

**HIMACHAL PRADESH HORTICULTURAL PRODUCE
MARKETING AND PROCESSING CORPORATION LIMITED
HEAD OFFICE NIGAM VIHAR SHIMLA-171002
(A Government Undertaking).
TENDER NOTICE**

**ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM
FOR
OUT SOURCING OF ACCOUNTING WORK**

Sealed tenders are invited for engagement of Chartered Accountants Firm for maintaining the complete Accounts of HPMC Regional Office Subzi Mandi Shimla with nine branches under its control initially for year 2016-17. The last date for the receipt of tender will be 03-02-2016 upto 02 PM and will be opened on same day at 3PM in the presence of parties, if they wish to be present.

The detailed terms & conditions can be downloaded from hpmc websites i.e. <http://hpmc.nic.in> or can be obtained from the office of the undersigned on any working day. Managing Director reserve the right to accept as reject any or all offers without assigning any reason.

Managing Director,

**HIMACHAL PRADESH HORTICULTURAL PRODUCE
MARKETING AND PROCESSING CORPORATION LIMITED
HEAD OFFICE NIGAM VIHAR SHIMLA-171002
(A Government Undertaking).**

**Engagement of Chartered Accountant Firm
For
Outsourcing of the Accounting work of
HPMC offices located at**

1. Regional Office Subzi Mandi Shimla-Ph.No.0177-2653021,2650354 including nine (9) branches:-
 1. Chopal- Ph.No.01783-260040.
 2. Gumma- Ph.No.01783-253227.
 3. Jarol Tikker- Ph.No.01782-228226.
 4. Oddi/Rampur- Ph.No.01782-240006.
 5. Recong -Peo- Ph.No.01786-222304.
 6. Tutupani- Ph.No.....
 7. Rohru- Ph.No.01781-240121.
 8. Jubbal- Ph.No.01781-252330.
 9. Rajgarh- Ph.No.....

**HIMACHAL PRADESH HORTICULTURAL PRODUCE
MARKETING AND PROCESSING CORPORATION LIMITED
HEAD OFFICE NIGAM VIHAR SHIMLA-171002
(A Government Undertaking).**

**ENGAGEMENT OF CHARTERED ACCOUNTANT FOR OUTSOURCING OF
ACCOUNTING WORK**

Himachal Pradesh Horticultural Produce Marketing And Processing Corporation Limited Head Office Nigam Vihar Shimla-171002 (HPMC), Shimla invites sealed Tenders from the reputed Chartered Accountant Firms for maintaining the accounts of HPMC office located at Regional Office Subzi Mandi Shimla-Ph.No.0177-2653021,2650354 including nine (9) branch offices at 1.Chopal-Ph.No.01783-260040. 2. Gumma-Ph.No. 01783-253227 .3 Jarol Tikker- Ph.No.01782-228226. 4. Oddi/Rampur- Ph.No. 01782-240006. 5. Recong -Peo- Ph.No.01786-222304. 6. Tutupani- Ph.No.....7. Rohru-Ph. No. 01781-240121. 8. Jubbal-Ph.No.01781-252330. 9. Rajgarh- Ph.No..... initially for the Financial Year 2016-17, who are continuously empanelled with CAG and having experience of maintaining the books of accounts of various Boards/ Corporations/Govt. Autonomous Bodies/Public Sector undertakings for a minimum period of at least three years including current year. The detailed information about the introduction, aims and objectives of HPMC can be seen on the website i.e. <http://hpmc.nic.in> or <http://hpmc.gov.in>

The Proforma along with terms & conditions and scope of work required to be filled by the firm for submission to HPMC is available on the above mentioned website. The last date for the receipt of tender will be 03-02-2016 upto 02 PM and will be opened on same day at 3PM in the presence of parties, if they wish to be present. The tender consisting of empanelment letter of CAG along with the duly filled Proforma should reach to the Managing Director, HPMC, Nigam Vihar, Shimla-171002. Any tender with incomplete information, which do not meet the above criteria, or received after the closing date, will be rejected straightway. The decision of Managing Director, HPMC will be final and binding to all. The Managing Director has rights to accept or reject any or all the offers without assigning any reason thereof.

Managing Director,
HPMC Ltd.
Nigam Vihar, Shimla

THE ACCOUNTS OF HPMC OFFICES UNDER SUBZI MANDI SHIMLA AND BRANCHES UNDER SHIMLA REGION INITIALY FOR THE FINANCIAL YEAR 2016-17.

The office of Himachal Pradesh Horticultural Produce Marketing and Processing Corporation Limited Head Office (HPMC), is located at Nigam Vihar Shimla-171002 and have Regional/Plant offices at Delhi, Kolkatta, Mumbai, Chennai, Parwanoo, Jabli, Jarol, Kangra, Kullu and Shimla in India.

