

Notice Inviting Tender

Sr. No.	Particulars	
1	Name of the Client:	Haryana Building and Other Construction Workers Welfare Board HBOCWWB
2	Name of the Assignment:	Selection of Chartered Accountant Firms for Handling of Accounting & Financial Management of Haryana Building and Other Construction Workers Welfare Board Details on the services to be provided: As Mentioned in Terms of Reference (ToR) of the RFP.
3	Address of the Client:	Haryana Building & Other Construction Workers Welfare Board, Bays No.29-30 (Pocket-2), Sector-4, Panchkula, Haryana-134112
4	Date of issue of RFP:	27.11.2025 at 11:00 AM
5	Last Date of receiving Queries for pre-proposal meeting:	The queries, if any, in the RFP has to be mailed before 29.11.2025 up to 5:00 PM to the following email: hbocwwb@gmail.com
6	Pre-Bid Meeting:	01.12.2025 at 11:00 AM to be held at Haryana Building & Other Construction Workers Welfare Board, Bays No. 29-30 (Pocket-II) Sector-4, Panchkula - 134 112 Haryana
7	Last date and time for submission of RFP processing fees, E-service charge and EMD:	08.12.2025 by 11:00 AM
8	Last date and Time for submission of online bid:	08.12.2025 by 05:00 PM Proposal has to be submitted through e-tender portal: https://etenders.hry.nic.in .
9	Date and time of Opening of Technical Proposal:	10.12.2025
10	Time, Place, and date for opening the Financial Proposal:	To be intimated later to the eligible bidders
11	Bid Security/EMD: (Refundable)	Rs. 2,00,000/- (Rupees Two Lacs only) should be paid online through e-tender portal. No Exemption to any firm/bidder

Sr. No.	Particulars	
12	Cost of RFP Document & processing fee and e-service charges: (non-refundable)	RFP document & processing fee: Rs. 10,000/- plus GST@18% E-service charges: Rs. 1000 plus GST @ 18%
13	Financial Proposal to be submitted together with Technical Proposal:	Yes
14	Validity of the Proposal:	Proposals must remain valid for 180 days from the submission date.
15	Consortium and Joint Ventures:	Consortium and Joint Ventures for this assignment are NOT permitted.
16	Eligibility Criteria:	As per mentioned in the ToR Chapter 2
17	Evaluation Criteria:	Technical Proposals shall be evaluated based on the criteria provided by the RFP (refer to Chapter 2 & 4).
18	Method of selection:	The selection is based on QCBS and further details on the evaluation process are specified in Chapter 4. In the overall evaluation of the proposal financial score will be assigned 20% weightage and the technical score a weightage of 80%. The contract shall be awarded to the bidder who has secured highest total score for the financial and the technical scores as combined with respective weightage. The formula to be used for the purpose of arriving at the final weighted score is detailed out in Chapter 4 of the RFP.
19	Expected date for commencement of services:	Will be Informed later
20	Contract Period:	36 Months (Subject to Yearly Performance Evaluation)

Signature Not Verified

 Digitally signed by Arun Kumar
 Date: 2025.11.27 11:52:25 IST
 Location: Haryana-HR

Haryana Building and Other Construction Workers Welfare Board (HBOCWWB)
Labour Department, Government of Haryana

**Request for proposal (RFP) For Selection of Chartered Accountant Firms for Handling of
Accounting & Financial Management of Haryana Building and Other Construction
Workers Welfare Board (HBOCWWB)**

RFP No.: - e-Tender/.....

Issued by:

Haryana Building & Other Construction Workers Welfare Board

Bays No. 29-30 (Pocket-II), Sector-04, Panchkula, Haryana 134112

Email: hbocwwb@gmail.com

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Notification for Request of Proposal

To,

All Prospective Bidders

Sub: “Handling of Accounting & Financial Management of Haryana Building and Other Construction Workers Welfare Board”

Sir,

The Haryana Building and Other Construction Workers Welfare Board (HBOCWWB) invites proposals for **“Selection of Chartered Accountant Firms for Handling of Accounting & Financial Management of Haryana Building and Other Construction Workers Welfare Board”**

The Background Information and Terms of Reference of the proposal are provided in Chapter 2 of the Request for Proposal (RFP). This RFP is available to all eligible Chartered Accountant Firm/LLP involved in accounting and financial management services.

