



**Haryana Rail Infrastructure Development Corporation (HRIDC) Limited**  
**(A Joint Venture of Govt. of Haryana & Ministry of Railways)**

**CIN: U45400CH2017SGC041697**

**Registered Office- SCO 17-18-19, Near Jagat Cinema, Sector-17A, Chandigarh. -160017**

**Corporate Office:- Plot No 143, 5th Floor, Railtel Tower, Sector-44,  
Gurugram.-HR- 122003**

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**Tele: +91-172-2715644, Website: <http://www.hridc.co.in/>**

**Tender Notification No: HRIDC/HORCL/CCS/2022,  
HRIDC/F&A/Company Compliances Consultant/03/2022 Dated:  
16/05/2022**

**Sealed Tenders are invited in two packets from Professional Firms to  
provide services in the field of Income Tax, GST, Internal Audit,  
Secretarial Audit, Corporate Law, Secretarial services & Legal Services  
as Comprehensive Consultancy for Financial Year 2022-23 & 2023-24  
(to HRIDCL & HORCL)**

Please visit <http://www.hridc.co.in> for details of the Tender and for downloading  
of Tender documents.

**Director / BD&F**  
**Haryana Rail Infrastructure Development Corporation**  
**(HRIDC) Limited**

## **Tender for Comprehensive Consultancy services work**

HRIDC invites participation from reputed and experienced firms/company of as comprehensive consultancy services (Income Tax, GST, Corporate Law, Secretarial services) work for a period of 2 years commencing from April 2022 further extendible for 1 to 2 years on annual basis subject to satisfactory performance.

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The Schedule of Tender Events is tabulated hereunder which is final provided that no specific correction in the event is uploaded on HRIDC's official website.

<b>Sr. No.</b>	<b>Event</b>	<b>Date &amp; Time</b>
1	Tender Notice	16.05.2022
1	Availability of Tender	19.05.2022
2	Last date for submission of query etc., by the bidder/(s) Query will be sent on <a href="mailto:hrdc2017@gmail.com">hrdc2017@gmail.com</a>	24.05.2022
3	Reply/clarification/corrigendum as case may be by HRIDC in response to the query of bidder	29.05.2022
4	Submission of bid complete in all respect as per tender	30.05.2022
5	Opening of Technical Bid	06.06.2022
6	Opening of Financial Bid	To be informed to technically compliant bidder/(s) well in advance

HARYANA RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (HRIDC)  
Tender Document

Brief Details of Tender:

Description	Particulars of tender
Mode of Tender	Online E-tender
Tender Notice No	HRIDC/HORCL/CCS/2022 dt 16.05.2022
Full name of work	As on cover page
Total cost	<b>Rs. 22 Lakh excluding GST for two years.</b>
Earnest money amount	Rs. 44,000/-
Tender document cost	<b>Rs. 3000 including GST</b>
E- service fees	<b>Rs. 1180 including GST</b>
Completion period	<b>24 months from LOA issue Date</b>
Availability of tender document on e-procurement portal of Haryana Govt.	Tender documents will be available on the e-procurement portal Haryana Government i.e., <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> From 16.05.2022 from 15:00 Hrs to 06.06.2022 upto 15:00 hrs.
Last date & Time to upload the tender Documents	<b>06.06.2022 up to 15:00 hrs</b>
Date & Time of Opening of Tender	<b>06.06.2022 at 15:30 hrs</b>

Note: Only one single percentage rate above/below/at par on the total estimated value for the tender shall be quoted by the tenderer and any tenderer quoting rates other than single percentage shall be summarily rejected.

## Chapter 1

### 1. NOTICE FOR INVITATION OF TENDER(NIT)

Tender No. HRIDC/HORCL/CCS/2022

Date-16.05.2022

1.1 Haryana Rail Infrastructure Development Corporation Limited (HRIDC), a joint venture Company of Ministry of Railways and Government of Haryana, having its office at SCO 17-18-19, 3<sup>rd</sup> Floor, Sector-17A, Chandigarh, India, invites Online Open e-Tender for the following works on prescribed electronic forms. Submission of manual tender is not permitted.

1.2 Name of Work: **Appointment of Firm to provide Comprehensive Consultancy Services** (Income Tax, GST, Corporate Law, Secretarial services, Internal Audit & Secretarial Audit).

#### 1.3 Details of NIT:

Estimated Cost of Work	Refer to Brief Details of Tender on Page no.3
Earnest Money Deposit (EMD) and E-Service fees.	Refer to Brief Details of Tender on Page no.3 Note: The online payment of e-Service fees and Tender document cost are essential. No other mode of payments are acceptable.
Cost of Tender Document	Refer to Brief Details of Tender on Page no.3
Availability of tender Document	Refer to Brief Details of Tender on Page no.3
Date and time of submission of Online e-Tender on the e procurement portal of Haryana Govt.	Refer to Brief Details of Tender on Page no.3
Date & Time of opening of e-Tender	Refer to Brief Details of Tender on Page no.3
Tender document cost	Refer to Brief Details of Tender on Page no.3
E- service fees	Refer to Brief Details of Tender on Page no.3
Completion period	Refer to Brief Details of Tender on Page no.3
Retention Money/ Security Deposit	5% on Contract Value (Successfully bidder EMD will be adjusted with the Security deposit)
Availability of tender document on e-procurement portal of Haryana Govt.	Refer to Brief Details of Tender on Page no.3
E-tender portal for Uploading of tender Documents, Corrigendum/ Addendum, Award of Work etc.	<a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>

1.4 Tenderer/s are advised to note the eligibility and minimum qualifying criteria specified in the “Instruction to tenderer/s” stipulated in the Tender document.