Terms & Conditions:

1. The CA firm should be of Himachal Pradesh based and preferably from Shimla for maintaining the accounts of hpmc Shimla Region Shimla including nine (9) branches accounts separately.
2. Minimum experience of maintaining the books of account of various Board/Corporations/Govt. Autonomous Bodies/Public Sector undertakings shall be at least of three years including current year.
3. The firm should be in the panel of CAG in H.P. The proof of empanelment with Reg. No. may also be enclosed duly self attested. In case of firm/sole proprietor a certificate of the same be enclosed duly self attested.
4. The firm should deposit a sum of Rs. 50,000/- by way of DD at office in the name of hpmc Ltd. Nigam Vihar Shimla as earnest money with application. (Refundable till the contract is in force).
5. The firm should have at least one FCA on the date of application.
6. The firm should have a minimum turnover of at least Rs. 30 lacs per annum for the last three years. The copies of the balance Sheet for the last three years should be attached with the application.
7. The firm should submit list of clients with proof covering Govt. & Public Sector Undertaking.
8. The firm should be registered with the Income Tax Department and have a PAN and Service Tax Number.(to be enclosed).

9. The firm should be implementing quality control Policies and procedures designed to ensure that all audit are conducted in accordance with Statement on Standard Auditing Practices is the essential requirement.
10. There should be no court/arbitration/legal cases pending against the firm.
11. The firm proprietor or partners should not be debarred or cautioned by ICAI during the last three years.
12. Complete Address (Name, phone Number, Fax number, e-mail address) and name of the authorized representative of the firm should be attached.
- 13 If any incidence of misappropriation of funds/ any other caused to Corporation during the contract period by the firm employee the firm shall be solely responsible for such loss & shall compensate the Corporation for the loss caused by their employees.
14. Any tender with inadequate information, those which do not meet the above criteria, or those received after the closing date will be rejected straightway & hpmc reserves the right to accept/reject any of the tender without assigning any reason thereof.
15. The present contract will be valid for period of one year i.e.2016-17 and will be renewed depending upon the performance for Financial Year 2016-17.
16. Offer should be in two sealed covers, one super-scribed as "Pre-qualification/Technical bid" **(Part-'A')** the Second super-scribed as "Financial bid" **(Part-'B')**. These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical bid and financial bids for appointment of Chartered Accountants firm".
17. The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Part 'A'.
18. The cost of tender form will be Rs.1000.00 and same may be deposited either in cash or demand draft payable to hpmc Ltd. Nigam Vihar Shimla.
19. In the event if any violation/if any of the aforesaid clause and non-performances, the Corporation have the right to terminate the agreement by serving 15 days notice & EMD shall stands forfeited.

20. The CA firm will consolidate the accounts of branches under Shimla Region and submit the Profit and Loss and Balance Sheet on quarterly basis as per the Companies Act from time to time.

21. In case of any dispute arising between the hpmc and the CA firm shall be referred to the sole arbitrator to be appointed by the Managing Director.

22. The CA firm can inspect the offices and see the present working of accounts at our offices situated at 1.Regional Office Subzi Mandi Shimla-Ph.No.0177-2653021, 2650354 including nine (9) branches 1. Chopal-Ph.No.01783-260040. 2. Gumma-Ph.No.01783-253227. 3. Jarol Tikker-Ph.No.01782-228226. 4. Oddi/Rampur-Ph.No.01782-240006. 5. Recong - Peo- Ph.No.01786-222304. 6. Tutupani- Ph.No.....7. Rohru-Ph.No.01781-240121. 8. Jubbal-Ph.No.01781-252330. 9. Rajgarh-Ph.No..... respectively before making their offer.

Managing Director

Scope of Work :

1. Preparation of voucher after passing the bills/advances of salary etc keeping in view the Codal formalities, rules and regulation, budgets, sanction, circulars, agreements etc. issued by hpmc management/HP Govt. time to time.
2. Maintenance of subsidiary accounts books of the HPMC in tally software and manual such as Journal, Ledger, Cash book, Trial Balance and Preparation of Balance Sheet for internal and statutory audit. If any discrepancy is noticed by the firm, the same may be pointed out in order to remove the same.
3. TDS / Service Tax / Sale Tax And Other Taxes etc. consultancy, filing of all Statutory Returns with the concerned Department well in time for which no separate professional charges will be paid and only filing fee will be charged. Providing of TDS Certificates (Form No. 16 & 16 A) for which no separate professional charges will be charged.
4. Monthly reconciliation of accounts with various banks and submission of accounts-wise Monthly Reconciliation Statement to HPMC will be done regularly. Monthly Review Meeting between the CA Firm and HPMC officers will be held in the two days at the end of the each month at Regional Office-Shimla.
5. Handling all Scrutiny Cases of HPMC including previous years in the Sales Tax/income Tax Department regarding Income Tax and TDS Correspondence at the level of Income Tax Department. It is also clarified that no separate professional charge will be paid.
6. Responsibility of deduction and timely deposit of Statutory Taxes (Income Tax/Service Tax and Other Taxes etc.) will lie with the firm in case payments are made after the clearance by CA which will either be confirmed by C.A. or its representative sitting in HPMC office in writing.
7. The whole time employee of CA firm will work and sit in the office of HPMC for all working days during office hours on manual & tally Software for doing the entrusted Accounting work of HPMC as well as making