A firm will be selected under Quality Cost Based Method (QCBS) and procedures described in this RFP, in accordance with the policies of the Govt. of Haryana.

The RFP includes the following documents:

Chapter 1 – Important Information & Datasheet

Chapter 2 – Terms of Reference (ToR)

Chapter 3 – Instruction to bidders

Chapter 4 – Submission & Evaluation of the Proposal

Chapter 5 – Technical & Financial Submission Forms

A Pre-proposal meeting will be held on the date notified in Notice Inviting Request for Proposals wherein all issues/clarifications sought by bidders will be discussed and finalized. The deadline for receipt of proposals shall be on the date mentioned Notice Inviting Request for Proposals.

The RFP / tender document can be downloaded from the website: <https://etenders.hry.nic.in> or <https://hrylabour.gov.in>. **Proposal has to be submitted through e-tender portal: https://etenders.hry.nic.in**. Interested bidders are advised to regularly visit the website in order to update themselves with regard to any change or additional information related to the tender.

Haryana Building & Other Construction Workers Welfare Board reserves the right to re-issue / amend /cancel this tender, amend the tentative schedule and key dates of the bid. It is the sole responsibility of prospective bidders to go through all the notices issued by the Board from time to time for any updated information.

HBOCWWB reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Secretary

Haryana Building and Other Construction Workers Welfare Board (HBOCWWB)

1. IMPORTANT INFORMATION AND DATASHEET

SN	Information to Bidders
1	<p>Name of the Client: Haryana Building and Other Construction Workers Welfare Board HBOCWWB</p> <p>Name of the Assignment: “Selection of Chartered Accountant Firms for Handling of Accounting & Financial Management of Haryana Building and Other Construction Workers Welfare Board”</p> <p>Details on the services to be provided: As Mentioned in Terms of Reference (ToR) of the RFP.</p>
2	<p>Address of the Client: Haryana Building & Other Construction Workers Welfare Board, Bays No.29-30 (Pocket-2), Sector-4, Panchkula, Haryana-134112</p>
3	<p>Date of issue of RFP: 26.12.2025</p>
4	<p>Last Date of receiving Queries for pre-proposal meeting: The queries, if any, in the RFP has to be mailed before 02.1.2026 up to 5:00 PM to the following email: hbocwwb@gmail.com</p>
5	<p>Pre-Bid Meeting: 5.1.2026 at 11:00 AM to be held at Haryana Building & Other Construction Workers Welfare Board, Bays No. 29-30 (Pocket-II) Sector-4, Panchkula - 134 112 Haryana</p>
6	<p>Last date and time for submission of RFP processing fees, E-service charge and EMD: 15.1.2026 by 11:00 AM</p>
7	<p>Last date and Time for submission of online bid: 15.1.2026 by 05:00 PM Proposal has to be submitted through e-tender portal: https://etenders.hry.nic.in.</p>
8	<p>Date and time of Opening of Technical Proposal: 16.1.2026</p>
9	<p>Time, Place, and date for opening of the Financial Proposal: To be intimated later to the eligible bidders</p>

10	Bid Security/EMD: (Refundable) Rs. 2,00,000/- (Rupees Two Lacs only) should be paid online through e-tender portal. No Exemption to any firm/bidder
11	Cost of RFP Document & processing fee and e-service charges: (Non-Refundable) RFP document & processing fee: Rs. 10,000/- plus GST@18% E-service charges: Rs. 1000 plus GST @ 18%
12	Financial Proposal to be submitted together with Technical Proposal: Yes
13	Proposals must remain valid for 180 days from the submission date.
14	Consortium and Joint Ventures for this assignment are NOT permitted.
15	Under this contract the payments for the services of Chartered Accountant Firm will be made as per the Terms of Reference (ToR). It is expected that the Firm will quote its fee after considering all requirements for satisfactory performance of the services specified in this ToR.
16	Amounts payable by HBOCW WB to the firm under the contract shall be subjected to local taxes if any. The HBOCW WB will pay GST, on prevailing rates as applicable on the consultancy/service charges.
17	Eligibility Criteria: As per mentioned in the ToR Chapter 2
18	Evaluation Criteria: Technical Proposals shall be evaluated based on the criteria provided the RFP (refer to Chapter 2 & 4).
19	Method of selection: The selection is based on QCBS and further details on the evaluation process are specified in Chapter 4. In the overall evaluation of the proposal financial score will be assigned 20% weightage and the technical score a weightage of 80%. The contract shall be awarded to the bidder who has secured highest total score for the financial and the technical scores as combined with respective weightage. The formula to be used for the purpose of arriving at the final weighted score is detailed out in Chapter 4 of the RFP.
20	Expected date for commencement of services: Will be Informed later
21	Contract Period: 36 Months (Subject to Yearly Performance Evaluation)

