



CHANDIGARH HOUSING BOARD  
8, JAN MARG, SECTOR 9, CHANDIGARH - 160009,  
Ph. 4601801, 4601812


No. CHB/CAO/SOII/2019/ 7728  
To

Dated: 19/8/19

The Computer Incharge,  
Chandigarh Housing Board,  
Chandigarh.

**Subject: Inviting limited tender notice for engaging Chartered Accountant firm for preparation of Balance Sheet for 3 years i.e. 01.10.2019-30.09.2020, 01.10.2020-30.09.2021 and 01.10.2021-30.09.2022.**

Please find enclosed herewith a photocopy of the tender notice for the appointment of CAG empanelled Chartered Accountants/firms for preparation of Balance Sheet of 3 Financial years and filing of returns etc. The same may be uploaded in the CHB's Website [chbonline.in](http://chbonline.in).

  
Chief Accounts Officer  
Chandigarh Housing Board,  
Chandigarh.

CI/CHB/ 3/32  
Dated 20/8/19

  
20/8/19

Ms. Shaly

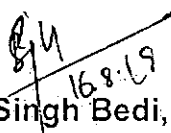
CHANDIGARH HOUSING BOARD, CHANDIGARH

No. CHB/CAO/2019  
To

Dated:

Subject: Inviting limited tender notice for engaging Chartered Accountant firm for preparation of Balance Sheet for 3 years i.e. 1/10/2019-30/9/2020, 1/10/2020-30/9/2021 and 1/10/2021-30/9/2022 on yearly performance basis.

Sealed bids are invited from the CAG Empanelled Chartered Accountants in two parts i.e. technical bid and financial bid in separate sealed cover. These two sealed cover should be contained in bigger sealed cover super scribing above subject. The technical bid would contain EMD deposit for Rs. 10000/- along with the requisite documents with stamp/seal as mentioned in "Technical Bid Part-A". The financial bid of those firms, who qualify on the basis of technical bid criteria, would only be opened. The Scope of Work, detailed terms & conditions & Performa for technical bid and financial bid are available on "www.chbonline.in".

  
Ruchi Singh Bedi, HCS,  
Secretary,  
Chandigarh Housing Board,  
Chandigarh. 0172-4601801



**Scope of work:-**

1. Filing of GST returns, Provide assistance in GST audit, advice on GST matters, Preparation of replies of GST audit.
2. Income Tax matter, VAT, Labour Cess & Service Tax matters.
3. Preparation of Balance Sheet, Filing of Income Tax Return, Revising of income tax return if any, Filing of TDS returns (Salary & Non Salary).
4. Provide assistant in conducting of statutory audit by the statutory auditor appointed by the CHB, prepare reply of statutory auditors observations.
5. Advance tax, Self-assessment tax, assessments to be made before the DCIT as well as CIT appeals.
6. Provide in house (CHB) experienced staff (at least one person) for day to day assistance.
7. Reply/attend the court cases relating to financial matters.
8. Any other work assigned by the Chairman, CEO, Secretary CHB from time to time.

**Terms & Conditions:**

1. The Chartered Accountant's firm should be registered with the Institute of Chartered Accountants of India & also empanelled with CAG, having 5 year's experience in the field with annual turnover Rs.30.00 Lacs for the last 3 years (each year). The firms must have Head Office/Branch Office within the Tri City i.e. Chandigarh, Mohali and Panchkula.
2. The bid/limited tender must reach in office of the Chief Accounts Officer Room No.44, Block-A, Sector-9, Chandigarh Housing Board, Chandigarh at 3 p.m. on/before 06/11/19. The bid so received will be opened on the same day 3.30 p.m. in presence of the Committee constituted for this purpose. The bids received after the given date and time shall not be entertained.
3. A pre-bid meeting is fixed on 30/11/19 at 3:00 P.M. in the Room No. 44 to discuss the scope of work. The intended firms are requested to attend the same so that there may not be any confusion at later stage.
4. The bids must be in sealed cover. The envelope containing bid must be super scribed with the subject on the top of outer envelope. The name of the firm must be mentioned on the envelope.
5. It may be delivered either by post or by hand. The bids must be addressed to the Chairman, Chandigarh Housing Board, Chandigarh super scribing "Preparation of Balance Sheet for 2019-20, 2020-21 & 2021-22".
6. In financial bid, the rate should be quoted in lump sum on per year basis and the rate should be inclusive of all taxes. Further, it should be mentioned in both words and figures.
7. Initially the contract is for one year i.e. 2019-20 and the same may be extended for another two years on the basis of yearly performance of the firm.
8. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any information is found incorrect the bid is liable to be cancelled.
9. Conditional bids shall not be entertained.
10. In-case of date of receiving of bids/opening of bids, declares/happens to be public holiday bids shall be opened on next working day.
11. In case of dispute between firm & CHB the matter shall be referred to the sole Arbitrator appointed by the Chandigarh Housing Board and the decision of the Arbitrator shall be final and binding on both the parties.



12. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.
13. The preparation of Balance Sheets for the year **2019-20** will be finalized within a period of 5 months from the closing date of the financial year failing which penalty @ Rs.500/- per day or 10% of the total value of contract whichever is less shall be imposed after the completion of time period till the default continues. However, the Chairman in case of exceptional circumstances may extend the time period & waive the penalty whatsoever, on the justified reasons.
14. The firm shall furnish a performance security in the shape of FDR/Bank guarantee equal to 10% of the bid amount (for one year) valid for 60 days beyond the contract period in favour of Chairman, Chandigarh Housing Board, Chandigarh which is liable to be encashed, in case of breach of any of the terms & conditions of the agreement.
15. The tender, which does not conform to the requirements of the eligibility qualifications shall be rejected summarily, and no reason whatsoever shall be given to that effect.
16. The earnest money of Rs.10000/- in shape of Demand Draft in favour of Chandigarh Housing Board, Chandigarh is required to be furnished alongwith the bid. The same shall be refunded to the unsuccessful bidders after finalization of the tender and to the successful bidder after submission of the performance security.
17. Incomplete, conditional, telegraphic or tenders received late or without earnest money will not be entertained.
18. In case of failure to complete the work within the specified period or violation of any terms & conditions, the performance security shall be forfeited and competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
19. The performance security of the successful tenderer shall be refunded after the expiry of sixty days from the successful completion of the work.
20. In case of any force majeure, the selected firm will inform CHB authorities in writing explaining the cause and seek the extension in executing the work.
21. The decision of the Chairman, Chandigarh Housing Board is final, in awarding the contract.
22. The firm which has been debarred/black listed by any Deptt./Autonomous body of the Central/State Govt./Union Territories and Chandigarh Housing Board, Chandigarh are not eligible to apply. In case this fact is established after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality the performance security will stand forfeited.
23. The CHB shall provide access to MIS and other information relevant as required for the task/job. Appropriate office space and infrastructure for the project team shall be provided by CHB. Availability of counterpart team discussion and sharing knowledge with operational staff shall also be arranged.
24. Firms are required to submit an Affidavit duly attested by the Magistrate / Notary on the prescribed proforma (Annexure C).
25. The successful bidder is required to sign the agreement with the office.



- 26. The bid(s) can be rejected by the competent authority without assigning any reason.
- 27. Terms of payment:-
  - i. 80% payment of the agreement amount shall be paid in four equated quarterly instalments (20% each) after submission of GST/ income tax returns etc.
  - ii. Remaining 20% payment shall be released in the month of April.

**Example :**

For the first year (01.10.2019 to 30.9.2020), the payments will be released on the following schedules :

Sr.No.	Milestone	Payment method
1.	Filing GST returns of 1.10.2019 to 31.12.2019	20% of the agreement amount
2.	Filing GST returns of 1.01.2020 to 31.03.2020	20% of the agreement amount
3.	Filing GST returns of 1.04.2020 to 30.06.2020	20% of the agreement amount
4.	Filing GST returns of 1.07.2020 to 30.09.2020	20% of the agreement amount
5.	In April 2021	Remaining 20% of the agreement amount

The second year payment will start on filing of GST returns of 1.10.2020 to 31.12.2020 and so on.

8

ANNEXURE - 'C'

AFFIDAVIT

I/We \_\_\_\_\_

being a Partner / sole proprietor (strike out which is not applicable) of (Name & Address of Firm) \_\_\_\_\_ do hereby declare and solemnly affirm:

a) That the individual / firm / companies are not debarred or black-listed by any department of Union/State Governments / Chandigarh Administration or any autonomous bodies / Institutes.

b) That tenderer is duly competent to enter into contract/agreement as per applicable provisions of Law.

c) And that all the terms and conditions for preparation of Balance Sheet and monthly Bank Reconciliation of all the bank accounts of Chandigarh Housing Board, SECTOR-9, CHANDIGARH, are acceptable to me / us. I/we will abide by them in letter and spirit.

Date:  
Place:

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date:

DEPONENT

Place:

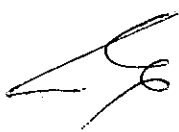
(Note: To be furnished on non-judicial stamp paper worth Rs.15/- duly attested by Magistrate or Notary Public).



TECHNICAL BID (PART "A")

Sr. No.	Particulars	Yes/No
1.	Name of the firm (In Capital Letter)	
2.	Complete Postal Address	
3.	Telephone No.: (Off)	
4.	Fax No.	
5.	e-mail	
6.	Is the firm Proprietary/Partnership/Public Ltd/Pvt. Ltd/Others (specify)	
7.	Is this firm registered with Any Central Government/State Govt./Semi Govt./ Govt. undertakings/Municipal Corporation If so furnish details of registration	
8.	PAN Number	
9.	Goods & Service Tax (GST) No	
10.	EMD Details: Demand Draft/Pay Order No./FDR_ Date ____ Drawn on (Bank Branch)	
11.	Copy of CAG empanelled certificate enclosed	
12.	The Earnest money in the form of demand draft in favour of Chandigarh Housing Board, Chandigarh and payable at	

	Chandigarh for Rs.10,000/-(Rupees Five Thousand only) is enclosed		
13.	The affidavit regarding non black listing is enclosed.		
14.	Copies of experience certificate of five years in the relevant field and balance sheets showing annual turnover of Rs. 30.00 lacs of the last three Financial Years.		
15.	An undertaking with regard to sufficient capacity to do the work as per specification mentioned in the financial bid should also be submitted.		



Name and signature of the Authorized person with stamp



2

**FINANCIAL BID 'B'**

1. Name of the firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone No./Mobile No. \_\_\_\_\_

Work to be performed	Rate quoted by the firm for the period 1/10/2019-30/9/2020	Rate quoted by the firm for the period 1/10/2020-30/9/2021	Rate quoted by the firm for the period 1/10/2021-30/9/2022
As mentioned in the scope of work			

- \* Rates should be quoted in lump sum on per year basis.
- \* Rates should be quoted in both words and figures.
- \* Work will be allotted to the firm whose rates are overall lowest (For three years).

Note:- This form duly filled in should be put in an envelope marked financial bid 'B' and also mention name of the contract.

Name and signature of  
the Authorized person with stamp

