

NOTICE INVITING TENDER FOR SHORTLISTING AND ENGAGEMENT OF FIRMS OF CHARTERED ACCOUNTANTS FOR Verification of Receipts, Collections, utilization, etc. of External Development charges and Expenditure thereof by HSVP, FOR THE FINANCIAL YEARS 2013-2014 to 2020-21

Ref No.: _____

Dated: _____

Last Date of Submission: 25 October UPTO 15.00 Hours

HARYANA SHEHRI VIKAS PRADHIKARAN (EARLIER HUDA)

NOTICE INVITING TENDER FOR SHORTLISTING AND ENGAGEMENT OF FIRMS OF CHARTERED ACCOUNTANTS FOR Verification (including reconciliation) of Receipts and Collections of External Development charges and Expenditure thereof by HSVP, FOR THE FINANCIAL YEARS 2013-2014 to 2020-21.

No.

Dated

NOTICE INVITING TENDER

HARYANA SHEHRI VIKAS PRADHIKARAN (EARLIER HUDA) is a statutory body of Haryana Government, established for undertaking planned Urban Development and for matters ancillary thereto in the State of Haryana under the Haryana ShehriVikasPradhikaran Act, 1977 (Haryana Act no. 13 hereinafter called as the Act) to take over the responsibilities hitherto being handled by individual Government Departments. The Haryana ShehriVikasPradhikaran functions under the aegis of the Town and Country Planning Department, Haryana. It is divided into 5 Zones each consisting of Estate Offices and Division Offices as per list attached.

HARYANA SHEHRI VIKAS PRADHIKARAN (EARLIER HUDA), invites bids from reputed Indian Chartered Accountant including Firms for Verification of Receipts and Collections of External Development charges and Expenditure thereof by HSVP, FOR THE FINANCIAL YEARS 2013-2014 to 2020-21.

The format of application along with Annexures can be downloaded from website www.hsvphry.org.in. Any updates to the NIT shall be hosted on our website from time to time. The interested firms are requested to ensure that all updates to the NIT are strictly considered while submitting the bids.

Firms may submit their applications online with EMD of Rs.1,00,000/- upto 25th October 2021 latest by up to 15.00 hrs. EMD of successful bidders shall be converted into security deposit which shall be released on faithful completion of the work. EMD of the unsuccessful bidders shall be returned without any interest immediately after awarding the work to the successful bidder/s.

Validity of the bids shall be up to 60 days from the date of opening of financial bid.

INFORMATION REGARDING ONLINE PAYMENT OF TENDER DOCUMENT , E SERVICE AND EMD FEES.

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

The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee is amounting to Rs.2180/- (Rs. 1180 cost of tender documents + 1000/- e-service charges) and **EMD** amounting to Rs. 1,00,000/- (Rs. ONE LACS only) can be made by eligible bidders/contractors online.

NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the agency.

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

Key Dates

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	-----	Downloading of Tender Documents, Bid Preparation & submissions	08.10.2021	25.10.2021 upto 05:00 PM
2	Technical Opening (Part-I)	-	-	27.10.2021
3	Opening of Price Bid (Part-II)	-	-	Will be intimated through email

Prebid Conference: Prebid conference for any clarification to the bidder shall be done for the prospective bidders on 18th October, 2021 at 03:00 PM in the O/o CCF, HSVP Panchkula.

Contract Person: Sh.OmParkash, Chief Accounts Officer,

Contact No. 9588572036

INSTRUCTION TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>.

Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.
- 2.3** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.4** If the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.5** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 In case of sole proprietor Firm there is no need of authorized representative as prop. Is owner of the firm and competent to sign.

3 Opening of an Electronic Payment Account:

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>.

4 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>.

5 Download of Tender Documents:

The tender documents can be downloaded from the e-Procurement portal <https://etenders.hry.nic.in>.

6 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:

7.1 The online payment for Tender document fee, e-Service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online.

7.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid) as part-I.

The bidders shall quote the prices in price bid format as part-II.