2. TERMS OF REFERENCE

2.1 *Background*

1. Building and construction industry recognized as the unorganized section with vast labour intensity and economic activity after agriculture in India. This industry generates demand for both skilled and semi-skilled labour force. The workers face inherent risk to life/vital body parts due to occupational hazards. However, these labours work temporary and casual natured with lack of basic amenities and inadequate welfare facilities. With an objective of providing adequate working conditions and welfare amenities, the government of India enacted the legislation namely, Building and other construction workers (Regulation of employment and conditions of services) Act, 1996.
2. Central Government enacted an The Building and other constructions workers welfare cess Act, 1996 to provide for the levy and collection of a cess on the cost of construction incurred by the employers with a view of augmenting the resources of the state building and other constructions workers welfare board constituted under the building and other construction workers (Regulation of employment and conditions of services) Act, 1996.
3. Haryana Building and Other Construction Workers Welfare Board is running a series of Welfare schemes for construction workers, which are aimed to safeguard the interest of construction workers and their family as well as protect them from any type of hazards which occurs in their lives. So, it is necessary to get themselves registered under the board.
4. Board is collecting cess and running series of welfare schemes for the labourers. To strengthen the financial management and accounting system, the board is interested to appoint a firm of chartered accountants.

2.2 *Objective of the Assignment*

HBOCWWB intends to engage a chartered accountant firm which can provided the services of quality accounting and financial management professionals to strengthen the accounting and financial management. The detailed scope of work is given as under:

2.3 *Scope of Work*

- Design, Standardization, implementation and monitoring of accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirements of Income Tax Act/Accounting standards.
- Preparation of Accounts and Financial Statements for the year last 5 years in accordance with applicable accounting standards issued by the PAG/CAG/Finance Department, Haryana.
- Day to day accounting support

- Building and strengthening of Internal Control & Auditing System and conducting various periodical reconciliation procedures;
- Preparation of Annual Budget estimates and execution
- Carry out other financial advisory and management services as needed or requested for efficient and sound financial management of HBOCWWB.
- **Provide team for internal audit and accountants on need basis, if so, required by Board.** The role of internal audit is self-explanatory, and the role of accountants will be as below.
 - Data entry of vouchers in accounting software at headquarter
 - Preparation and maintenance of Cash & Bank Books in tally/software
 - Preparation of periodic Bank Reconciliation Statements
 - Preparation and maintenance of direct tax (Income Tax, TDS etc.) and indirect tax related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance.
- Review HBOCWWB accounting and financial management system and suggest modifications/improvement measures to ensure compliance with its policies, plan, procedures, laws and regulations.
- Assisting HBOCWWB in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations.
- Preparation of MIS Reports such as Statements of statutory deductions, collection of labour cess, investment report, revenue report and other necessary reports as per HBOCWWB rules and regulations
- Assisting the Board in procurement, Bid management etc. as per GFR /PFR/GEM rules.
- Assist the Board in drafting reply of Audit Paras, Advise on ITAT/CIT Appeals, Income tax cases, etc.
- Advise the Board for advance accounts and finance management software/tools for better planning and management of Board funds.
- The team shall also support in auditing of Food canteens of Labour Department/HBOCWWB.

2.4 *Time Period:*

The Chartered Accountant Firm will be required to provide the desired services for a period of **36 months** (Subject to Yearly Performance Evaluation) after signing the agreement with HBOCWWB. A yearly escalation of 5% may be given in quoted rates to meet the inflation requirements.

Notwithstanding anything contained herein above, HBOCWWB reserves the right to extend this assignment/project for further period of 12 months and so on based on annual performance or discontinue the services of agency in the event their services

are evaluated as unsatisfactory at any time during the contract period.