1.5 Availability of Tender documents: The tender documents and Addendum/Corrigendum (if any) will be available free of cost for downloading on e-procurement portal of Haryana Govt. as mentioned in clause 1.2 of NIT (Details of NIT). However, it will be the responsibility of the tenderer/s to download complete tender documents and to check and see issuance of addendum / corrigendum (if any). The addendum / corrigendum, if any, shall be made available only on the e- procurement portal of Haryana Govt.

1.6 Last Date of Receipt and opening of Tenders: Tender submissions shall be done online on e- procurement portal of Haryana Govt. as mentioned in clause 1.2 of NIT. Tenderer/s to take note of uploading the mandatory scanned documents as stated in the tender document. Submission of tender shall be closed automatically after the last date and time on e-procurement portal of Haryana Govt. after which no tender document can be uploaded.

### **1.7 General Instructions on e-tendering**

1.7.1 Tender shall be valid for a period of 60 days from date of opening of tender including Addenda/ Corrigendum issued if any.

1.7.2 HRIDC reserves the right to accept or reject any or all tenders any time without assigning any reasons. No tenderer/s shall have any cause of action or claim against the HRIDC for rejection of tender/s.

1.7.3 Tenderer/s are advised to keep in touch with e-procurement portal of Haryana Govt. for any updates.

1.7.4 The payment Tender Document Fees and e-Service Fee shall be made by eligible tenderer/s online directly through net banking or payment Gateway, please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

1.7.5 Intending tenderer/s will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/ She will be required to make online payment of above-mentioned tender document cost and e-service fees. The intended tender, who fails to pay fees under the stipulated time frame, shall not be allowed to submit his / her tenders for the respective event/ Tenders. The tenderer/s should refer to Annexure to NIT for instructions regarding electronic e-Tendering System

1.7.6 The interested tenderer/s must remit the funds to the beneficiary account number specified under the online generated challan. The intended tenderer/s Agency thereafter will be able to successfully verify their payment online and submit their tender on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>

1.7.7 The interested tenderer/s shall have to pay mandatorily e-Service fee, tender document cost (under document fee– Non-refundable) as given in clause 1.2 of NIT online by using the service of secure electronic gateway.

1.7.8 The interested tenderer/s are requested to go through ‘Annexure: Instructions Regarding Electronic e-Tendering System’.

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## Chapter 2

### 2.1 Brief Introduction

Haryana Rail Infrastructure Development Corporation Limited (HRIDC) has been set up by Ministry of Railway in accordance to the Union Cabinet decision dated 03 February 2016. HRIDC is a Joint Venture of Government of Haryana (GOH) and Ministry of Railway (MOR) having share of 51% and 49% respectively. HRIDC was incorporated on 22 August 2017 to develop rail infrastructure in the state of Haryana on the principal of cooperative federalism. The JV has a mandate to take up planning and implementation of various rail infrastructure projects like new railway lines, last-mile connectivity, capacity enhancement works, etc. in the state of Haryana. Accordingly, to enhance rail connectivity for freight and passenger transportation, boost economic and social growth and enable polycentric growth in the state of Haryana, HRIDC has identified various rail projects which are under various stages of implementation and project are available on the official website of the company i.e. <http://www.hridc.co.in>

Details of the sanctioned projects is as follows:

- a.) Haryana Orbital Rail Corridor Project (HORC)- HORC project will be executed by SPV, Haryana Orbital Rail Corporation Ltd (HORCL). Shareholders of HORCL are:
  - i.) HRIDC,
  - ii.) Haryana State Industrial & Infrastructure Development Corporation (HSIIDC),
  - iii.) Gurugram Metropolitan Development Authority (GMDA),
  - iv.) Maruti Suzuki India Ltd (MSIL), &
  - v.) All Cargo Logistics Ltd (ACL)

HORC will be new electrified double broad gauge rail line from Palwal to Sonapat bypassing Delhi region. It is envisaged that HORC will facilitate diversion of freight traffic not meant for Delhi region & will help in developing multimodal hubs in National Capital Region of Haryana. The alignment of this project is mostly along the KMP expressway along the inner side (towards Delhi). Total length of the project is approximately 140 Km (including connectivities) & about 95 Km alignment runs parallel to KMP.

- b.) Elevated Railway Track in Kurukshetra City- Kurukshetra Narwana existing line is passing through the heart of Kurukshetra city due to which there is traffic congestion and jams at level crossing. This elevated track eliminates all 5 manned level crossing throughout the heart of Kurukshetra.

List of projects in pipeline are as follows:

- a.) Jind-Hansi New Railway line
  - b.) Karnal-Yamunanagar New Railway Line
  - c.) Farukh Nagar-Jhajjar-CharkhiDadri New Railway Line
  - d.) Yamunanagar-Chandigarh New Railway Line
  - e.) Bhiwani-Loharu New Railway Line
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- f.) Hisar Airport-Raipur Haryana New Railway Line
- g.) Railway Siding for new grain market at Uchana for HSAMB
- h.) Delhi-Sohna-Alwar New Railway Line

**2.2 HRIDC / HORCL intends to appoint a Professional Firm to provide services in the field of Income Tax, GST, Internal Audit, Secretarial Audit, Corporate Law, Secretarial services & Legal Services as Comprehensive Consultant to HRIDC & HORCL.**

Since the project envisages construction, erection, installation kind of activities, comprehensive consultancy services complexity, at the considerable extent, could not be ignored. The appointment will be for a period of 24 months w.e.f. 1<sup>st</sup> April 2022 and the appointment will also be extensible for further 1 to 2 years on satisfactory performance on agreed terms and conditions by both the parties. Since the appointment will not take place from the commencement of financial year, the bidder to be appointed shall have scope with retrospective effect i.e. April-2022.

