

TENDER NOTICE

E-bids are invited from the Chartered Accountants Firms for preparation of Balance Sheet and Filing of Returns etc. The Scope of work, detailed terms & conditions are available on www.citcochandigarh.gov.in E-bids are required to be submitted online on www.etenders.chd.nic.in. The key dates are as under:

- | | | | |
|------|---|---|------------------------|
| i) | EMD in shape of Demand Draft | : | Rs. 50,000/- |
| ii) | Receipt of EMD and other Documents in physical form | : | 25.03.2021 by 4:00 PM |
| iii) | Last date of submission of E-bids | : | 29.03.2021 at 5:00 PM |
| iv) | Opening of Technical-Bids | : | 30.03.2021 at 11.00 AM |

The financial e-bid of those firms, who qualify on the basis of technical criteria, would only be opened. E-bidding shall starts on 15.03.2021.

**Managing Director,
CITCO, Chandigarh.**

Appointment of a Chartered Accountant Firm

SCOPE OF WORK

1. Filing of GST/VAT Returns, GST/VAT Audit, advice on GST/VAT matters, Replies to GST/VAT authorities on Memorandum/Notices for all the units of the corporation.
(Note: The work of filing of GST/VAT returns shall be applicable w.e.f. 01.10.2021 onwards)
2. Filing of Income Tax Return, Revision of Income Tax Returns, if any, Filing of TDS Returns (Salary & Non Salary), Income Tax Cases etc. etc. for all the units of the corporation.
3. Scrutiny, Compilation of Accounts books of all the Accounts Branches of the corporation and preparation of Trading and Profit & Loss Account and Balance Sheet.
4. Providing of assistance in conducting of statutory audit by the Statutory Auditors appointed by the CAG/CITCO and preparation of reply of statutory auditor's observations.
5. Advance tax, Self-assessment tax, Assessments to be made before the DCIT as well as CIT (Appeals), if any.
6. Providing of in-house (CITCO) experienced Chartered Accountant, who will sit in the office for day to day assistance during the office hours.
7. Reply/Attending of Court cases relating to financial matters.
8. Any other work assigned by the Managing Director or authority authorised by her/him from time to time.

ELIGIBILITY

1. The Chartered Accountants' firm should be registered with the Institute of Chartered Accountants of India.
2. The firm should have minimum 5 years' experience in the fields mentioned in the scope of work.
3. The firm should have minimum annual turnover of Rs.20.00 lakh for the last 3 preceding years (each year). The annual turnover for the year 2020-21 may be considered even to the extent of Rs.15.00 lakh due to COVID-19 impact.
4. The firms must have Head Office/Branch Office within the tri-city i.e. Chandigarh, Mohali and Panchkula.
5. The firm should not be blacklisted/ debarred from any Department/Board/Corporation etc. of the government.

TERMS & CONDITIONS

1. The competent authority of CITCO does not bind itself to accept the lowest or any other tender and reserves to itself to reject any or all the tenders received without assigning any reason. **All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, the same shall be summarily rejected.**
2. The competent authority on behalf of the Managing Director, CITCO reserves with himself/herself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
3. In financial e-bid, the rates should be quoted in lump sum on per year basis alongwith applicable taxes as specified in the financial bid performa.
4. The total period of contract is for 3 years **but will be awarded on yearly performance basis. The performance of the agency will be reviewed after the end of the every year and if found unsatisfactory, the contract will be terminated without any compensation.**
5. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If at any time, information is found incorrect/ false the e-bid/contract is liable to be cancelled.
6. Conditional e-bids shall not be entertained.
7. In-case of date of receiving of e-bids/opening of e-bids, declares/happens to be public holiday, e-bids shall be opened on next working day on the same time.
8. In case of dispute between firm & CITCO, the matter shall be referred to the sole Arbitrator appointed by the CITCO and the decision of the Arbitrator shall be final and binding on both the parties.
9. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.
10. The preparation of Trading and Profit & Loss Account, and Balance Sheet for the financial year **2020-21 and so on** 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 Managing Director in case of exceptional

circumstances may extend the time period and waive the penalty whatsoever, on the justified reasons.

11. The earnest money shall be refunded to the unsuccessful e-bidders after finalization of the e-bid and earnest money to the successful e-bidder shall be refunded after successful completion of the contract.
12. The e-bids which are incomplete, conditional, telegraphic or received late or without earnest money will not be entertained.
13. In case of failure to complete the work within the specified period or violation of any terms & conditions, the penalty as prescribed shall be imposed and earnest money shall also be forfeited. The competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
14. The Earnest Money of the successful tenderer shall be refunded after the expiry of six months from the successful completion of the contract.
15. In case of any force majeure, the selected firm will inform CITCO authorities in writing explaining the cause and seek the extension in executing the work.
16. The decision of the Managing Director, CITCO will be final, in awarding the contract.
17. The firm which has been debarred/black listed by any Department/Autonomous body of the Central/State Govt./Union Territories and CITCO, Chandigarh are not eligible to apply. In case this fact is established even after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality, the Earnest Money will stand forfeited.
18. The CITCO 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 CITCO. Availability of counterpart team discussion and sharing knowledge with operational staff shall also be arranged.
19. The EMD of the successful firm to whom the work is allotted will be forfeited in case the firm is reluctant/unwilling to accept/takeover the work at later stage. The firm will also be debarred from participating in the process of tendering the work.
20. The bidders are requested to ensure before submitting of e-tender the required correct documents have been uploaded/furnished as asked for in the tender documents.
21. Firms are required to submit an Affidavit duly attested by the **Magistrate / Notary** on the prescribed proforma (Annexure C).

