

**Engagement of Chartered Accountant Firm for
Maintaining the Accounts of HSTES**

HARYANA STATE TECHNICAL EDUCATION SOCIETY (HSTES)

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Note:- All tender/quotation, documents/pages should be stamp and signed by the Applicant	

ENGAGEMENT OF CHARTERED ACCOUNTANT

Haryana State Technical Education Society (HSTES), Panchkula invites sealed quotation from the Chartered Accountant Firms for maintaining the accounts of HSTES for a period of one year w.e.f. the start of work after the issue of work allotment letter which could be extended on year to year basis maximum for three years, if found satisfactory, who are continuously empanelled with CAG and maintaining the books of accounts. The Head Office/Main Office of the firm should be located in Panchkula. The firm should have minimum five years experience for maintaining the books of accounts of Govt. Organization/ autonomous bodies/Societies under the control of Govt. of Haryana in Tally accounting system other required qualification etc. are available on website. The firm will have to deposit Rs.10,000/- as Earnest Money (Refundable). The detailed information about the required qualification, introduction, aims and objectives of HSTES can be seen on the website of HSTES: ***www.hstes.org.in***.

The Proforma along with terms & conditions and scope of work required to be filled by the firm for submission to HSTES is available on the above mentioned website. **The quotations alongwith duly filled proforma (envelope 1. Technical Bid envelope 2. Financial Bid) should reach to the Joint Director, HSTES, Bays 7-12, Sector-4, Panchkula upto 21.09.2026 by 11.00 AM. to be opened on same day at 3.00 PM.** Any quotation with incomplete information, which does not meet the above criteria, or received after the closing date, will be rejected straightway.

**Joint Director,
HSTES, Panchkula**

Engagement Of Chartered Accountant Firm For Maintaining The Accounts Of HSTES For The Period Of One Year:

The office of Haryana State Technical Education Society (HSTES), Panchkula is located in Panchkula and does not have any sub office anywhere in India. Further, it is also intimated that the HSTES is a self-sustaining body and does not receive any aid/grant from the Government.

Terms & conditions for engagement of chartered accountant firm for maintaining the accounts of HSTES for the period of one year is as under:

1. The quotation along with the duly filled proforma should reach to the Joint Director, HSTES, Bays 7-12, Sector- 4, Panchkula by 11.00 AM. On 21.09.2026 to be opened on same day at 3.00 PM in the shape of two number envleops (1.Technical Bid 2. Financial Bid).
2. The main office of CA firm should be located in Panchkula, Haryana.
3. The firm should have minimum five years' experience for maintaining the books of accounts of Govt. Organization/ autonomous bodies/Societies under the control of Govt. of Haryana in Tally accounting system.
4. The firm should be peer reviewed from ICAI.
5. The firm should be on the panel of CAG for at least five years. The proof of empanelment may also be enclosed
6. The firm will be required to make payment of Rs.10,000/- towards Earnest Money (Refundable) only through demand draft payable by Chandigarh/Panchkula to be attached with Technical Bid envelope. If the intended bidder fails to pay Earnest Money with technical bid, the quote of the Firm shall not be considered for this job.
7. The successful firm shall deposit a sum of Rs.50,000/- as security deposit, if the firm is engaged for this work.
8. The firm should have FCA on the date of application.
9. The firm should have an average annual turnover of at least 50.00 Lac for the last three years. The copy of the Balance Sheet for the last three years should be attached with the application.
10. The firm should submit list of clients with proof covering Govt. Haryana & Public Sector Undertakings.
11. The firm should be registered with the Income Tax Department and have a valid PAN and GST.
12. The firm should be implementing quality control Policies and procedures.
13. There should be no court/arbitration/legal cases pending against the firm.
14. The firm proprietor or partners should not have been debarred or cautioned by ICAI during the last five years.
15. Complete Address (Name, phone Number, Fax number, e-mail address) and name of the authorized representative of the firm should be attached.

16. Any quotation with inadequate information, those which do not meet the above criteria, or those received after the closing date will be rejected straightway.
17. **The present contract will be valid for a period of one year from the start of work after the issue of work allotment letter which could be extended on year to year basis maximum for three years, if found satisfactory.**
18. Offer should be in two covers/envelops, 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 Bid for appointment of Chartered Accountants Firm".
19. The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Part "A" alongwith earnest money.
20. Monthly Professional Fee / Charges for this work with taxes to be given in Part-"B" i.e. "Financial Bid".
21. The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and shall comply with them strictly.
22. An agreement will have to be executed between both the parties and will be notarized afterwards.
23. Any quotation with incomplete information which does not meet the above criteria, or received after the closing date will be rejected straightway. **Any quotation or the whole process can be rejected/cancelled on administrative grounds at any level.**
24. For any query/doubt, the Chartered Accountant Firm can contact at HSTES office during working hours.
25. Selection and hiring of the firms is subject to the approval of competent authority.