The scope of work is individually & separately applicable for HRIDC as well as HORCL.

The TOR-Terms of Reference for the comprehensive consultancy services work is provided in the tender document. This document, basically, is to give overall idea to potential bidders to obtain response. The exact scope and terms & conditions shall be clearly mentioned in a Work Order or Contract by HRIDC / HORCL after the selection of bidder.

Any alterations in Eligibility Criteria cum Qualification Requirement, and terms of the Tender Document, or any amendment to the Tender Document, etc. will be uploaded on HRIDC's official website, without any obligation or press notification or other proclamation. Therefore, all interested are advised to see the Website regularly.

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### **Chapter 3**

#### **General Terms & Conditions: -**

- 3.1 Proposals in the prescribed format will, only, be considered. Proposal should provide sufficient details as required in the format; the applicant should submit supporting proof also.
- 3.2 If proposal is not in the prescribed format or lack of supporting document, then the proposal will be rejected without assigning any reasons.
- 3.3 The last date of submission of proposal shall be 06.06.2022 on or before 15.00 hours.
- 3.4 Proposal so received after the time limit will not be considered for further scrutiny and will out rightly be rejected.
- 3.5 HRIDC has adopted a two-packet bid process (collectively the “Selection Process”) for evaluating the Proposals comprising Technical and Financial. In the first stage, a Technical Proposal evaluation will be carried out as specified in Section D. In the second stage, only on meeting the requirements of Section D, the Financial Proposal will be opened and be evaluated. Applicant may be invited for negotiation as specified in Clause 21 of Instructions to Applicant (the “Selected Applicant”).
- 3.6 Tender Fee for this tender is Rs. 3000/- (Inclusive of GST) by way of Demand Draft in the name of “Haryana Rail Infrastructure Development Corporation (HRIDC) Limited” payable at Chandigarh. Separate envelope containing the Demand Draft is required to be submitted along with the GST Certificate. Proposal not containing the tender fees shall be summarily rejected.
- 3.7 The Proposals sent by post, courier or in person will only be considered.
- 3.8 Proposal shall remain valid for a period of 60 days after the date of opening of bids.
- 3.9 Proposal received after the scheduled time will not be accepted under any circumstances. We will not be responsible for any delay due to postal service or any other means.
- 3.10 The company reserves the right to accept or reject, in full or in part, any or all the proposal offered by applicants without assigning any reason whatsoever.
- 3.11 Proposal should be addressed to,

**Director / BD&F**  
**Haryana Rail Infrastructure Development**  
**Corporation (HRIDC) Limited,**  
**Registered Office- SCO 17-18-19, Near Jagat Cinema, Sector-17A, Chandigarh. -160017**



3.12 All the technical bids so received will be opened by the tender evaluation committee and will be evaluated as per pre-defined criteria.

**3.13 On the basis of evaluation, firms whose technical score is 60% or more are eligible for a Financial Bid opening.**

**3.14 The Financial bids in respect of technically eligible Firms to be opened and selection from among these firms shall be determined on the basis of lowest bid.**

3.15 In case of any dispute, the decision of MD, HRIDC shall be final and binding.

3.16 The assignment shall be carried out with due diligence maintaining quality of work done and in least possible time.

3.17 HRIDC reserves the right to cancel selected firm, if it considers necessary.

3.18 In case of non-fulfillment of any instruction issued by HRIDC, HRIDC will be entitled to cancel the assignment without assigning any reasons.

**3.19 Any firm PAN India can bid for the tender but after allocation of work, the bidder has to have/ or set up an office in NCR and/ or Chandigarh.**

3.20 Expected Time for compliance/reply of the matters related to Direct Taxes and Indirect Taxes.

Sr. No.	Compliance	Expected time of compliance
1	TDS/TCS Return Filing- Scrutiny with Data	5 working days before due date
2	Form 15CA/Form 15CB	within 2 Hours from the time of sharing of data
3	Advance Tax Payment working	5 working days before due date
4	Income Tax Return filing	15 Days before due date
5	Reply of the Notice/Appeal/Third party inquiry related to Notice/Appeal under Direct Taxes or Indirect Taxes	2 working day from date of submission of data by HRIDC
6	Resolution of defaults on TDS-CPC Portal	Quarterly basis to be resolved within 7 days from the date of reporting/reflection
7	GST Return Filing	2 working days before due date
8	GST – TDS Return Filing	2 working days before due date

9	Annual GST Return filing/Audit	15 working days before due date
10	Opinion related to any matter pertaining to Direct Tax/ Indirect Tax desired in written (Hard Copy) or through an E-Mail	1.7 working day from date of communication for Hard Copy  For E mail- On the same day
11	Internal Audit Timeline (Quarterly basis)	Within 30 days of the end of the quarter.
12	Any Other Matters	Within 3 working days from the date of communication

3.21 Maximum Penalty of 3 % with an overall capping of 10% of the respective months / Quarter bill shall be deducted on non-compliance of above timeline stated.

3.22 The HRIDC reserves the right to reject any or all offers received without assigning any reasons.

## **Chapter 4:**

### **(Indicative Scope of Work for Consultancy Service)**

#### **4.1- Direct Taxes: -**

4.1.1 Tax compliance that includes Advance Income Tax Calculation, TDS Compliance and filing of all kind of periodic returns and any other additional matter as required under tax provisions. Form 16 / 16A will be provided by the firm wherever and whenever required by the HRIDC. It shall be the responsibility of the firm to match part A & B of form 16 and accordingly the return shall be filed.

