAL BID FOR FINANCIAL ACCOUNTING AND TAX CONSULTANCY
Annexure I

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 2023-24, 2024-25 & 2025-26. (Attach empanelment letter issued by the office of C&AG)	
7.	Professional Experience (Attach document) as per Annexure II	

8. Professional Experience -

Sr. No.	Name of the organization	Period of Assignment
1.		
2.		
3.		

9. Declaration regarding eligibility criteria at No. 5 of Annexure II.

10. Detail of EMD/Tender Cost : Rs.6,800 EMD and Rs 2,250 (Tender cost)+1000 (E-service fee)

2. Copy of PAN card of the firm and Valid Registration Certificate under GST Act must be attached.

3. The firm accepts the terms and conditions (Annexure II) of the tender Unconditionally.

Place Dated

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

The firm shall depute at least one accounts executive on regular/daily basis in Haryana Roadways Engineering Corporation, Gurugram "HREC".

Annexure III

Scope of the Services/Work:

Table-A

Sr. No.	Scope of work for financial accounting work -FY 2025-26 and 2026-27 <u>01.01.2026 to 31.12.2026.</u>
1.	Day to Day accounting work i.e. feeding of all types of vouchers in Tally Prime software and hand over printing of all vouchers with bill to HREC staff.
2.	Preparation of monthly Bank Reconciliation Statement.
3.	Monthly reconciliation of Debtors and Creditors and other ledgers.
4.	Preparation of Fixed Assets Register and Depreciation Schedule.
5.	Compliance of all kinds of Statutory obligations/liabilities related to Income Tax, GST, EPF or any other tax related to this corporation and any other accounts work assigned by the management or any incomplete work related to previous year/years, if any.
6.	Preparation of MIS reports as required and certification thereof.
7.	(i) 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 accountant of India (ICAI) for the period 2025-26 before ending of June of respective financial year. (ii) Completion of the accounting work related o period w.e.f. 01.01.2026 to 31.12.2026, as tenure of contract is upto 31.12.2026
8.	Completion of Books of Employees Gratuity Trust. Preparation and submission of Income and expenditure account, balance sheet of the Employees Gratuity Trust of the company.
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 annual audit of Balance Sheet & supplementary audit of principle Accountant General, Haryana and prepare replies in relation with paras / queries raised by Auditors with co-ordination of HREC staff.
11.	To prepare and present an internal audit report of the company on quarterly basis.
12.	Attend meetings such as at GM office, MD office at HQ, Chandigarh and board meeting as and when requires and no TA and DA will be given for such meetings.
13.	Annually prepare the actuarial valuation report on leave encashment and gratuity.
14.	Calculation of contingent liability, if any.
15.	Preparation of reconciliation statement and parking of funds, HR depots.
16.	Annually preparation of costing and fabrication/tyer retreading and other works carried out by H.R.E.C.

Table-B

Sr.No.	Scope of work for Tax Consultancy (Income tax, GST and Employee's Provident Fund- FY 2025-26 & 2026-27 (effective from 01.01.2026 to 31.12.2026), with updating all the entries / Accounts upto 31.12.2026 (relating to F.Y. 2025-26 & 2026-27)).
1.	To carry out proper tax planning, tax compliance and its implication in the company periodically.
2.	Generation of EPF Challan of the employees and to update regarding instruction on EPF.
3.	To provide timely 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 preparation and filing of all types of tax returns (Company and Trust) with the competent tax authorities and to ensure all taxation compliances. To incorporate changes/amendments as per revision/changes in any provision of any tax, GST, EPF etc., applicable to this corporation.
5.	Any pending tax compliance/assessment/return related to the previous year(s) incomplete work, shall also be completed by the selected firm including VAT/Sales Tax, GST, Income Tax, etc if any.
6.	To attend, appear and represent before the tax authorities for finalization of assessment after taking authority from the management.
7.	Expert opinion/advice on tax matters as per act and rules, instructions issued by the authorities from time to time.
8.	Issue of form 16 and 16A to employees as well as to contractor(s).
9.	Any other work assigned by the management related thereto.
10.	To coordinate with the subsequent consultant by providing calculations/reconciliations/details etc. of various returns or accounts, relating to their tenure, as current year accounting work depend on previous year work and subsequent year work.

HARYANA ROADWAYS ENGINEERING CORPORATION, GURUGRAM

FINANCIAL BID FOR FINANCIAL ACCOUNTING AND TAX CONSULTANCY (FY 2025-26 & 2026-27 (effective from 01.01.2026 to 31.12.2026), with updating all the entries / Accounts upto 31.12.2026 (relating to F.Y. 2025-26 & 2026-27).

Annexure IV

Professional Fee

The firm may quote the professional fee in the following format-

1. Name of the firm

2. Professional Fee

Sr. No.	Particulars	Professional Fee (Rs.)
1	Professional Fee for the Financial Accounting and Tax Consultancy for financial year 2025-26 & 2026-27 (effective from 01.01.2026 to 31.12.2026), with updating all the entries/accounts up to 01.01.2026 to 31.12.2026), (relating to FY 2025-26 & 2026-27).	(Monthly)

Note - (i) Payment of GST shall be made in addition to the professional fee as quoted above, as applicable from time to time.

(ii) No other reimbursement, expenses or additional fee shall be paid/claimed by the selected firm except the professional fee as quoted above.

Place

Date

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

Signature Not Verified

Digitally signed by SHIV NARAYAN
Date: 2025.11.17 10:37:40 IST
Location: Haryana-HR