2.4.1 Firm Experiences

Chartered Accountant Firm are envisaged to play a critical role in handling accounting and financial management services at HBOCWWB. One of the major roles of the firm would be to strengthen the accounting system & support HBOCWWB in financial management activities. The firm eligible for the bidding process must satisfy the following eligible criteria:

Pre-Qualification Criteria:

SN	Criteria	Minimum Requirement	Supporting Documents Required
a)	Registration	The firm must be registered with ICAI and hold valid PAN and GST registrations.	Copies of ICAI Registration Certificate, PAN Card, and GST Certificate.
b)	Operational Experience	Minimum 10 years of continuous operation post-registration.	Proof of date of registration and operations.
c)	Staffing Strength	Minimum 15 Chartered Accountants (inclusive of Partners) as on closing date.	Signed Declaration letter by HR Head/ Head of the firm on their letterhead.
d)	Empanelment	Valid empanelment with C&AG of India and/or PAG Haryana.	Copy of current valid empanelment certificate.
e)	Turnover	Average Annual Turnover \geq ₹5 Crore in last 3 FYs (ending March 31, 2025).	Audited Financial Statements for FY 2022-23, 2023-24 & 2024-25.
f)	General Experience	At least 5 assignments in accounting/financial management for PSUs/Government organisations across India.	Copies of Work Orders/Contracts/Completion Certificates.
g)	High-Value Experience	At least 2 assignments for PSUs/Govt organisations across India, each worth $>$ ₹2 Crore (excl. GST).	Work Orders or Contract Documents showing assignment value.
h)	State-Specific Experience	At least 1 assignment with a PSU/Govt organisation in Haryana worth $>$ ₹1 Crore (excl. GST).	Work Order or similar documentary proof of assignment and value.
i)	Non-Blacklisting	The firm and its partners must not be blacklisted by any PSU or government department as of the date of NIT.	Self-declaration on letterhead or ₹100 Non-Judicial Stamp Paper (Duly Notarized).

2.4.2 Team Experiences

The agency is required to provide qualified and dedicated staff to handle the entire accounting and financial management services at HBOCWWB. The required profile of the key professionals and their desired experience are given below:

S N	Position	Essential Qualification	Essential Experience	Desirable/Additional Qualification	Desirable Experience
1	Project Director (01)	Chartered Accountant (CA)/CS	Minimum 10 years in Accounting, Taxation, Audit, and Financial Management.	LLB, On panel of ITAT	Experience GST, Income Tax, Audit, Accounting in Public Sector Undertakings (PSUs)/Government Board/department etc.
2	Finance, Accounts & Taxation Expert (01)	Chartered Accountant (CA)/MBA Finance /Retired CAO from State or Central Govt.	Minimum 6 years in Accounting, Taxation, Audit, and Financial Management, Monitoring, Fund Management in state/Central Government/Large Companies.	Certification in Internal Audit, (CIA) or equivalent	Experience in Government Financial Management, Systems (GFR, PFR), ERP, Procurement Processes, Bid Management
3	Finance Expert/Manager Finance (01)	CA/MBA(Finance/IT)	Minimum 5 years in Financial Planning, Analysis, and Management with Central/State Government/PSU/ Large Pt. Companies	CFA/CPA	Experience in financial modelling and forecasting, compliance in financial regulations, GFR Compliance,

					Procurement & IT
4	Auditors 03 (Need Basis)	MBA Finance /MCom	Minimum 05 years of Experience in Accounting, Auditing, etc. in Government/PSU/ Private entities	Certification in Indian Accounts Audit Practices	Experience with Government Department/Board /SPSU in Haryana
5	Accountants 05 (Need Basis)	B. Com	Minimum 03 years of Experience in Accounting, Auditing, etc. in Government/PSU/ Private entities	M.Com/Certification in Indian Accounts/ Audit Practices	Experience with Government Department/Board /SPSU in Haryana

- a) The team shall be deployed on an exclusive basis and shall be responsible for carrying out the complete Scope of Work under the RFP. All team members at Sr. No. 1,2, & 3 shall be stationed full time in the Haryana Building and Other Construction Workers Welfare Board office during the entire contract period while Sr No. 04 & 05 may be deployed on need basis at HBOCWWB HQ and/or Field offices on quoted and approved prices. The office timing, list of holidays, rule of CL shall be applicable as per HBOCWWB/state government for contractual manpower.
- b) HBOCWWB will provide the required office space/computer/software/internet facilities to the team.
- c) If any staff of the team member is found to be indulging in fraud/ corruption or not performing during the contract period, HBOCWWB shall have the right to discontinue his services, and the Firm shall provide replacement with equal or more qualified personnel within a period of 15 days. This shall also apply in case any of the team members resign/leave the Firm. Also, the firm shall be responsible to compensate the loss to the board.