7.3 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

NOTE:-

(A) If bidder fails to complete the Online Bid Submission stage on the stipulated date and time. His/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

FORMAT OF APPLICATION

1. Name of the Firm:
2. Registration No. of the Firm :
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office(s):

Head Office:

Address	Date of Establishment	Contact No./Fax	E-mail

Branch Office 1:

Address	Date of Establishment	Contact No./Fax	E-mail

Branch Office 2:

Address	Date of Establishment	Contact No./Fax	E-mail

5. Details of Partners in the Firm/Limited Liability Partnership:

Sr. No.	Name of the Partner	Membersh ip No.	Membersh ip Status ACA/ FCA/ACMA /FCMA	CISA/DISA / ISA or equivalent qualification	Date of joining the firm as partner
1.					
2.					
3.					
4.					

6. Details of Qualified Assistants:

Sr. No.	Name of the Assistant	Membersh ip No.	Membersh ip Status ACA/ FCA/ACMA /FCMA	CISA/DISA / ISA or equivalent qualificatio n	Date of joining the firm as Assistant

7. Details of Semi-Qualified Assistants:

Sr. No.	Name of the Assistant	Whether Intermediate/IPCC completed	Date of Joining the firm as Semi-Qualified Assistant
1.			
2.			
3.			

8. Details of Technical Experts:

Sr. No.	Name of the Expert	Engineering field in which qualified	Date of Joining the firm
1.			
2.			
3.			
4.			

9. Details of Experience in PSUs other than Urban Development Sector:

Sr. No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Financial Audit/ Internal Audit
1.			
2.			
3.			
4.			

10. Details of Experience in other assignments:

Sr. No.	Name of the Company/Unit	Year of Audit	Type of Audit – whether Physical verification of Fixed
1.			
2.			
3.			

11. Income Tax/ PAN No. of the Firm:

12. GST No.:

13. Bank details:

1.	Bank Name, Address and Telephone No.	
2.	Branch Name, Address & Code	
3.	Bank Account Number with style of account, Saving/ Current	
4.	IFSC Code No. of the Bank	
5.	A cancelled cheque of the said Bank	

14. It is confirmed that all the requirements as per Annexure- to the NIT

Signature of authorized representative/ competent authority with Name & Seal of the Audit Firm

LIST OF LOCATIONS TO BE VERIFIED

Zone Wise detail of Locations

Details of Offices	
Estate Offices	Divisions Office
A) Panchkula Zone: 1) Administrator, Panchkula 2) Estate Office, Panchkula 3) Estate Office, Ambala 4) Estate Office, Karnal 5) Estate Office, Jagadhari 6) Estate Office, Kurukeshetra	1) XEN Div.-I Panchkula 2) XEN Div.-II Panchkula 3) XEN Hort. Div. Panchkula 4) XEN Elect. Div. Panchkula 5) XEN Div. Ambala 6) XEN Div. Karnal
B) Hisar Zone: 1) Administrator, Hisar 2) Estate Office, Hisar 3) Estate Office, Jind 4) Estate Office, Bhiwani 5) Estate Office, Sirsa 6) Estate Office, Kaithal	1) XEN Div.-I Hisar 2) XEN Div.-II Hisar 3) XEN Hort. Div. Hisar 4) XEN Elect. Div. Hisar
C) Gurugram Zone: 1) Administrator, Gurugram 2) Estate Office-I, Gurugram 3) Estate Office-II, Gurugram	1) XEN Div.-I Gurugram 2) XEN Div.-IV Gurugram 3) XEN Div.-V Gurugram 4) XEN Div.-VI Gurugram 5) XEN Hort. Div. Gurugram 6) XEN Elect. Div. Gurugram 7) XEN Div. Rewari
D) Faridabad Zone: 1) Administrator, Faridabad 2) Estate Office, Palwal 3) Estate Office, Faridabad	1) XEN Div.-I Faridabad 2) XEN Div.-II Faridabad 3) XEN Div.-III Faridabad 4) XEN Div. Palwal
E) Rohtak Zone: 1) Administrator, Rohtak 2) Estate Office, Rohtak 3) Estate Office, Bahadurgarh 4) Estate Office, Rewari 5) Estate Office, Panipat 6) Estate Office, Sonipat	1) XEN Div.-I Rohtak 2) XEN Div.-II Rohtak 3) XEN Div. Panipat 4) XEN Div. Sonipat 5) XEN Div. RGEC Sonipat 6) XEN Div. Bahadurgarh 7) XEN Elect. Div. Rohtak 8) XEN Hort. Div. Rohtak

