



**THE Handicrafts and Handlooms Exports Corporation of
India Ltd.**

(A Govt. of India Undertaking, Ministry of Textiles)
**A-2, Sec-2, Gautam Budh
Nagar, Noida-201301, UP.**

**Tender for engagement of Chartered Accountants /Cost
Accountants Firm for outsource the Accounting, Payroll,
Taxation and related finance and accounts services in the
HHEC of India Ltd. for Kolkata, Chennai and Noida.**

1. Background

The Handicrafts & Handlooms Exports Corporation of India Ltd. (the "Corporation") is a Government of India Undertaking under the administrative control of Ministry of Textiles. It was established in the year 1958, as "Indian Handicrafts Development Corporation Ltd" with the twin objective of (i) export promotion and (ii) trade development of handicraft and handloom products. In the Year 1962, it was renamed as "The Handicrafts & Handlooms Exports Corporation of India Limited". The Corporation is presently is a two star export house engaged in exports of handicraft and handloom products (including hand knotted woolen carpets and ready- made garments) besides undertaking export of gold and silver jewellery / articles. The Corporation was nominated in the year 1997-98 for import of bullion and sale in the domestic market.

2. Business Setup:

- ✓ Registered office at Jawahar Vyapar Bhawan , 1 Tolstoy Marg, New Delhi .
- ✓ Corporate Office at A-2 Sector 2, Gautam Budh Nagar, Noida.
- ✓ Branches at Delhi , Chennai, Kolkata and Mumbai in all four Regions .
- ✓ Garment factory at Chennai and Noida .

Retail Shops:

1. Souvenir Shops at Dilli Haat (INA),
2. Craft Museum (New Delhi), (1991) Lota shop
3. National Museum (New Delhi) Renovated .
4. Salarjung Museum (Hyderabad)
5. Handloom Marketing Complex, Janpath, New Delhi
6. Sarnath Museum Shop, Sarnath

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3. Performance:

The performance of the Corporation in last three years are given below:-

(Rs. In Cr.)

	2016-17 (Audited)	2015-16 (Audited)	2014-15 (Audited)
Total Turnover	590.14	1970.37	2738.19
-Core Group	32.98	46.36	48.34
-Bullion**	557.16	1924.02	2689.85
Profit/ (Loss) Loss Before Tax (PBT)	(21.99)	(14.29)	4.94
Profit/ (Loss) Loss after Tax (PAT)	(30 .53)	(10 .76)	3.40
Net Worth	*255.92	11.51	23.53

* Increase due to revaluation reserve.

** Govt. has directed to close bullion business in 2018-2019.

Exports of last three years:

(Rs. In Cr.)

Product	2016-17	2015-16	2014-15
Handicrafts	2.41	3.64	6.80
Handlooms	8.10	8.57	10.52
Ready To Wear	9.69	7.85	13.07
Carpet*			
Total	20.20	20.06	30.39

Branch wise Turnover in 2016-17:

(Rs. In Cr.)

	Core	Bullion	Total
Noida	14.99	557.16	572.15
Chennai	15.83	-	15.83
Kolkata	2.12	-	2.12
Mumbai	0.04	-	0.04
Total	32.98	557.16	590.14

4. MANPOWER:

Regular	2017-18 (As on 01.01.18)	2016-17	2015-16
Officers	49	54	61
Staff	48	51	53
Total	97	105	114

5. CAPITAL

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The Authorized and Paid up Capital of the Corporation at Rs. 20.00 Crores and Rs. 13.82 Crores respectively during the year 2015-2016. The 100% Paid up Capital has been subscribed by the Hon'ble President of India.

6. Other Details:

The HHEC is headed by Chairman-cum-Managing Director (CMD) and Head of Finance is Director (Finance). HHEC has two manufacturing units at Noida and Chennai. Kolkata and Mumbai has branch office. During the current financial year 2017-18 Mumbai Accounts are maintained at Noida as there is almost 'nil' business..