2.5 Payment Terms

The payment shall be made against the services provided subject to the following terms and conditions:

1. Fee for 36 Months for Deployment of Team as per Terms of Reference (ToR): Will be paid on monthly basis as quoted in financial bid on the basis of attendance of the respective team member/s.
2. The payment during the entire contract period of 36 months shall be made in

accordance with the financial proposal submitted by the selected bidder and shall remain valid till the completion of the contract period. No price variation should be asked for increase in manpower cost or any other cost during the contract period of 36 months.

3. The Manpower shall increase/decrease as per the requirement based on status of project subject to discretion of the Board. For increase of manpower, additional fee will be paid to the agency according to rate quoted against such category of staff.
4. The team leader shall submit time sheet and Monthly progress reports of each of the team members deployed along with the Invoice.

2.6 Support and inputs to the agency

HBOCWWB shall provide adequate office space to the Agency to perform its services. In terms of hardware and software support, HBOCWWB shall provide necessary hardware, portal access, and requisite hardware i.e. computers and printers to the Firm.

2.7 Performance Security

The Firm will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee in favour of “Haryana Building and Other Construction Workers Welfare Board” payable/en-cashable at Panchkula, from any nationalized or scheduled commercial Bank in India for an amount equivalent to 5% (five percent) of the total contract value towards Performance Security valid for a period of six (6) months beyond the stipulated date of completion of services. The Bank Guarantee will be released after six months of successful completion of the assignment.

2.8 Penalty Clauses:

In the event of failure by the Chartered Accountant firm to perform its obligations in accordance with the terms of this agreement, HBOCWWB reserves the right to impose penalties. Specifically, delays in submission of deliverables, such as audit reports, compliance documents, tax filings, or replies to audit objections, or non-compliance with attendance, deployment, or quality parameters, may attract a financial penalty of up to 50% of the monthly professional fee for the concerned period and/or as decided by the Competent Authority.

Further, repeated defaults, chronic delays, or breach of contract conditions—particularly in terms of personnel deployment, non-availability of qualified professionals, or failure to safeguard data confidentiality—shall be viewed seriously. In such cases, the Board reserves the right to issue formal warnings, seek replacement of personnel, withhold payments, or initiate termination of the contract without any liability on the part of the Board.

3. INSTRUCTION TO THE APPLICANTS

3.1 General

In preparing their Proposals, applicants are expected to examine in detail the documents comprising this RFP Document. Material deficiencies in providing the information requested may result in rejection of an applicant. The Applicants are requested to submit the proposal and all their correspondence in English.

3.2 Number of Applications

Each applicant is eligible to submit only one proposal in the format prescribed in the RFP.

3.3 Proposal Validity

The Proposal shall remain valid for acceptance by the HBOCWWB for a period of 180 days from the last date of submission of proposals. In case of need HBOCWWB may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

3.4 Pre-bid Queries

- Bidders can submit their queries in respect of the RFP and other details, if any, to the Board, through **e-mail at hbocwwb@gmail.com** within the stipulated mandatory timeline as mentioned the document.
- Clarifications, if any to the above will be uploaded on **<https://hrylabour.gov.in>** in order to assist in preparation of the proposal.
- Request for alteration / change in existing terms and conditions of the RFP shall not be considered / entertained.
- All communication seeking clarifications pertaining to the RFP document, if any, should reach the designated official on or before pre bid meeting. Any communication received after that will not be entertained.
- HBOCWWB shall endeavour to clarify the queries through a written response and circulate to all the Applicants within a week time, without identifying the party seeking the clarifications.
- The purpose of query clarification is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the Project. However, the Board reserves the right to hold or reschedule / reinitiate the process or reject all the bids without assigning any reasons.

- Responses to queries and issue of Corrigendum:
 - The authorized Representative of the Board will endeavour to provide a timely response to the queries. However, neither any representation or warranty is given as to the completeness or accuracy of any response made in good faith, nor does the Board undertake to answer all the queries that may have been posed by the bidder.
 - At any time prior to the last date for receipt of proposals, the Board may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP document by a corrigendum.
 - The corrigendum (if any) and clarification to the queries from all bidders will be uploaded on the website i.e. <https://hrylabour.gov.in> .