4.1.2 Compliance of Tax details for audit and support to the Internal / Statutory / CAG Auditors including opinion and disclosures required if any.

4.1.3 Calculation and deduction of TDS will be done by HRIDC, but for any professional opinion regarding the tax matters (i.e. , what percentage will apply and whether the TDS is applicable or not) will be provided by the Firm either on site or off site as per the HRIDC's requirement.

4.1.4 Any query or intimation raised by the Income Tax Department regarding the data uploaded by the Firm, will be the sole responsibility of the Firm to prepare reply of the same, for that necessary support will be provided by HRIDC. (Even after the completion of period of engagement).

4.1.5 Professional Opinion wherever / , whenever required regarding the future contracts to be entered by HRIDC, shall also to be provided promptly by the Firm in writing wherever and in whichever form as desired by HRIDC.

4.1.6 Income Tax Return whether original or revised, whether pertaining to current Assessment Year or previous Assessment Year of the HRIDC will be submitted by the Firm, there will be no limit on number of returns to be filed during the period of engagement.

4.1.7 Any Scrutiny or Appearing in front of the Income Tax Authority (CIT/ITAT) pertaining to any Assessment Year will be carried out by the Firm with the prior approval of HRIDC and shall be with the one representative of the HRIDC.

4.1.8 Consultancy and certification services required for making foreign remittances according to the applicable provisions of section 195 of the Income Tax Act will be also in scope of firm i.e., issuance of certificate in form No.15CA & 15CB and other required forms.

4.1.9 It will be also in scope of tax consultant to provide inputs in drafting various tender clauses/contract clauses as well as providing opinion whether in writing or orally as desired by HRIDC.

4.1.10 The scope includes Tax Audit for the relevant year if applicable to the company.

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## **1.8 Indirect Tax**

### **Goods and Service Tax (GST)**

- 4.2.1 Advice/opinion on the applicability and levy of Goods and Service Tax.
- 4.2.2 The Firm will file monthly as well as annual GST returns and any other return as applicable with the concerned authorities as per the applicable periodicity & verification of reconciliation of GST return(s) with the financial data available in HRIDC account books & GSTN Portal. Data for that will be provided by HRIDC.
- 4.2.3 The Firm will confirm that all the applicable provisions of GST Act are complied with and the same are accounted for in books of accounts properly.
- 4.2.4 Facilitation in settlement of Audit Queries, if any raised by Internal Auditors/Statutory Auditors/CAG Auditors.
- 4.2.5 Any query or intimation raised by the GST Department regarding the data uploaded by the Firm, will be the sole responsibility of the Firm to prepare reply of the same, for that necessary support will be provided by HRIDC. (Even after the completion of period of engagement).
- 4.2.6 Payment of Tax will be done by HRIDC, but for that necessary duly filled challan will be provided by the Firm wherever desired after verifying the data.
- 4.2.7 Any other work/verification / assessment related to GST to be dealt with by HRIDC in compliance with the provisions of GST Act.
- 4.2.8 The Firm will carry out Annual GST Audit as per applicable provisions of GST Act.

### **4.3 Company Law matter and Secretarial Services: -**

- 4.3.1 Assistance in convening the meeting and preparations of documents i.e Notice, Agenda and Minutes etc.
  - 4.3.2 Assistance in ensuring the Compliances & Preparation and filing of forms/return under various provisions of Companies Act, 2013, Labour Law, Securities Contracts (Regulation) Act, 1956 ('SCRA'), Depositories Act, 1996, Foreign Exchange Management Act, 1999 and other allied laws as per applicability.
  - 4.3.3 Framing of Policies as required under the provisions of Companies Act, 2013.
  - 4.3.4 Formulation of Committees, if required, as per the provisions of Companies Act, 2013.
  - 4.3.5 Dematerialization of Shares through Registrar & Transfer Agent, raising of funds through market either through floating Expression of Interest, Raising of Bonds,
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Debentures etc.

- 4.3.6 Appearances before judicial / quasi-judicial and administrative authorities, if required and preparation of reply of notices received from any authority.
- 4.3.7 To provide written opinion as and when sought by HRIDC/HORCL via E-mail, followed by the signed and stamped hard copy of the written opinion.
- 4.3.8 Assistance in Preparation of Annual Report, Annual return and filing of Balance Sheet in XBRL Mode.

#### **4.4 Legal Drafting/ Vetting/concurrence: -**

- 4.4.1 Consultant is involved in drafting and reviewing agreements/contract, producing technically accurate quality standard work, drafting technically correct opinions, and reviewing the reports.
- 4.4.2 Draft/ Amendment the BG/ BPG language, vetting & review the stamp duty applicability rule thereof.
- 4.4.3 Drafting & defending the petition for presenting to the arbitrator, if in case the contractor invoked arbitration.
- 4.4.4 Legal opinion on the order passed by Hon'ble Court/ Tribunal.
- 4.4.5 Appeal if any under law providing assistance for preferring appeal in taxation matters before the appropriate authority.