HHEC has Internal Audit Manual (Needs to be revised) but no established Accounting Manuals and also no HR Manual. HHEC follows past procedures for HR, Finance and Marketing and strictly follows orders from time to time for efficient functioning. HHEC has engaged Independent Chartered Accountants Firm for Implementation of Internal Financial Control (IFC) and its documentation and developing a system for testing the effectiveness of the internal controls over financial reporting which is yet to be implemented shortly.

HHEC is presently engaged in the following business:

a) Core Group:

1. Handicrafts 2. Handlooms 3. Ready-to-Wear 4. Carpet
and

b) Bullion business (Import of Gold and Silver as one of the Govt. Nominated Agency).

Ministry of Textiles has directed HHEC to phase out the bullion business in March 2019 and accordingly, HHEC has reduced its bullion turnover.

The books of accounts are maintained in Tally ERP9 Software and Retail outlets and Stores are using BUSY Software.

Total No. of Voucher posted in Tally System in the financial year 2016-17 at Corporate Office Noida as under:

SI No.	Location					Total
	\$ UP	#Delhi	*Hyderabad	*Bihar	Bullion	
1	10164	3594	733	127	1401	16019

*** One Retail outlet at Hyderabad in operational and two in Patna, Bihar which has been closed during F.Y. 2016-17.**

Four Retail Outlet at Delhi.

\$ One Retail outlet in Sarnath, UP.

7. Scope of Services:

HHEC wishes to engage a competent Chartered Accountants/Cost Accountants firm to outsource the accounting, payroll, taxation and related finance and accounts services for The HHEC of India Ltd. (HHEC). All work relating to Accounts, banking, Govt. grant-in-aid,

audit reply in both Statutory and C & AG, Internal Audit Compliance, tax in both direct and indirect taxes compliances etc. will need to be handled by the firm.

(a) Preparation of Accounting Manual based on Accounting Standard, Companies Act, 2013 and Standard Accounting Practices followed by HHEC and implementation of the same in all branch office. The firm should prepare Accounting Manual for the Corporation which can be followed by every branch.

(b) The firm may depute a full time qualified and experienced Accountant with at least five years related work experience, expert in Tally and Busy software, experience in online filing in both direct and indirect taxation and who can handle entire accounting upto finalization and handle Audit. The incumbent will be seated at HHEC Corporate office at Noida Complex, A-2, Sec-2, Gautam Budh Nagar, Noida-201301 by the firm .

(c) Three full time Accounts Assistants with at least two years experience, (qualification: Commerce Graduate and well versed in Computer with Tally ERP9 Software and Busy Software for Inventory and Accounting, MS-Office including Excel & PPT, online filing of Return etc.,) in Two in Accounts Department and one for Stores Department. The incumbent are to be posted at HHEC Corporate office at Noida Complex, A-2, Sec-2, Gautam Budh Nagar, Noida-201301 by the firm.

(d) One Manager (Qualified Chartered Accountant) would visit full time in HHEC office at least twice a week initially and thereafter once in a week. If require he may be visit on need base without any additional cost in all the places at Kolkata, Chennai and Noida. The Firm are preferable to engage the assistant within the station. No additional costs will be borne by the Corporation.

(e) One full time Accountant to be posted at Kolkata and Two Accounts Assistant to be posted at Chennai. The Firm are preferable to engage the Accountant/Accounts Assistant within the station. No additional costs for travelling will be borne by the Corporation. (Qualifications and experience is mentioned as above (c)).

(f) The incumbent should know English, Hindi and local language fluently -Read/write and spoken skills are required.