3.5 Amendment of RFP

At any time prior to the Proposal Due Date, HBOCW WB for any reason, whether on its own initiative or in response to clarifications requested by a prospective Applicant, may modify and/or amend the RFP Document or part thereof by the issuance of an amendment.

Any amendment thus issued shall form a part of the RFP Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to HBOCW WB.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, HBOCW WB reserves the right to extend the Proposal Due Date.

3.6 Joint Ventures or Consortiums

Joint Venture arrangement or Consortiums are not allowed under the assignment.

3.7 Confidentiality

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant / Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a retained professional advisor advising HBOCW WB in relation to, or matters arising out of, or concerning the Bidding Process. HBOCW WB shall treat all information submitted as part of Proposal as confidential and shall require all those who have access to such material to treat the same in confidence. HBOCW WB shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or HBOCW WB.

3.8 Conflict of Interest

The Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. The interpretation of conflict of the interest in the light of definition as mentioned under the contractual law and any other law for the time being enforced made by HBOCWWB shall be final and binding upon the parties.

In the event of disqualification, HBOCWWB shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the HBOCWWB and not by way of penalty for, *inter alia*, the time, cost and effort of the HBOCWWB, including consideration of such Applicant’s Application (the “Damages”), without prejudice to any other right or remedy that may be available to HBOCWWB under the agreement or otherwise.

The shortlisted Firm shall not be allowed to bid for any Statutory Audit related assignments with HBOCWWB during the contract period.

3.9 Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, HBOCWWB may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of HBOCWWB hereinabove, if the Applicant is found by HBOCWWB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any RFP issued by HBOCWWB during a period of 2 (two) years from the date such Applicant is found by HBOCWWB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the HBOCWWB who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the agreement or arising

therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the HBOCWWB, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the HBOCWWB in relation to any matter concerning the Project;

- b. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.
- c. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process.
- d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the HBOCWWB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

3.10 Dispute Resolution

In case of any dispute arising out of this RFP including its interpretation there of the same shall be put before Secretary HBOCWWB and the decision of Secretary HBOCWWB in this regard shall be final and binding upon both parties. If the dispute is not resolved through mutual discussion within [30] days, either Party may refer the dispute to arbitration under the [Arbitration and Conciliation Act, 1996].

4. SUBMISSION & EVALUATION OF THE PROPOSAL

4.1 Submission of Proposal

The applicants shall submit following proposals through online mode:

- Technical Proposal
- Financial Proposal
- Document Fee and Bid security

All parts of the Proposal marked as above, shall be submitted through online mode only.

4.2 Content of the Proposal

4.2.1 Technical Proposal

The Technical Proposal shall necessarily comprise the following:

- Profile of the firm
- Experience in providing accounting and financial management services
- Detailed profile of proposed team members
- Turnover of the firm
- Approach & methodology for handling accounting and financial management services

The formats of the Technical Proposal to be submitted as per the requirement of the Technical & Financial formats provided in Chapter 5 of the RFP. In case of non-compliance with the format's marks may be deducted.

4.2.2 Financial Proposal

The agency is required to submit the Professional Fee quote for handling accounting and financial management services. The Financial Proposal to be submitted in the format provided in the RFP.

4.3 Evaluation Methods

The detailed evaluation methods for Technical and Financial proposal are specified below.

4.3.1 Evaluation of Technical Proposal

Technical proposals of all the firms which meet the basic requirements (i.e. timely submission, bid security, meeting the eligibility criteria etc.) would be taken up for detailed evaluation as per the technical bid evaluation criteria. **However, for technical presentation only those firms will be eligible which will score 55 marks out of 80 marks (other than technical presentation)** against the technical evaluation criteria mentioned below. All firms scoring **70 or above marks in total (including technical presentation)** would be technically qualified and would only move into the next stage of financial evaluation.

The Applications shall be first evaluated on the basic requirements parameters. Those

Applicants, who meet the basic requirements, shall be evaluated further as part of Technical Evaluation.

TECHNICAL EVALUATION CRITERIA:

Detailed evaluation of the proposals shall be undertaken for those Firms which qualify the below/above basic requirements.