22. The successful e-bidder is required to sign the agreement with the office.

TERMS OF PAYMENT

- (1) 80% payment of the agreement amount for each year shall be paid in four equated quarterly instalments (20% each) after successful completion of entire work (as per Scope of work) pertaining to each quarter, i.e.,
 - a) July 31, 2021 for first quarter (April-June, 2021)
 - b) October 31, 2021 for second quarter (July-September, 2021)
 - c) January 31, 2022 for third quarter (October-December, 2021)
 - d) April 30, 2022 for fourth quarter (January-March, 2022)
- (2) Remaining 20% payment shall be released in the month of September, 2022 after successful submission of Trading, Profit & Loss Account and Balance Sheet for the year 2021-22 to be filed with Tax Audit Report by our Tax Auditors.
- (3) The contract shall since be in force with effect from 01.04.2021 to 31.03.2024, i.e. for three years, therefore, **an additional 20% of the contract agreement shall be paid in the month of September, 2021 for successful submission of Trading, Profit & Loss Account and Balance Sheet for the financial year 2020-21 to be filed with Tax Audit Report by our Tax Auditors.**

MODE OF SUBMISSION

1. **E-bid must be submitted online by 5.00 P.M. on March 29, 2021.**
2. **EARNEST MONEY:** The e-bidders shall require to furnish requisite Earnest Money of Rs. 50,000/- (Rs. Fifty thousand only) in the shape of Demand Draft in favour of Chandigarh Industrial & Tourism Development Corporation Ltd. **in ‘Envelop-A’ in physical form.** Hard copies of the complete e-bid i.e. ‘Eligibility Documents’ (except ‘Financial Bid’) are also to be submitted in sealed **‘Envelope B’** duly labelled ‘Name of Work’, ‘Name of Agency’ and last date of submission of tender. **“Envelop- A”** and **“Envelope-B”** shall be submitted together in another sealed **“Envelope-C”** labelled with ‘Name of Work’, ‘Name of Agency’ and last date of submission of tender.
3. **Envelop ‘C’** as mentioned above must be submitted to the office of the Manager (Finance), CITCO, Chandigarh upto 3:30 PM by 25.03.2021, either by post or by hand. Failure to furnish the said original documents will entail rejection of Bid. The entire responsibility for timely submission of desired documents will be of the bidder.
Any Tender submitted through e- Procurement process but without physical submission of document mentioned above and without the acknowledgement of Manager (Finance) will be treated as invalid and shall be rejected without opening. There will not be any liability on CITCO on this account.
4. The e-bid so received will be opened on **30.03.2021 at 11.00 A.M.** in presence of the Committee constituted for the purpose. The bidder(s) shall be at liberty to be present, in person or be represented through their authorized representative(s) at the time of opening of the tender. Before proceeding further with the **e-bid process**, the **“Envelope-A”** containing Earnest Money, shall be opened first and **“Envelope- B”** containing ‘Eligibility Document’ of those agencies whose earnest money found in order shall be opened in the office of the **Additional Managing Director, CITCO. The financial bids of those firms who qualify on the basis of technical criteria would only be opened. The e-bids received after the given date and time shall not be entertained.**
5. Bid document for this work, can be downloaded from e-tendering website of UT Administration <http://etenders.chd.nic.in/nicgep/app>.

The Bid documents shall also available on the CITCO website i.e. www.citcochandigarh.gov.in

6. The corporation reserves the right to reject any or all the prospective applications without assigning any reason and/or to restrict the list of qualified contractors to any number as deemed suitable by it, if too many bids satisfying the laid down criteria have been received.
7. The following are key dates:-
 - i) Date of publication of Tender :14.03.2021
 - ii) EMD in shape of Demand Draft :Rs. 50,000/-
 - iii) Receipt of EMD and other Documents in physical form :25.03.2021 by 4:00 PM
 - iv) Last date of submission of E-bids :29.03.2021 at 5:00 PM
 - v) Opening of Technical-Bids :30.03.2021 at 11.00 AM

TECHNICAL E- BID (PART "A")

Sr. No.	Particulars	
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. ____ Date ____ Drawn on (Bank Branch) (Earnest money in the form of demand draft in favour of Chandigarh Industrial & Tourism Development Corporation Limited, Chandigarh, payable at Chandigarh for Rs.50,000/- (Rupees Fifty Thousand only).	
11.	Affidavit as per Annexure-‘C’	
12.	Copies of experience certificate of five years in the relevant field and balance sheets showing annual turnover of Rs. 20.00 lacs of the last three Financial Years.	

**Name and signature of the
Authorized person with stamp**

FINANCIAL E-BID 'B'

1. Name of the firm _____

2. Address: _____

3. Telephone No./Mobile No. _____

Work to be performed	Rate to be quoted by the firm (per annum)
As mentioned in the scope of work	
Taxes	
Grand Total	

*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 total of three years).

Note : This e-bid is required to be submitted online only.

Name and signature of
the Authorized person with
stamp

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 e-bidder is duly competent to enter into contract/agreement as per applicable provisions of Law.

c) That all the terms and conditions and scope of work mentioned in the bid document 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).