The detailed Scope of Services includes but is not limited to the following:

Detailed Scope of Services

SI No	Area of Work	Responsibility of Outsource Agency	Responsibility of HHEC
1	<u>Accounting Services:</u>	<ul style="list-style-type: none">• Prepare various vouchers (payment/receipt/journal).	<ul style="list-style-type: none">• Handle all Cash including petty cash

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		<ul style="list-style-type: none"> • Ensure the approval on the bills/ Invoices submitted by the vendors and employees after verification in line with rules and policies of HHEC, DoP etc. • Ensure deduction of appropriate tax on payments. • Ensure timely deposit of TDS/TCS/GST and any other statutory deposits. • Accounts payable processing and all reports like age-wise entries and intimate to vendors and employees for payments made. • Raise invoices, if required, in a timely manner and in accordance with the agreement / arrangement with customers/ clients. • Data entry to update the book of accounts. • Maintaining accounting records and documents in accordance with statutory requirements. • Prepare bank reconciliation statements and clearing outstanding entries timely, if any. • Preparation of Grant-in-aid accounts, utilisation certificate etc. Prepare trace receivables ledger and scrutiny thereof. To put up reminders for follow up of receivables. • Prepare & maintain fixed asset register to keep track of capital assets owned by the Corporation and Govt. • Filing of Professional Tax return (wherever applicable) and Assist with all the Professional Tax related matters with the concerned Department of Government of Maharashtra and West 	<p>with the approval as per procedure.</p> <ul style="list-style-type: none"> • All voucher verification and approval. • Verification and Approval of the bills/ Invoices submitted by the vendors and employees. • Dual authorisation of online payments. • Authorised for payment through Cheque/Draft/ NEFT/RTGS. • Authorisation of Invoices. • Verification and checking of all Grant-in-aid related transactions and authorisation of Statement of Accounts related to Grant-in-Aid. • Dealing with all the Professional Tax related matters with the concerned Department of Government of Maharashtra and West Bengal. • TA Advance, Adjustable Advance, Accounts Recoverable, LTC Advance, Medical Advance, etc. to be approved as per rules of the Corporation. • Authentication of Monthly profitability, Quarterly and Half yearly review report and Finalization of Annual Accounts. • Handle Internal Audit /Statutory Audit/Govt. Audit etc. To finalize replies and settle queries.
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		<p>Bengal.</p> <ul style="list-style-type: none"> • Reminders to be generated by 7th of every month for unadjusted dues of employees like TA Advance, Adjustable Advance, Accounts Recoverable, LTC Advance, Medical Advance, etc. To generate statements of all Advances, Imprest other Departments etc. • Prepare trial balance and annual accounts at the end year, and quarterly/half yearly, if required, in accordance with applicable provisions, including financial statements, schedules, etc. • Preparing detailed periodical reports as required by the Management, including monthly profitability and MIS as desired by Management. • Preparation of Consolidated Accounts for Audit. • Provide assistance for statutory audit and any other audit. • Drafting letters/notes etc. • Any other related job and statutory compliances • Data back up on daily basis. 	
	<p><u>Payroll Management Services:</u></p>	<p><u>Monthly Payroll Processing</u></p> <ul style="list-style-type: none"> • Creation of employee database on customized software. • Monthly payroll processing. • Preparation of Salary Voucher , Preparation of Letter to Bank (for salary to be credited directly to bank accounts of respective employees). • Income Tax computation of employees on payroll. • Loans and advances 	<p>By Admin Division:</p> <ul style="list-style-type: none"> • Employee data and monthly attendance to be authorised by Admin Division. • Computation of Terminal Benefits at the time of superannuation. <p>By Finance Division:</p> <ul style="list-style-type: none"> • Approving and Disbursement of Pay. • Authorisation of Salary Voucher. • Checking of IT