SN	Parameter	Max Marks
1	Staff Capacity (Inclusive of Partners): 15 Nos. to 20 Chartered Accountants. -70% >20 to 25 Nos.-85% > 25 Nos.-100%	20 Marks
2	Average Annual Turnover of the Firm in last three year Rs. 5 Crores to 7 Crores-70% >Rs. 7 Crores to 10 Crores.-85% > Rs 10 Crores-100%	20 Marks
3	Approach & Methodology for each of the Major Task (PPT) Weightage to be applied: a) Understanding of objective under each task-40% b) Strategy for execution of work assigned under each task-60%	20 Marks
4	Firms Experience in Handling of accounting or financial management services of PSUs or Government Organizations across India with minimum value of an assignment should be more than 2 Crores. (Documentary proof/work order/ clients certificates/completion certificates to be submitted) 2 Projects -70% 3 Projects-80% 4 Projects-90% 5 Projects or More-100%	20 Marks
5	Firms Experience in Handling of accounting or financial management services of PSUs or Government Organizations in Haryana State with minimum value of an assignment should be more than 1 Crore. (Documentary proof/work order/ clients certificates/completion certificates to be submitted) 1 Project -5 Marks 2 Project -10 Marks	10 Marks
6	Key-Experts Qualifications as per ToR Team Leader- 5 Marks Finance Manager-1Nos- 2.5 Marks Accounts and Tax Expert-1Nos- 2.5 marks If not as per ToR 00 marks against each category	10 Marks
	Total	100 Marks

4.3.2 Opening and Evaluation of Financial Proposal

The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. The financial proposal of only such Applicants will be opened who obtain minimum qualifying 70 or above Marks prescribed. Out of the technically qualified applicants, the final selection shall be based on Quality cum cost-based selection method. The detailed contents of each financial proposal will be subsequently reviewed. The evaluated total price (ETP) for each financial proposal will be determined. The score for each financial proposal is inversely proportional to its ETP and will be computed as follows:

$$S_f = 100 * F_m / F$$

Where -

S_f is the financial score of the financial proposal being evaluated

F_m is the ETP of the lowest priced financial proposal

F is the ETP of the financial proposal under consideration

The lowest evaluated financial proposal will receive the maximum score of 100 marks

4.3.3 Combined and final evaluation

Following completion of evaluation of Technical and Financial Proposal, final ranking of the Proposal will be determined. This will be done by applying a weightage of 0.80 (or eighty percent and 0.20 (or twenty percent) respectively to the technical and financial scores of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. The technical and financial scores shall be added, and the Contract will be awarded to the agency which scores maximum points and will be invited for contract negotiations.

4.4 Last date of submission of the Proposal

The Proposals must be received on or before proposal due date submission as mentioned in Datasheet.

4.5 Date of proposal opening

The technical proposal will be opened for evaluation in the HBOCWWB office. The authorized representatives of the firms (Applicants) may choose to attend the technical proposal opening. The authorized representatives must carry authorization letter, if they wish to attend the bid opening. The evaluation of the technical proposal will be held subsequently in the house. The Applicants who qualify as per technical evaluation would be intimated in the due course. The financial proposals of the Applicants who qualify as per technical evaluation will be opened in the HBOCWWB office. The authorized representatives of the firms (Applicants) may choose to attend the financial proposal opening with authorization letter from their firms.

4.6 Award of contract

The firm will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of HBOCWWB, within 30 days of issuance of the letter of intent. The firm is expected to commence the Assignment/job on the date and at the location specified in the contract.

5. SUBMISSION FORMS - TECHNICAL & FINANCIAL

Form Tech - I: Technical Proposal Covering Letter

FORM TECH I

(To be placed in the sealed cover containing technical proposal)

[Location, Date]

To,
Secretary
Haryana Building and Other Construction Workers Welfare Board HBOCWWB

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We are submitting our Proposal in our own individual capacity without entering any association / as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate based on the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the RFP (*Please indicate date*).

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory:
Name of
Firm:
Address:

Form Tech - II: Profile of the Firm

FORM TECH II

FORM TECH IIA: Brief Description about background of the firm covering ownership details, date of incorporation, number of employees, geographical experiences etc. It must cover the following:

Criteria	Firm's Strength
The agency should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax (PAN number) and GST Registration	<ul style="list-style-type: none"> ICAI Registration – [Yes/ NO] Income Tax PAN number – [Yes/ NO] GST Registration – [Yes/ NO]
The agency should have been in operation for at least 10 years after its registration	Year of Registration/ start of Operations
The bidder should have more than 15 Chartered Accountants staff (inclusive of Partners) with itself.	<ul style="list-style-type: none"> Number of Partners Number of CAs
The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India	<ul style="list-style-type: none"> Empanelled with C&AG PAG Haryana – [Yes/ NO]
Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending in March 31st, March 2025 must be equal to or more than Rs 5 Crores.	Average Annual Income of the Firm in the last 3 financial years ending on March 31st, 2025 is Rs. (Rs.in words)