necessary correspondence pertaining to accounts and finance with the concerned Branches/ Offices/ Govt. Departments.

8. These terms and conditions will take effect from the date of signing of contract.

9. Either party can terminate these arrangements by giving fifteen (15) days prior notice.

10. The team shall work under the defined procedures of the Corporation & control of Regional Manager & Finance Head of the Regional Office.

10. Maintaining the proper register/record in respect of expenditure as per approved budget.

11. Preparation of Sundry Debtor Statement, Sundry Credit Statement and other statements etc. to be prepared on weekly, fortnightly and monthly basis. Preparation of quarterly balance sheet and Profit & loss accounts.

12. Any other account finance/assignments not covered above.

Managing Director

**PROFORMA FOR SHORT LISTING OF CHARTERED ACCOUNTANT FOR
OUTSOURCING OF ACCOUNTING WORK OF HPMC FOR THE FINANCIAL
YEAR 2016-17:**

PART- A

TECHNICAL BID

1. Status of the Firm Partnership OR Sole Proprietorship		
(a)	Name of the firm (in Capital letters)	
(b)	(i) Address of the Head Office (ii) Address of the branch office (Head/branch office of the firm should be located in Delhi/Mumbai)	
(c)	Office Telephone No.	
(d)	Office Fax No	
(e)	PAN of the firm	
2.(a)	Firm Registration Number (FRN) with ICAI	
(b)	Region Name	
(c)	Region Code No.	
3.	Date of constitution of the firm	
4.	Empanelment number with CAG	
5.	Period of Enplanement with CAG which should be more than three (3) years as per terms and conditions (Attach the proof of continuous Empanelment for the first year and the current Financial year)	
6.	Date since when the firm has a full time FCA (FCA is must for eligibility of a firm)	
7.	Whether the firm is engaged in any internal or external audit or providing any other services to any Govt. Company/ Corporation or co-operative institution etc. If 'yes', details may be given on a separate sheet alongwith the firm Profile.	Yes/No
8.	Whether the firm is implementing quality control Policies and procedures designed to ensure that all audit are conducted in accordance with Statements on Standard Auditing Practices(If yes, a brief note on the procedure adopted is to be enclosed)	Yes/No
9.	Are there any court/arbitration/legal cases against the firm (If yes, give a brief note of the cases indicating its present status)	Yes/No
10.	Balance Sheet for the last three years (Turnover should not be less than 30 lacs per annum for the last three year)	

Note: - Scope of the work has been defined in the terms & conditions.

UNDERTAKING:

I/We the sole proprietor/partners of M/s_____ Chartered Accountants do hereby jointly and severely verify and declare:-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is not found correct at a later stage or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);
- (iii) that the firm accepts all the terms and conditions and scope of work attached with the application and shall comply with them strictly.

Place:

Date:

Encls: _____ Pages

Signature of Proprietor/Sole Partner
(Seal of the firm)

Part –B
PROFORMA FOR FINANCIAL BID

1.	Name of the Firm	
2.	Address of the Firm	
3.	Telephone No.	
4.	E-mail ID alternate e-mail ID	
5.	Fax Number	
6.	Mobile No. and alternate Mobile No.	
7.	Monthly professional charges/fee including all taxes etc.	

Authorized Signatory_____

Name_____

Designation_____

Full Name:

Seal:

Date:

Place

**HIMACHAL PRADESH HORTICULTURAL PRODUCE
MARKETING AND PROCESSING CORPORATION LIMITED
HEAD OFFICE NIGAM VIHAR SHIMLA-171002
(A Government Undertaking).**

**Engagement of Chartered Accountant Firm
For
Maintaining the Accounts of
HPMC offices located at**

1.Cold Storage Delhi:-

C-1-3, Lawrence Road, New Delhi-110035.

Phone No. 011-27187091

2. Subzi Mandi, Azadpur Delhi.

D-377-379, New Subzi Mandi, Azadpur, New Delhi-110033.

Phone No. 011-27674288

3. Regional Office Mumbai.

APMC Yard, Vashi, New Mumbai-400705.

Phone No. 022-27889210

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4.Regional Office Subzi Mandi Shimla(including 10 branches)