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		<p>deductions.</p> <ul style="list-style-type: none"> • Ensure timely deposit of TDS/TCS/any other statutory deposits. • Reconciliation of ECPF ledger Accounts with ECPF Trust. <p><u>Generating reports viz.,</u></p> <ul style="list-style-type: none"> • Salary Register. • Deduction Details. • Individual employee pay slips via email or hard copy. • Monthly summary. • Any other MIS. <p><u>Reimbursements:</u></p> <ul style="list-style-type: none"> • Processing of reimbursement claims submitted by employees. • Intimation to employees. • Control statement on Eligibility & Cumulative payments for Reimbursements Records. <p><u>Other Services</u></p> <ul style="list-style-type: none"> • Providing support in structuring the compensation package of the outsourced manpower/employees to legitimately minimize the tax burden. • Advising on social security and various investments, which tends to saving for employees. • Providing timely & practical advice on the formats of documentation to be maintained to support the compensation structure. 	<p>Calculation and Authorisation.</p> <ul style="list-style-type: none"> • Voucher/bill passing and Disbursement of reimbursements claims to employees. • Verification and Authorisation for Payment to CPF Trust. • Cross check of the Computation of Terminal Benefits at the time of superannuation.
	<p><u>Taxation Related</u></p>	<p>TDS Certificates & Returns (on Salary Payments)</p> <ul style="list-style-type: none"> • Supervision for Deposit of tax with Tax authorities with in prescribed time limit. • Prepare & File quarterly tax returns (Form 24Q) with income tax authorities. • Issue TDS certificates 	<ul style="list-style-type: none"> • Approving and disbursement of deposit of all Taxes. • Authorisation for issue of TDS Certificate. • Attend the case and appear before the Assessing Officer with consultation of Tax Consultants in both

		<p>(Form16) to employees against the tax deducted.</p> <p>TDS Certificates & Returns (other than salary payments):</p> <ul style="list-style-type: none"> • Prepare voucher for Deposit of tax including withholding tax, if any with Tax authorities with in prescribed time limit. • Prepare & File quarterly tax returns (Form 26Q) to income tax authorities, as per law. • Issue TDS certificates (Form16A) to vendors against the tax deducted. <p>Withholding Tax deduction and WCT and Advisory : Advising on withholding tax and WCT, if any to be deducted on all contractual payments including payments to non-resident.</p> <p>Income Tax Compliance services:</p> <p>Advance Tax</p> <ul style="list-style-type: none"> • Assisting HHEC in calculation of quarterly advance income tax liability on the basis of projected income and expenses for the financial year. • Preparing voucher for Deposit of the advance income tax as per provision of the regulations of The Income Tax Act, 1961 <p>Income Tax Return</p> <ul style="list-style-type: none"> • Collecting the necessary information/documents (such as audited financial statements, tax audit report, tax withholding certificates, advance tax challans, etc). Preparing of tax audit report with the related annexure supporting and get audited and any other report/Forms required under I.Tax Act. • Detailed examination of 	<p>direct and indirect tax.</p> <ul style="list-style-type: none"> • Dealing and coordination with income tax related matters with CBDT and other Revenue Authorities with the consultation of Tax Consultants. <ul style="list-style-type: none"> • Finalizing Advance Tax calculation & deposit of advance tax. <ul style="list-style-type: none"> • Review of the financial statements, tax audit report and other documents related to the income tax return to be done by management.
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		<p>various receipts including grant-in-aid and crystallizing the specific positions to be adopted in respect of such receipts.</p> <ul style="list-style-type: none"> • Preparation of draft computation of total income and taxes payable thereon, along with the related annexure supporting the income tax return after examining all relevant provisions and ICDS. • Liaising for finalization of the income tax including the computation of total income; and • Assistance in filing the income tax Return with the Indian Revenue authorities. <p>Indirect Tax Compliances</p> <ul style="list-style-type: none"> • Filing of GST returns and other GST compliances, as required by law. • To provide guidance on all matters related to Goods and Service Tax including, but not limited to Input Credit, Reverse Mechanism, tallying income and Tax collected from the parties as per information provided by various Departments of HHEC. • Educating and extending guidance on GST implications to Indenters, Finance and Trade Section of HHEC. • To compute taxability / tax refund as per GST laws and to prepare voucher for deposit of tax. To follow up for refunds if any. • To ensure and to file all applicable GST returns on time. <p>Other Tax Related</p> <ul style="list-style-type: none"> • Assist and Preparation of documents for 	<ul style="list-style-type: none"> • Check and upload and the ITR filed online. • Check the GST Return before submitting and upload the same. • To check all Statutory notifications are fulfilled in time.
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		<p>Assessment, appeal, show cause notice proceedings. Assist the dealing officer for representing before authorities.</p> <ul style="list-style-type: none"> • Assist and Preparation of documents with income tax related matters with CBDT and other Revenue Authorities. • Review of the operations of the PF Trust in respect of compliance of various tax laws, intimate changes in tax laws, if any, and its effect. • Advice and comply with tax and other statutory provisions for HHEC. 	
	<p><u>Miscellaneous services</u></p>	<ul style="list-style-type: none"> • Preparation and filing of return with registrar of Companies (ROC), or any other Govt. body, as applicable. • Preparation of FFR-I & II and CMA Data. • Monthly Stock Statement for Bank • Assistance in day to day operations of HHEC finance, like costing, budgeting and cash for cost etc. • Maintaining all documents, records in a systematic and safe manner. • Assist in dealing with/drafting correspondence of finance section. • Any other related job and statutory compliances to be assigned from time to time. • The firm is expected to follow relevant and updated Accounting Standards, Companies Act, and industry best practices by standardization of various formats, templates, check-lists and written down procedures 	<ul style="list-style-type: none"> • Authorisation /approval before final submission of return. • Liaisoning with the bank on day to day matters. • Authorisation of FFR-I & FFR-II and CMA Data. • Arrangement of Loans, CMA data analysis, Replies of queries of Banks and any Govt. Authorities.

