

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR-125004, HARYANA
(Established by Haryana Act No.7 of 2010)



STORE PURCHASE ORGANIZATION
LUVAS, HISAR
Ph. No.01662-256078
Email: spo@luvas.edu.in

STANDARD BIDDING DOCUMENT

PART 1: COMPLETE BIDDING DOCUMENT

NAME OF WORK:- Hiring of Chartered Accountant

STORE PURCHASE ORGANIZATION
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR
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TENDER NOTICE

The Bids/tenders are invited from the eligible bidders through online bids in the website:
<https://etenders.hry.nic.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee / e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Hiring of Chartered Accountant	100000	5000	Rs. 1180/-	13.07.2026 (14:00 hours) To 03.08.2026 upto 17:00 hours	03.08.26 upto 17:00 hours	03.08.26 upto 17:00 hours	Tech. Bid 04.08.26 at 10.00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts**.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://luvas.edu.in>

Sd/-
Store Purchase Officer
Ph. 01662-256078, 289547

Scope of Work

1. GST and Income Tax consultancy and advisory on routine matters.
2. Preparation and Finalization of Balance sheet.
3. Generation of Challan for depositing GST/TDS under GST and Paid to Govt. Account within the time period prescribed by the Govt. from time to time and issuance of certificate to deduct within the prescribed time limit.
4. Generation and issuance of Form-16.
5. All types of work related to GST/TDS under GST like filing of monthly/quarterly/yearly GST/TDS and its reconciliation statement. GST/TDS return/revised return on monthly/quarterly basis as prescribed by the Government from time to time.
6. Assistance in GST procedural compliance, finalization of annual accounts and preparation of financial statements.
7. Filing of University ITR.
8. Generation of digital signature of DDO(s) for TDS/GST associated work.

Conditions

1. Preference will be given to the CA/ CA firm having minimum 5 years' experience in providing accounting, auditing, Taxation or financial consultancy services in any Central/ State Govt./ Department/ Organizations/ Statutory Bodies/ Central/ State University.

DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Description of work / Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Hiring of Chartered Accountant	5000	Rs. 1180/-	13.07.2026 (14:00 hours) To 03.08.2026 upto 17:00 hours	03.08.26 upto 17:00 hours	03.08.26 upto 17:00 hours

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment towards EMD fee as mentioned above in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 01.08.2026 upto 17:00 hrs.; and make payment via RTGS /NEFT or OTC 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>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee, e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.
- 5) **Bidder are requested to visit the actual site of installation before quoting the rates. Otherwise any modification required in the site of installation will be borne by the bidder.**

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required **eligibility & technical documents** online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the **prices** in price bid format under Commercial Bid.

CONDITONS:-

- 1) APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though proper care has been taken to upload approved DNIT. However, there may be some discrepancy. In case of discrepancy between approved DNIT and uploaded DNIT. The approved DNIT will be applicable. The approved DNIT will be made part of agreement.
- 2) Conditional tenders will not be entertained & are liable to be rejected.
- 3) In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 4) The undersigned reserve the right to reject any tender or all the tenders without assigning any reason.
- 5) The societies shall produce an attested copy of the resolution of the Co-Operative department.
- 6) The tenders without earnest money / bid security will not be opened.
- 7) The jurisdiction of court will be at Hisar.
- 8) Any changes or corrigendum regarding tender will be uploaded on university website**
- 9) The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 10) The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**online submission of (Technical) documents & BS**'. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. Bids would required to be valid for 120 days from the date of bid closing i.e. from last date of **online submission of (Technical) documents & BS**. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
- 11) Actual brochure of the equipment alongwith specification should be submitted with the tender document
- 12) EMD deposited by L1 firm equivalent to 5% shall be treated as performance security up to the warranty period along with grace period of two months of item/equipment.

Other Terms & conditions

In case the contractor fails to execute the contract on the rates, terms & conditions as contained in the contract within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC.

For any enquiry, the undersigned can be contacted at Phone No. **7876688848(Ashok Kumar)** during working days only (Monday to Saturday except 2nd & 4th Saturday) during office hours 9.00 AM to 5.00 PM during August to April and 7.00 AM to 2.00 PM during May to July.

The disputes, if any, shall be subject to Hisar Courts jurisdiction. Any other jurisdiction mentioned in the quotation or invoices of the manufacturers/ dealers etc. shall be invalid and shall not have any legal sanctity.

All updates, Amendments, Corrigenda etc. (if any) will be posted only on LUVAS website there will not be any publication of the same through Newspaper or any other media

Sd/-
Store Purchase Officer
LUVAS, Hisar