Form Tech - III: Firm's Experiences of Similar Services**Form Tech III (A) – Summary of Firm's Experience**

Sr. No.	Name of Project	Name of Client	Assignment Nature	Assignment value (exclusive of

[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]

Form Tech III (B) – Detailed description of Firm's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted for providing similar services (Please specify exact assignment / job for which experience details may be submitted).].

Assignment Name:	Approx. value of the contract:
Country:	Duration of Assignment:
Location within Country:	Nature of the Assignment:
Name of Client/Sponsoring Authority:	Total No. of Staff-Months provided:
Start Date (Month/Year):	Completion Date (Month/Year):
Name of Senior Staff involved, and functions performed:	
Address/Client Contact:	
Approx. value of services provided by your firm:	
Narrative Description of Assignment:	
Description of Actual Services Provided by Your Staff:	

Form Tech - IV: Technical Approach and Methodology

Form Tech IV – Detailed Description of Approach and Methodology

[Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities under accounting, financial management, internal control and project accounting services in line with the scope of work envisaged by HBOCW WB, and the degree of detail of such output, including the templates of the same.

Form Tech - V: Format for Submission of CVs of Experts

FROM TECH V

Form Tech V (A) – Summary of Curriculum Vitae of Proposed Experts

[Using the format below, provide the summary of curriculum vitae of the proposed team]

Sr. No.	Name of Expert	Proposed position	Qualifications	No. of years of relevant Experience
Auditors/Accountants CV and details not required with technical bid.				

Form Tech V (B) - Detailed Curriculum Vitae of proposed experts

[Using the format below, provide the detailed description of the curriculum vitae of the proposed team]

1. PROPOSED POSITION		
2. NAME OF FIRM		
3. NAME OF EXPERT		
4. DATE OF BIRTH	CITIZENSHIP	
5. EDUCATION		
Degree Obtained	Name of Institute	Year
6. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS		
-		
7. OTHER TRAININGS		

8. COUNTRIES OF WORK EXPERIENCE			
9. LANGUAGES			
10. EMPLOYMENT RECORD			
From	To	Employer	Position held
11. DETAILED TASK ASSIGNED	12. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED		
	<Add project experience against your eligibility criteria> Project Name: Year: Location: Client: Project features		
	Project Name: Year: Location: Client: Project features		
13. CERTIFICATION			
<p>I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I, the undersigned, certify to the best of my knowledge and belief–</p> <ol style="list-style-type: none"> 1. This CV correctly describes my qualifications and my experience 2. I am not employed by the Executing or the Implementing Agency 3. I am willing to work full time at HBOCW WB office as a part of proposed team 4. I will not provide any other consultancy services to HBOCW WB during the contract period <p>Date: _____</p> <p>[Signature of expert or authorized representative of the firm] Full name of authorized representative:</p>			

6.FINANCIAL BID FORMAT:

Man-month rate for the proposed accounting & financial management team including support staff shall be as under. We, the undersigned, offer to provide the additional resources for accounting & financial management team, if required by HBOCW WB on the same terms and conditions during the contract period.

S N	Designation	Number s A	Monthly Quote (in amount) B	Cost for Engagement period 12 Months without Tax C =B*A*12	Cost for Engagement period 12 Months with taxes	Total cost in Word s
1	Project Director	1				
2	Finance, Accounts & Taxation Expert	1				
3	Finance Expert/Manager Finance	1				
Total Price Quote (For Evaluation of Financial Bid)						
Financial Quote of need-based resources (Not counted for Evaluation of Financial Bid)			Monthly Quote in Amount -INR			
1	Internal Auditor					
2	Accountant					

Note:

- (i) The Board shall pay the firm, the GST on prevailing rates as applicable on the consultancy/service charges despite of the quotation made in the financial bid.
- (ii) In case of difference in quote in amount and in words, quote in words will be taken.
- (iii) The tentative monthly cost of one Internal Auditor and Accountant should be mentioned in Technical Proposal. This will not be part of Financial Evaluation or BOQ