		<p>for seeking information from employees, vendors, prospective clients and others, as the case may be, for the above stated activities to ensure timely compliance. A Standard Operating Procedure (SOP) to be prepared for smooth running the work.</p> <ul style="list-style-type: none"> • Strictly Follow the Internal Financial Control (IFC) guidelines and regular testing of IFC be done. • The firm is expected to give suggestions on any other matter that they consider relevant for HHEC. 	
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The above work is inclusive and not exhaustive. Any works which are not mentioned as above but are associated with or which are essential in accomplishing the task must be undertaken by the Chartered Accounts/Cost Accountants Firm.

8. The firm is expected to follow relevant and updated Accounting Standards, Companies Act, and industry best practices by standardization of various formats, templates, check-lists and written down procedures for seeking information from employees, vendors, prospective clients and others, as the case may be, for the above stated activities to ensure timely compliance. A Standard Operating Procedure (SOP) to be prepared for smooth running the work. Follow the Internal Financial Control (IFC) guidelines strictly and regular testing of IFC be done.

9. The firm is expected to give suggestions on any other matter that they consider relevant for HHEC.

10. Duration of Contract:

The initial engagement shall be for a period of three years, which may be extended up to another one/two years on the same terms and conditions by HHEC, subject to satisfactory performance by the firm. The Company will review the performance of the firm in every Six months. If the performance is not found satisfactory, management of HHEC has reserve rights to discontinue the contract without stating any reason and the pending work can be done through other firm and that cost of the firm to be deducted proportionately from the existing contract firm. No question will be entertained in this regard.

11. Payment Terms:

(a) The payment terms will be as follows:

Activity	Milestone for payment
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Preparation and Implementation of Accounting Manual	After successful implementation in the Corporation as a whole and production of Hard Copy of the Manual (4 copies) and Original Tax Invoice.
Providing regular services as per scope of work.	Monthly on submission of Work Done Report and production of Original Tax Invoice.
Providing regular services as per scope of work in the last Quarter.	After providing satisfactory evidence from IT Department/web site/GST authorities and other statutory bodies that all Returns have been filed on time and TDS/TCS etc. have been deposited before/by due date.