ANNEXURE-E

TERMS OF REFERENCE OF VERIFICATION OF EDC RECEIPT AND EXPENDITURE

The scope of work for conducting Verification of EDC receipt and expenditure are indicated hereunder:-

1. To map the EDC receipts to HSVP from DTCP and directly collected from colonizers/ HSVP plots allottees city wise/ Urban Estate wise for each of the five zones for FY2013-2014 to 2016-17 and 2017-2018 to 2020-2021.
2. To map the city-wise receipts for the execution of various External Development Works in various Urban States including currently undertaken under Mangal Nagar VikasYojana.
3. To bifurcate the receipt and expenditure separately for those receipts from the developers and individual plot holders.
4. To verify the expenditure incurred on EDC and IDC work division wise and Urban Estate wise.
5. To verify the land cost of EDC and IDC work in consultation with respective LAOs.
6. To verify the total quantum of land of EDC in consultation with respective DTP/STP
7. Development charges of released land urban estate wise.
8. To point out differences between receipts and expenditure on city/ project wise basis.

The above information shall be compiled and submitted by the firm duly certified in the prescribed performa to be supplied by HSVP in consultation with the firm. All working papers will also be provided to HSVP.

The above scope of work is indicative and not limited.

9. Fee structure

50% Payment of Fees after receipt of the report, 25% after satisfaction of the HSVP and balance 25% after the satisfaction of Director, Town & Country Planning Office, Haryana,

10. Contract Period:The work is to be completed within one month from the date of award of contract.

11. General Terms & Conditions:

Qualifying Criteria for Short Listing

- i. Firms having minimum experience of 5 years and above shall be considered for Short Listing and engagement.
- ii. The firms that secure 80% and above marks as per qualifying criteria shall be considered for short listing and engagement. The criteria for assigning marks are given in Annexure-G.
- iii. Headquarters of the firm should be located in Haryana (including Chandigarh).

Other Terms & Conditions:

- iv. The financial quotes of the shortlisted firms only shall be considered for the evaluation criteria for engagement. The evaluation criteria are as per Annexure-H.
- v. Shortlisted firms will be intimated about their short listing. The firms who have been shortlisted but could not be assigned the work can be considered for the future assignments for the remaining periods at the negotiated prices.
- vi. The HSVP reserves its right to accept or reject any application without assigning any reasons. The decision of the HSVP for allotment of the work will be final and binding upon the parties participating in the short listing.
- vii. The Chartered Accountant firm (entity) will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the entity at the time of acceptance of Audit assignment.
- viii. The engagement of the Firm will be initially for one year which can be renewed further subject to satisfactory performance of the firms.
- ix. HSVP's management reserves the right to terminate the engagement of the Firm.
- x. Entities assignments can be terminated by giving 15 days notice in the following cases:
 - a) If the entity obtains the engagements on the basis of false information/false statement at the time of submission of application/documents for the NIT. or
 - b) The entity is found to have sub-contracted the work. or
 - c) If the entity does not conduct assignment in terms of the engagement letter. Or
 - d) If performance /progress of the firm is not found satisfactory. or
 - e) If the entity does not submit, complete in all respect, in terms of the engagement within the specified date.
 - f) If there is violation of provision of Company's Act, 1956. In case of termination, EMD/Security Deposit of the firms shall be forfeited. Besides this HSVP can also debar/blacklist the entity.

- xi. In case of any dispute between the entity and the HSVP, the matter shall be referred to the sole arbitrator to be appointed by the Managing Director, HSVP.
- xii. Entity shall maintain utmost good faith and confidentiality about the information gathered by them during the course of audit.
- xiii. All the disputes arising out of engagement shall be subject to Panchkula Court only.