Scope of Work for hiring Chartered Accountant firm:

1. Maintenance of subsidiary accounts books of the HSTES in tally software such as Journal, Ledger, Cash book, Trial Balance and Preparation of Balance Sheet for statutory audit. If any discrepancy is noticed by the firm, the same may be pointed out in order to remove the same.
2. TDS consultancy, filling of E-TDS/GST Returns in Income Tax Department well-in-time for which no separate professional charges will be paid and only filing fee deposited with the Income Tax Department will be charged. Providing of TDS Certificates (Form No. 16 & 16 A) for which no separate professional charges will be charged.
3. Monthly reconciliation of accounts with various banks and submission of accounts- wise Monthly Reconciliation Statement to HSTES will be done regularly. Monthly Review Meeting between the CA Firm and HSTES officers will be held in the two days at the end of the each month.
4. Handling all Scrutiny Cases of HSTES including previous years in the 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.
5. Responsibility of deduction of TDS 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 HSTES office in writing.
6. The whole time employee of CA firm will work and sit in the office of HSTES for all working days during office hours on tally Software for doing the entrusted Accounting work of HSTES.
7. After hiring either party can terminate these arrangements by giving one month prior notice in writing without assigning any reason and without payment of any compensation thereof.
8. Maintaining the proper register/record in respect of object-wise Budget and Expenditure as per the approved budget.

**PROFORMA FOR TECHNICAL BID FOR ENGAGING CHARTERED ACCOUNTANT FIRM
FOR MAINTAINING THE ACCOUNTS OF HSTES FOR A PERIOD OF ONE YEAR:****PART- A**

1. Status of the Firm Partnership Sole Proprietorship		
(a)	Name of the firm (in Capital Letters)	
(b)	(i) Address of the Head Office (ii) Address of the Branch Office <i>(Head / Branch Office of the firm should be located in Panchkula)</i>	
(c)	Office Telephone No.	
(d)	Office Fax No	
(e)	PAN No. of the firm	
(f)	GST No.	
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 for at-least last five years	
5.	Period of Empanelment with CAG which should be at least 5 years as per terms and conditions <i>(Attach the proof of continuous Empanelment for the first year and the current Financial year)</i>	
6.	<i>Date since when the firm has a full time FCA (FCA is must for eligibility of a firm)</i>	

7.	Whether the firm has minimum Five years' experience for maintaining the books of accounts of Govt. Organizations/ Govt. autonomous bodies including Govt. registered Societies under Haryana Govt. Control. If 'YES', details may be given on a separate sheet with period and proofs.	Yes/No
8.	Whether the firm is implementing quality control Policies and procedures and peer reviewed aspect and other Terms & conditions for engagement mentioned in documents	Yes/No
9.	Are there any court/arbitration/legal cases against the firm <i>(If yes, give a brief note of the cases indicating its present status)</i>	Yes/No
10	Balance Sheet for the last three years attached <i>(Turnover should not be less than Rs.50 Lacs in average of last three years)</i>	Yes/No
11.	Whether Earnest Money (Refundable) amounting to Rs.10,000/- through Demand Draft payable at Panchkula has been attached with the bid	Yes/No
12	The firm is peer reviewed from ICAI (document attached)	Yes/No
13.	Whether firm proprietor or partners have been debarred or cautioned by ICAI during the last five years.	Yes/No

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 Financial Bid of Professional Fee/Charges for this work :	

Authorized Signatory _____

Name _____

Designation _____

Date:

Seal:

Place

DECLARATION / UNDERTAKING

I / We the sole proprietor / partners of M/s _____
Chartered Accountants do hereby jointly and solemnly verify and declare:-

1. I/We have carefully read and understood all the terms and conditions, scope of work, eligibility criteria and other requirements stipulated in the tender/quotation document for **hiring of a Chartered Accountant Firm for maintenance of accounts of Haryana State Technical Education Society (HSTES)**.
2. I/We hereby confirm that all the terms and conditions contained in the tender/quotation document are acceptable to us without any reservation.
3. I/We undertake to comply strictly with all the terms and conditions, instructions and requirements prescribed by HSTES during the entire period of engagement.
4. I/We undertake to perform the assigned work relating to maintenance of accounts and other accounting/financial matters with due diligence, accuracy, confidentiality and professional standards, as prescribed by HSTES.
5. I/We further undertake that the firm shall comply with all applicable statutory provisions, rules, regulations, accounting standards and instructions issued by the competent authority from time to time, as applicable to the assigned work.
6. I/We understand that any failure to comply with the stipulated terms and conditions may result in action as per the terms of the engagement/tender, including termination of the engagement, as applicable.
7. I/We certify that the information and documents furnished by the firm in connection with the tender/engagement are true and correct to the best of our knowledge and belief
8. that the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);

I/We hereby give this declaration/undertaking voluntarily and agree to abide by all the terms and conditions of HSTES in this regard.

Place: _____

Date: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm: _____

Membership/Registration No.: _____

Firm Registration No.: _____

Seal of the Firm