(b) Any penalties and interest on TDS/TCS defaults of HHEC during the period of contract will be deducted from the quarterly fees, payable to the firm. In case any interest and/or penalty is levied by IT Department and/or service tax department and/or GST authorities in future, which pertains to the contract period, then the same would be liable to be paid by the firm.

12. TERMS & CONDITIONS:

1. The period of Contract shall be for three years from the date of signing this Contract. However, the contract will be reviewed Half-yearly basis and extended every year subject to satisfactory performance of the firm and on the mutual consent of both the parties. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.

2. The Contracting Firm shall render the services as mentioned in the scope of services as above. Before submitting the quote the Firm is requested to read all the documents carefully.

3. The working hours will be as under:

From 9:30 AM to 5:30 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days. **They may also be called on Saturdays/Sundays/Gazettes holidays as and when required for which conveyance per person will be given as per rule of the corporation.**

4. The personnel deployed shall be healthy, active. Nobody shall have any communicable diseases.

5. The firm shall bear all expenses regarding preparation of Identity card, compensations, wages (Minimum wage rules should be followed) and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations. Payment to the firm shall be made on monthly/quarterly basis on submission of bill by the firm and on Rendering satisfactory service by the firm.

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6. Replacement of person as required by the HHEC will be effected promptly by the firm; if the firm wishes to replace any of the personnel, the same shall be done after prior consultation with the HHEC. The full particulars of the personnel to be deployed by the Contracting Firm including the names and address shall be furnished to the HHEC along with testimonials before they are actually deployed for the job. **Firm should not make too frequent changes in the full time CA and full time Accountants/Accounts Assistants.**

7. In case of any loss that might be caused to the HHEC due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, such loss shall be compensated by the contracting Firm and in this connection, the HHEC shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the HHEC besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the Contracting Firm, the HHEC shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

8. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the Contracting Firm.

9. That firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact with Finance Head of the Corporation or the office in charge of Accounts at HHEC at least once a month to get a feedback on the services rendered by the Contracting Firm vis-a-vis corrective action required to make the services more efficient.

10. In the event of person deputed by Contracting Firm being on leave/absent, the firm shall ensure suitable alternative arrangement to make up for such absence.

11. The successful bidder will have to deposit an amount of 10% of Annual contract value towards interest free security deposit through Demand Draft/pay order/FDR/Bank Guarantee from a commercial bank in favours of "The HHEC of India Ltd, payable at Noida" and no interest shall be payable on the Security Deposit amount. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The contractor will have to provide necessary guidance in audit matter including visit to this office/ Taxation Dept./CAG office etc.

12. The person deployed by the firm shall have the required qualification. In case of non-compliance/non-performance of the services according to the terms of the contract, the HHEC shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract. Penalty up to 5% may also be imposed, if there are frequent changes of employees deployed at this office by the contractor.

13. The firm shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the HHEC. In the event, HHEC makes any payment or incurs any liability; the contractor shall indemnify the HHEC completely;

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14. In case of any dispute arising out of this agreement then HHEC shall Nominate Chairman-cum-Managing Director (CMD) or any Authorised representative of HHEC not below the rank of General Manager (GM) as a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration and Conciliation Act shall be applicable.

15. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Delhi Court will have the jurisdiction to settle and decide all the disputes.

16. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.

17. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

18. The firm will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.

19. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

20. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the HHEC will be considered applicable at the time of any dispute/following any statutory rules and the decision HHEC shall be final in this regard and contract agency will bound by the same.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between HHEC and the outsourced Agency/Firm and any non-compliance shall be deemed as breach of the Contract/Agreement.