#### **4.5 Internal Audit Plan & Scope of work: -**

Summary of Internal Audit Scope of work is as follows: -

- 4.5.1 Tendering Process:** - All Contracts awarded above 1 Crore.
  - 4.5.2 Accounting-** It will include Post check of Contractor's Bill, proper accounting and recovery of advances and retention money, payment of statutory dues, etc.
  - 4.5.3 Accounts & Taxation-** scrutiny of all expenses incurred by the Company as per SOP, review of ledgers, and other allied activities.
  - 4.5.4 Salary & Establishment Accounts Matter-** Post Checking of monthly Pay bill Deduction of PF and other statutory dues and payment of contributions/ Deduction of Tax at source and the deposit of the same with Government.
  - 4.5.5 Recording of Income-** Income from operating activities & non-operating activities are recorded in compliance with provisions of Law.
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**4.5.6 Fixed Assets-** Accounting for Purchases and addition during the year/ Correctness of entry in Fixed Asset Register/ Verification of Calculation of Depreciation.

**4.5.7 Fund Management:** - Physical verification of cash in hand, cheque in hand, BG's, FD's and interest accrued thereon, etc.

**4.5.8 Compliance of all statutory laws.**

\*\* Detailed Scope of work attached in Chapter-12

## **4.6 Secretarial Audit- Scope of Work**

Scope of Secretarial Audit

4.6.1 The scope of secretarial audit includes the reporting on the compliance of five laws as mentioned in Form MR-3.

4.6.2 Companies Act, 2013 and the rules made thereunder.

4.6.3 Securities Contracts (Regulation) Act, 1956 ('SCRA'), and the rules made thereunder; if applicable.

4.6.4 Depositories Act, 1996, and the rules made thereunder; if applicable.

4.6.5 Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment, and External Commercial Borrowings; if applicable.

4.6.6 Reporting on the compliance of secretarial standards issued by the Institute of Company Secretaries of India.

4.6.7 Reporting on Compliances with the Listing Agreement; if applicable.

4.6.8 Reporting on compliance of 'Other laws as may be applicable specifically to the company'.

4.6.9 Examines and reports on the specific observations or qualification, reservation or adverse remarks in respect of the Board Structures/system and processes relating to the Audit period.

4.6.10 Secretarial Auditor may rely on reports given by statutory auditors or other designated professionals to check compliance with other laws like Income Tax, GST.

4.6.11 Apart from above compliances, the scope of audit shall also include issue of certificate, reports and certification of forms on regular basis.

4.6.12 Apart from the above, if any other laws/regulations become applicable to the Corporation during the course of the audit period, necessary compliances and

additional certifications and reports required thereunder would also be covered under the scope of the audit. Please note that all the certificates, reports etc. pertaining to secretarial matters of the Corporation which are required to be taken from.

4.6.13 Practicing Company Secretary/Chartered Accountant shall be obtained from the Secretarial Auditor and therefore would be within the scope of the secretarial audit.

**4.7.1 Comprehensive Consultancy Services** to be carried out every month within **21 days** of the Next Month at HRIDC office, Gurgaon/Chandigarh. After the end of each month, a Tax Compliance / Other certificate is required to be issued by the Firm to the HRIDC/ HORCL.

**4.7.2** Relevant Documents/Details/Information related to any statutory proceeding & assessment pending with respective statutory authority till the assignment completion date has to be handed over to the successor comprehensive consultancy services along with detailed note on the status of the proceedings & assessments.

**Chapter 5**  
**Minimum Eligibility Criterion**

**5.1 Technical Eligibility**

Sl. No	Pre-Qualified Criteria	Scoring Pattern for technical score	Score	Maximum Mark	Documents to be provided
1	The firm should have or open head office or branch office in NCR / Chandigarh				Copy of Self Attested Membership No. issued by ICAI/ CMA/ CS/ Bar Council.
2	Existence of Firm for at least 5 Years	5 years Up to 7  More than 07	10 15  20	20	
3	<p>The Firm should have rendered at least 3 assignments during last 5 Fys ended on 31.03.22</p> <p>The Assignment should have been for the services of</p> <p>a.) Direct Tax &amp; Indirect taxes</p> <p>b.) Secretarial Service, Secretarial Audit &amp; Other Company Law Matter</p> <p>c.) Legal Drafting/ Vetting/ Concurrence &amp; Internal Audit</p> <p>To Government infrastructure companies Or A public limited infrastructure company registered under the Companies Act. Or A private limited infrastructure company registered under the Companies Act having a turnover of more than Rs. 50 Cr</p>	<p>For 3 Assignments</p> <p>Up to 5 Assignments</p> <p>More than 5 Assignments</p> <p>(In this regard consultancy work for entire FY will be considered as one assignment )</p>	<p>50%</p> <p>75%</p> <p>100%</p>	<p>20</p> <p>20</p> <p>20</p>	<p>Applicant should have completed Assignment for each case.</p> <p>A certificate of Competent Authority of service recipient organization to the effect that the assignment/ consultancy services has been successfully completed/ rendered on the Letter Head of the Organization. If assignment Completion Certificate is not submitted, then proposal shall not be considered.</p>



4	The firm should have earned average minimum fees of Rs.0.50 Crore during last 3 years. To calculate the average fees earned, revenue of last 3 years will be considered (FY 2018-19, 2019-20 & 2020-21)	Up to Rs. 0.50 Cr Up to Rs. 1.5 Cr More than Rs.1.5 Cr	8 14 20	20	Self-attested audited financial statements of last 3 Fys, i.e., 2018-19, 2019-20 & 2020-21

## 5.2 Definition:

5.2.1 **Infrastructure Project:** Road, Bridge, Port, Railways, Canal, Power Sector, Airport & Metro.

5.2.2 With respect to SI No.3 above, as minimum criteria to qualify for evaluation, a firm must have executed at least 3 assignments in last five year.

5.2.3 The Firm or Partners should not have been debarred or cautioned by ICAI/CMA/CS / Bar Council or any Government PSUs or any State/Central Govt. Dept./Institute or any autonomous funded and/or controlled by any State/Central Govt. (A self- certificate to the effect from the Firm shall be attached).