(A) List of documents to be submitted along with the applications/NITs:

Interested entities are advised to go through contents of the NIT documents carefully and submit all attested copies of the following documents in proper sequence along with the NITs as described hereinafter:

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for the purpose of evaluation of NIT.
2. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India.
3. Certificates/mark sheets issued by the respective Institutes in evidence of qualifications of semi-qualified assistants.
4. Copies of appointment orders for Financial/cost/internal audit/ Consultancy in HSVP and its Subsidiaries/PSU/Govt./Scheduled Bank/others in evidence of experience.
5. Copy of PAN Card.
6. Copy of GST Registration.
7. A cancelled cheque form of the Bank to which Fee payments will be made.

ANNEXURE- G

SELECTION CRITERIA (POINT ALLOCATION) FOR SHORT LISTING OF FIRMS WILL BE AS FOLLOWS

Sr. No.	Particulars	Points to be allocated	Maximum points
1	Year of Establishment of the Firm/Limited Liability Partnership Firm (minimum experience - 5 years)	1 (one) per year in existence (fraction of the year to be ignored)	15 (Fifteen)
2	No. of Partners in the Firm/Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on date of application.	2 (two) for each Partner who is ACA/ACMA 3(three) for each Partner who is FCA/FCMA	20 (Twenty)
3	Number of ACA/FCA/ACMA/FCMA (who may be a Partner) with CISA / DISA	2 (two) per ACA/FCA/ACMA/FCMA with CISA/DISA	10 (Ten)
4	No. of Qualified Assistants (CA/CMA) employed with the Firm	2 (two) per Qualified Assistant	14 (fourteen)
5	No. of Semi-qualified Assistants (CA/CMA Intermediates/IPCC) employed with the Firm	1 (one) per Semi-qualified assistant	6 (Six)
6	No. of Technical Experts having Engineering background	1 (One) per Expert	10 (Ten)
7	IT Audit/IT Assisted Audits/ IT applications	3 (three) per year of Audit/ Consultancy (fraction of the year to be ignored)	15 (Fifteen)
8	Experience of the Firm under Central/State Government as Financial/Cost/Internal Auditors/ Consultants	2 (two) per year of Audit/ Consultancy (fraction of the year to be ignored)	10 (ten)
	Total Points		100 (Hundred)

Note:

- (i) Audit Firms having minimum experience of 5 years and above shall be considered for financial bid opening.
- (ii) The Audit firms that secure 80% and above marks as per qualifying criteria shall be considered for financial bid opening.

Part-II

FINANCIAL QUOTE SHEET AND FINANCIAL EVALUATION CRITERIA

Financial Quote:

The bidder shall quote the lumpsum fee for the assignment zonewise in the following format:

Sr.No	Zone	Amount (in Rs)
1.	Panchkula	
2.	Gurugram	
3.	Faridabad	
4.	Rohtak	
5.	Hisar	

Evaluation Criteria:

The bidders shall be selected on the basis of 70 percent technical weightage and 30 percent financial weightage. Price shall be declared on the basis of total fee quote as per the above financial quote. Payment shall be made for the actual work done only.

After ascertaining price, their final negotiated annual fees shall be divided into two parts i.e 50% for Phase-I and 50% for Phase- II at the time of placement of Work Order and the payments shall be made Phase wise.

The bidder with the highest marks as per Annexure G will be treated as getting full 70 percent on technical basis (T_{max}). Eligible bidder with the lowest bid (L1) will be marked as getting full 30 percent marks.

Calculation of Bids for a technical bid T and price bid L will be as under:-

$$\text{Total Marks} = 70 \times \frac{T}{T_{max}} + 30 \times \frac{L1}{L}$$

Work shall be allotted zone wise to the lowest bidder. One bidder may be assigned more than one zone. It shall be the sole discretion of HSVP to get the work done for all of selective zones only.

Negotiations may be held with the bidders as per the Haryana Govt Policy.