**[To be stamped and signed by the authorized signatory on
letterhead of Firm]**

Annexure-I

The following Documents to be submitted with Technical bid

**Documents listed in the following check list may be submitted
along with the technical bid.**

Sl.No.	Description of requirement	Yes/No	Page No
1) (a)	The firm should be registered with the ICAI/ICMAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI/ICMAI of the firm.		
(b)	The Firm is at least 10 years experienced establishment.		
(c)	Minimum 5 Active Partners of FCA/FCMA and 3 ACA/ACMA. Total Partners are not below the 7. The Experience of Senior Partners should not be less than 5 years.		
	The average turnover of the Firm		

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(d)	should not be less than Rs. 2.50 Crores.		
2)	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA		
3)	Copies of IT Return for the last 3 years duly certified by CA		
4)	Copy of Registration certificate/allotment letter of service tax/GST number. if applicable		
5)	Copy of Registration/ Certificate/allotment letter PAN from Income Tax Department		
6)	Proforma/contract containing details of other organization where such contracts were/are undertaken (attach supportive documents) to prove the experience of similar nature of job.		
7)	DD of Rs.25000/- as EMD in favour of "The HHEC of India Ltd." payable at Noida		
8)	List of Arbitration cases (if applicable)		
9)	Qualifications and experience certificates of the Full time experienced Accountants who shall be deputed at this office (please refer 7 (b) of detail scope of services). Enclose attested copies.		
10)	Acceptance of terms and conditions attached. Each page of Tender documents including terms and conditions to be duly signed as token of acceptance and submitted as part of tender document		
11)	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts		
12)	Office address including Branch		

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	Office with contact details		
13)	The Firm is having working or has worked for similar nature of work in minimum 2 big Corporate (private/ state PSU/central PSU) during last 3 financial years i.e. F.Y. 2014-15 to 2016-17 having minimum annual turnover of Rs. 100 crs in any one year in these three financial years. At least one currently valid contracts for similar work along with performance certificates as a proof of experience.		
14)	Declaration by the Tenderer: "This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them."		

Encls: 1. DD/Pay Order No.....

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Date:

Phone

No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.

**[To be stamped and signed by the authorized signatory on
letterhead of Firm]**

Annexure-II

Undertaking

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / HHEC Limited. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:
of the firm

Signature with seal

Place:
Full address:

Name &

**FINANCIAL BID
(On the Letter head of
the Firm)**

Date:

To
The Director (Finance)
The HHEC of India Ltd.
A-2, Sec-2, Noida-201301

Sir,

I/we hereby submit our Financial Bid for undertaking that I have understood the Outsourcing of Accounting , Payroll, Taxation work etc. as per details Scope of work and Terms and conditions mentioned in the bid documents of the Corporation as under:

SLN o.	Description	A Fees in INR	B		C Total in INR (A+B)
			Rate	GST @ Total Tax	
1.	Onetime Fees: Preparation of Accounting Manual and implementation				
2.	Monthly Fees: Fees per month in INR for entire scope of Services including all except (1) above. Please Quote separately for Noida- Chennai- Kolkata- (Strike off which is not applicable)				
Annual Contract Value for (2) [(C x 12)] = Rs.					
Rupees In Words:					

**TENDER DOCUMENTS: HHEC/F&A/CFM/2017-18/001
03-02-2018**

- 1. The Price quoted above in Column A shall be for entire scope of Services including all in station out of pocket expenses, travel expenditures, if any for site visits etc.**
- 2, If Corporation desired that the services are required for outstation, the equivalent Railway fare of AC 3 tire and fooding and lodging be provided for maximum of Two person and the costs will be reimbursed on prior approval of HHEC.**
- 3. Total applicable GST is to be quoted in Column B with rate of GST.**
- 4. Management of HHEC has reserve rights to give the work to a Single Firm, Multiple firm and to give any Single Branch or combined Corporation as a whole. No question will be entertained in this regard.**
- 5. Any charges levied by the Tax Authorities such as return uploading fees etc. which cannot be termed as "Service to HHEC" shall be reimbursed to the firm on actual basis i.e. on production of necessary proof of such payment. It may be noted that except, as provided in the clause, no other charges shall be paid by HHEC from those quoted in the financial bid duly accepted and approved by HHEC.**

**Date:
with seal of the firm**

Signature

**Place:
& Full address:**

Name