5.2.4 The bidder should not have been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them. (imposed by any authority including ICAI/ CMA/CS / Bar Council)

5.2.5 The bidder should have valid PAN, TAN & GST number. Bidder shall have valid ICAI /CMA/CS & Bar Council membership/firm registration number.

5.2.6 HRIDC will shortlist eligible firms on the basis of technical score obtained as per the scoring pattern outlined above.

## **Chapter 6**

### **6.1 Evaluation of Technical Proposal**

- 6.1.1 The firm shall be allotted Marks for technical evaluation as per table attached in para 5.1 (Technical Eligibility).
- 6.1.2 The firm to be eligible should score at least 60 points in technical evaluation.

### **6.2 Final Selection**

- 6.2.1 The Financial bids in respect of technically eligible Firms to be opened and selection from among these firms shall be determined on the basis of lowest bid quoted.
- 6.2.2. Mere meeting the qualification and/or submission of application will not confer any right for selection. Acceptance/rejection of any application will be at the sole discretion of the management of HRIDC Ltd.

## Chapter 7:

### Schedule of Payment & Deliverables: -

7.1 The fee should be including all kind of charges. No other cost except the quoted fee will be paid to the firm.

7.2 Taxes & Duties will be quoted separately in the format.

7.3 Details of taxes will be mentioned separately with effective rate.

7.4 TDS will be deducted while making payment as per the applicable rules.

7.5 There shall be 5 % deduction as retention money which would be deducted from each monthly bill. The retention money will be released after 6 months from the completion of work. The company reserves right not to release the retention money on the event of unsatisfactory performance.

7.6 The payment schedule will be as in respect of deliverables mentioned below:-

Milestone	Deliverables	To be payable
Quarterly	<p>Direct Taxes (IT)</p> <ul style="list-style-type: none"><li>• Returns</li><li>• Opinions</li><li>• Departmental Response Issue/</li></ul> <p>Indirect Tax (GST): -</p> <ul style="list-style-type: none"><li>• Returns</li><li>• Opinions</li><li>• Departmental Response Issue/</li></ul> <p>Company Law matter and Secretarial Services:</p> <ul style="list-style-type: none"><li>• Returns</li><li>• Opinions</li><li>• Departmental Response Issue/</li><li>• Compliances</li></ul> <p>Internal Audit:</p> <ul style="list-style-type: none"><li>• Quarterly submission of Report</li></ul> <p>Secretarial Audit:</p>	Within 15 days of receipt of complete bill with all supporting documents including Tax compliance certificate

	<ul style="list-style-type: none"> <li>• Quarterly submission of Report</li> </ul>	
Assignment Basis fees	<b>Legal Drafting of Contract Agreements</b>  <b>Legal Vetting of Contract Agreements</b>  <b>Legal Drafting of BGs</b>  <b>Legal Vetting of BGs</b>	Within 15 days of receipt of complete bill with all supporting documents including Tax compliance certificate

**Chapter 8**  
**Tender for Comprehensive Consultant**

<b>Sr. No</b>	<b>Particulars</b>		<b>Response</b>
1.	(a)	Name of the firm (in CAPITAL letters)	
	(b)	Address of Head Office & Branch Offices (Please state Head Office & Branch separately)	
	I	PAN No. of the firm	
	(d)	GST No. of the firm	
2.	ICAI/ CMA/CS/ Bar Council Registration No. Region Name Region Code No.		
3.	E-mail Address		
4.	Contact No.		
5.	Date of constitution of the firm		
6.	Full-time Partners (in case of Partnership firm) as on 1 <sup>st</sup> January 2021. <i>(Please provide details in the table below)</i>		(The Details of partner Chartered Accountants/CMA/CS/Bar Council member with the firm in <b>Annexure–“A”</b> attached herewith)
	<b>Sl. No.</b>	<b>Continuous association with the Firm</b>	<b>Number of Cas</b>
	(a)	CA/CMA/CS/ Lawyer Partner having Post Qualification Experience (PQE) of 1 year or more with the firm <b>(but less than 5 years)</b>	
	(b)	CA/CMA/CS/ Lawyer Partner having Post Qualification Experience (PQE) of 5 year or more with the firm <b>(but less than 10 years)</b>	
	I	CA/CMA/CS/ Lawyer Partner having Post Qualification Experience (PQE) of 10 year or more with the firm	
7.	Number of Chartered Accountants/CMA/CS/ Lawyer employed full time with the firm		(The Details of other Chartered Accountants /CMA/CS/ Lawyer employed full time with the firm in <b>Annexure–“B”</b> attached herewith)
	<b>Sl. No.</b>	<b>Continuous association with the Firm</b>	<b>Number of Cas / CMA/CS/Lawyer Technical Qualified Staff</b>

Sr. No	Particulars		Response
	(a)	Full time Staff having Post Qualification Experience (PQE) of 1 year or more with the firm ( <b>but less than 5 years</b> )	
	(b)	Full time Staff having Post Qualification Experience (PQE) of 5 year or more with the firm ( <b>but less than 10 years</b> )	
	I	Full time Staff having Post Qualification Experience (PQE) of 10 year or more with the firm	
8.	<p>Similar experience of comprehensive consulting services for (Income Tax, GST, Corporate Law, Secretarial services &amp; Project Finance) &amp; duties to Government Company infrastructural in nature of State Government as well as Central Government or a private sector infrastructure company registered under the Companies Act.</p> <p>In this regard each year consultancy work for entire financial year will be considered as one (1) assignment.</p>		
9.	Assignment with Government infrastructural company/ Private Sector infrastructural Company		(The details of experience should be given as per <b>Annexure-“C”</b> attached)
10.	Fees earned by the firm for the last 3 years		(The details of fees earned during last 3 years should be given as per <b>Annexure “D”</b> attached)
11.	Profile of the firm		To be attached herewith separately.

We/I declare

1. 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 later on found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the tender process but would be liable for disciplinary action under the Chartered Accountants /CMA/CS / Bar Council Act, and the regulations framed there under.
2. That the Firm or Partners has not been debarred or cautioned by ICAI/CMA/CS /Bar Council or any Government PSUs. (A self-certificate to the effect from the Firm shall be attached).
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949 & CMA/CS/ Law firm law at thereof.
4. That the constitution of the firm as on 1<sup>st</sup> January 2019 shown in the bid submission is the same as that in the Constitution Certificate issued by the ICAI/CMA/CS & Law Firm.
5. That the firm is not the incumbent Internal Auditor of the project or the Project Implementation Authority (PIA).
6. That no partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body / Executive Committee / Board of Directors or the Project Director/ Managing Director / any Director or any of the senior management (as applicable) of the HRIDC. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
7. That neither the firm nor its Partners or Associates have any interest in the business of the HRIDC.
8. That from the time of appointment and for one year after (to be counted from the date of issue of final audit report) the Firm ceases to be Statutory auditor, no other assignment of any kind to the PIA/project (including consultancy) will be accepted, either by the firm or by its partners or relatives of partners of the firm or by its associates.
9. The comprehensive Consultant services is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. Also, any partner/senior manager of the Consultant firm is not associated with the Consultant assignment in any manner if he/she has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

(Sign with stamp & membership no on each page)

## Chapter 9

### Annexure- "A"

#### DETAILS OF FULL-TIME PARTNERS OF THE FIRM

Sr. No.	Name of Partners	Year of establishment of firm	Total completed years	Membership No.	Qualification	Year of passing (CA/CMA/CS & Law Firm)	Number of completed years Post Qualification Experience with the firm
							No. of years
1	2			3	4	5	6

- Please attach duly certified copy of the ICAI/CMA/CS & Law Firm Card in support of the aforesaid information
- Please attach duly certified copy of registration certificate of ICAI/CMA/CS & Law Firm.

### Annexure – "B"

#### DETAILS OF OTHER STAFF EMPLOYED FULL TIME WITH THE FIRM

Sr. No.	Name of the Chartered Accountant/ CMA/CS/ Law Firm	Membership No.	ACA / FCA/CMA/CS & Lawyer	Date of joining the firm

Please furnish a certificate to that effect in support of the aforesaid information.

### Annexure – "C"

#### DETAILS OF EXPERIENCE

Sr. No.	Name of the Company	Type of Company	Year of Assignment	Latest Turnover of Entity Amount Rs in Crores	Nature of Service	Assignment Completion Certificate
1	2	3		4	5	6

- Please attach certified copy of Work Order/Service Order/Contract in support of the aforesaid information.
- Please attach a certificate of competent authority of service recipient organization to the effect that the assignment has been successfully completed on the letter head in support of the aforesaid information.
- Please also attach a **Brief Details of Work Done.**





**Annexure – “D”**  
**DETAILS OF FEES EARNED BY THE FIRM DURING LAST THREE YEARS**

<b>Sr. No</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
Fees earned during year			
Total Fees			
Average annual fees earned			

Please provide self-attested copy of financial statements.

**Chapter 10**  
**Format for Financial Bid**

**Chapter 10**  
**Format for Financial Bid**

**Item Rate BoQ**

**Tender Inviting Authority: Haryana Rail Infrastructure Development Corporation Ltd**

**Name of Work: Professional Firms to provide services in the field of Income Tax, GST, Internal Audit, Secretarial Audit, Corporate Law, Secretarial services & Legal Services as Comprehensive Consultancy for Financial Year 2022-23 & 2023-24**

**Contract No: HRIDC/HORCL/CCS/2022**

<b>Name of the Bidder/ Bidding Firm / Company :</b>	
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**PRICE SCHEDULE**

**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )**

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Amount in Rs. P	Estimated Rate in Rs. P	Excess(+)/ Less(-)	PERCENTAGE RATE (%) to be entered by the Bidder	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	4.1 Direct Taxes (IT) TDS Return	item1	16.00	Per Qtr Per Company	80,000.00	5,000.00	Select		-	INR Zero Only
2	4.1 Direct Taxes (all items except TDS)	item2	4.00	Per Year Per Company	20,000.00	5,000.00	Select		-	INR Zero Only
3	4.2 Indirect Tax (GST)	item3	48.00	Per Month Per Company	4,80,000.00	10,000.00	Select		-	INR Zero Only
4	4.2 Indirect Tax (all items except GST)	item4	4.00	Per Year Per Company	2,00,000.00	50,000.00	Select		-	INR Zero Only
5	4.3 Company Law Matters and Secretarial Services	item5	50.00	Per Month Per Company	2,50,000.00	5,000.00	Select		-	INR Zero Only
6	4.5 Internal Audit	item6	16.00	Per Qtr Per Company	2,40,000.00	15,000.00	Select		-	INR Zero Only
7	4.6 Secretarial Audit	item7	16.00	Per Qtr Per Company	1,20,000.00	7,500.00	Select		-	INR Zero Only
8	4.4.1 Legal Drafting of Contract Agreements: - On Assignment Basis	item8	10.00	Per Assignment	1,00,000.00	10,000.00	Select		-	INR Zero Only



## Chapter 11

### Bid forwarding Letter-Specimen

Date:

To,

**Director / BD&F**

HRIDC Limited,

**SCO 17-18-19, Near Jagat Cinema, Sector-17A,**

**Chandigarh. -160017**

Dear Sir,

Sub: Submission of Techno commercial bid.

Ref: TENDER NO: **Comprehensive consultancy services /03/2022 Dated: .....**

With reference the above we \_\_\_\_\_ (name of bidder) hereby submit our bid as under.

- A. We have prepared and submitted the bid strictly as per the format and instruction given in the tender document.
- B. Techno Commercial bid and financial bid have been submitted in separate sealed envelopes duly super scribing techno commercial and financial bid and both the sealed envelope have been put in third envelope super scribing Proposal for appointment of tax Consultant.
- C. The price bid is submitted un-conditionally i.e., without any condition and strictly as per the price bid format.
- D. Techno-commercial bid is not having any mention of the price.
- E. We meet the eligibility criteria as under:
  - I. We are reputed firm of Chartered accountants based at Gurgaon/ Chandigarh.
  - II. We are in continuous practice of tax consultancy work of companies/firms and institutions for a period of years ending 31<sup>st</sup> March 2023.

- III. We have \_\_\_\_\_no. of full-time partners in practice or \_no. of associated chartered accountants/ CMA/CS/ Lawyer in full time employment.
- IV. We have not been blacklisted /debarred anytime during last 3 years ending 31<sup>st</sup> March 2022 from participating in a tender floated by any central/state PSU or any state/central government department/institutes or any autonomous funded and/or controlled by any state/central government.
- V. The average annual turnover of our firm is Rs \_\_\_\_\_during the last three financial year ending 31<sup>st</sup> March, 2021.
- VI. We have not been penalized for any disciplinary proceedings and no disciplinary proceedings are pending against me/us.
- VII. We are not the statutory auditors of the company.
- VIII. We are not falling under the preview of section 144 of the Companies Act 2013.
- IX. We are having valid PAN, TAN and GST Number (documentary proof enclosed)
- X. We possess valid ICAI/ CMA/CS/ Lawyer membership no./firm registration no.
- XI. Assignment Completion Certificate has been attached.

For \_\_\_\_\_

(Name of the signatory) Partner

## Chapter 12

### AREA & EXTENT OF COVERAGE OF RECORDS BY INTERNAL AUDITOR:

Sl.No.	Area of Audit	Extent of Checking
I	<b><u>A. TENDERING PROCESS</u></b>	
	All Contracts awarded above 1 crore	100%
	<b><u>B. ACCOUNTING</u></b>	
	i) Post check of Contractor's Bill.	100%
	ii) Proper accounting and recovery of advances and retention money.	100%
	iii) Calculation, accounting and recovery of Interest on Interest bearing advances.	100%
	iv) Checking of deduction and payment of taxes under GST, Income Tax, Labour welfare cess etc.	100%
	v) To check in detail certain selected final bills for project management contract works passed during the quarter.	50%
II	<b><u>ACCOUNTS &amp; TAXATION</u></b>	
	i) Bank Payment Documents, all expenses incurred by the Company as per SOP.	
	On or above 1 crore	100%
	Less than 1 crore	50%
	ii) Documents for all the receipts of the company e. g. consultancy fee, interest on deposits, other misc. receipts, (Receipt Vouchers)	100%
	iii) Documents for Adjustments (Journal Vouchers)	100%
	iv) Verification of availability of supporting documents with vouchers including approval by appropriate authority.	100%

	v) Review & scrutiny of general ledger and sub ledgers pertaining to vendors, suppliers & contractors.	100%
	vi) Checking of TDS return, GST return, 26AS and client fund reconciliation.	100%
	vii) Compliances of AS or INDAS as per applicability, Guidance note and other amendments/Instructions issued on time to time by ICAI and other statutory bodies.	100%
III	<b><u>SALARY &amp; ESTABLISHMENT – ACCOUNTS</u></b>	
	i) Post Checking of monthly Pay bill (for 1 month in each Quarter)	100%
	ii) Checking of Off-Cycle payments w.r.t rules and proprietary aspects (i.e., House building advances, advances, staff lease, Local conveyance, TA, Leave encashment, medical reimbursement, LTC, telephone and mobile reimbursements, laptop reimbursements etc.)	50%
	iii) Deduction of PF and other statutory dues and payment of contributions.	Sample Checking
	iv) Deduction of Tax at source and the deposit of the same with Government.	Sample Checking
IV	<b><u>RECORDING OF INCOME</u></b>	
	i) Income from operating activities.	100%
	ii) Accounting and calculation of interest from Bank FDs and mutual funds.	100%
	iii) Misc. Other Income/ Receipts including applicable taxes and duties thereon.	100%
V	<b><u>FIXED ASSET ACCOUNTING</u></b>	
	i) Accounting for Purchases and addition during the year	100%
	ii) Correctness of entry in Fixed Asset Register.	100%
	iii) Verification of Calculation of Depreciation.	100%
VI	<b><u>FUND MANAGEMENT</u></b>	



	i) Physical verification of cash in hands, cheque in hand and bank guarantees.	100%
	ii) Physical verification of FDR's., mutual funds, bonds etc and calculation of interest accrued thereon and their safe custody.	100%
	iii) Checking of Bank Reconciliation Statements (BRS)	100%
	iv) Verification of valuation of foreign currency transactions and accounting treatment thereof.	100%
	v) Verification of FD's, BG's, PBG's, interest accrued thereon and their safe custody.	100%
VII	Compliance of all statutory laws.	100%