

**O/o HARYANA AIRPORTS DEVELOPMENTS CORPORATION LTD.**

**GOVERNMENT OF HARYANA**

3<sup>RD</sup> FLOOR, 30 BAYS BUILDING, SECTOR-17-B, CHANDIGARH-160017.  
Telephone: 172-2709386, fax No. 172-2709174, Mob: +91 9416553840  
E-mail ID: managing-director@hadc.org.in, cavation@hry.nic.in

**Notice**

(Inviting of Bids through e-Tender)

**Notice No. HADC/2024/1**

**Dated: 04.12.2024**

Haryana Airports Developments Corporation Limited (HADCL) invites the bids vide e-Tender No: 2024\_HRY\_415327\_1 from eligible Chartered Accountants/Firms through online for **Finalization of Balance Sheet for F.Y. 2023-24 & 2024-25, Maintaining Books of Accounts, Handling all the financial matters, Filling of GST & TDS Returns, all GST and Income Tax cases etc., RoC (Registration of Company), Compliances & all other Statutory compliances** under the relevant Act. etc. as per scope of work of HADCL newly Corporation for a period of 01 year initially.

For more details may visit e-procurement website <https://etenders.hry.nic.in/> and our official website [www.haraviation.gov.in](http://www.haraviation.gov.in)

**Managing Director**  
**Haryana Airports Development Co. Ltd.**

## **INDEX**

<b>S.No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Tender brief & Timeline	3
2.	Scope of Work	4-6
3.	Eligibility Criteria	7
4.	Terms and Conditions	8-9
5.	Annexure I	10
6.	Annexure-II	11
7.	Bidding Process	12-15

**O/o HARYANA AIRPORTS DEVELOPMENTS CORPORATION LTD.**

**GOVERNMENT OF HARYANA**

3<sup>RD</sup> FLOOR, 30 BAYS BUILDING, SECTOR-17-B, CHANDIGARH-160017.

Telephone: 0172-2709386, fax No. 0172-2709174,

E-mail ID: managing-director@hadc.org.in, cavation@hry.nic.in

**TENDER**

Haryana Airports Developments Corporation Limited (HADCL) invites the financial bids from eligible Chartered Accountants/Firms through online for Finalization of Balance Sheet for F.Y. 2023-24 & 2024-25, Maintaining Books of Accounts, Handling all the financial matters, filling of GST & TDS Returns, all GST and Income Tax cases etc., all other Statutory compliances under the Company Act. 2013 & preparations salary of staff, payment vouchers etc. as per scope of work of HADCL newly Corporation for a period of 01 year initially.

**Timelines**

Bid Start date: 04-Dec-2024 12:00 Noon

Bid Last date: 24-Dec-2024 12:00 Noon

Bid Open date: 24-Dec-2024 01:00 PM

**Managing Director  
Haryana Airports Development Co. Ltd.**



# HARYANA AIRPORTS DEVELOPMENT CORPORATION LTD

Civil Aviation Department, Haryana Government  
Regd. Off.: Managing Director, Haryana Airports Development Corporation Ltd.,  
Hisar Airport, Haryana-125001  
E-mail : [cavation@hry.nic.in](mailto:cavation@hry.nic.in) Tel. No. 01662-269103



CIN No. U52231HR2023SGC112500 PAN No. AAGCH8345A TAN No. RTKH08277D

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## SCOPE OF WORK

- 1) Chartered Accountant firms are required to maintain complete books of accounts and finalization of financial statements since incorporation of Haryana Airport Development Corporation (HADC) as per Company Act 2013, Income Tax Act & Haryana Government instructions issued time to time.
- 2) The responsibility of correctness and accuracy of accounting records will lie with the firm.
- 3) Preparation of Pay roll, Advances & recovery, Income tax calculations, TDS, remittances and returns relating to provident fund, Employee Pension, Income tax, etc.
- 4) Appearing on behalf of HADC in all taxation proceeding before various tax authorities i.e. GST, VAT, TDS etc. for contract period as well as previous years also against notices raised by various authorities during the period of contract. Drafting or replies in compliance of the notices and other communication received from the Taxation Authorities (field units).
- 5) Generation of E-way bills etc. and preparation of any other return required to be prepared as per amendments in rules by Govt. or return required by Assessing authority during the contract period.
- 6) Cash and Bank transactions, reconciliation of bank accounts.
- 7) Preparing of Bank reconciliation statement (BRS)/ Balance confirmation certificate w.rt. each bank account.
- 8) Trade-Sale purchase vouchers, sale purchase books, Receipt/payment voucher, Journal voucher, VAT return/debit/credit notes, GST, TDS returns, preparation of party accounts, Stock records.
- 9) Accounting of branch expenses, branch accounts reconciliation including issuance of certificates thereof.
- 10) Fixed asset register-computation of depreciation, reconciliation of assets with physical verification report in the form of soft as well hard copy.
- 11) Reply of Statutory audit report during the finalization of Balance Sheet.
- 12) Corporation accounts-Consolidation of divisional accounts, preparation of Balance Sheet and Profit and Loss with schedules, Segment Report, Cash Flow Chart Foreign exchange earnings and outgo report etc.
- 13) Corporate tax- GST, VAT, TDS return, with-holding tax-advance tax, filing of income tax returns assistance at assessment stage and other applicable tax as per Govt. instructions well within due dates and entire responsibility shall lie with the firm.

HADC will not share any liability arising due to non-filing/late filing of any return/documents.

- 14) Prepare and verify inter unit reconciliation statement on monthly basis and suggestion thereon for necessary accounting.
- 15) GST is deposited at HTC Head Office level as such CA has to confirm that the GST liability should be transferred at every month end and should be matched with the GST liability vouchers.
- 16) GST is deposited at HADC Head office level as such GSTR 3B & GSTR-1 submitted to HADC Head Office by the field units, if any, every month as such CA has to reconcile the GSTR-3B, GSTR-1 with books of accounts every month.
- 17) Preparation of Employee Provident Fund/NPS Statement.
- 18) Selected CA Firm shall submit the Draft & Final Trial Balance to the Managing Director, HADC from time to time.
- 19) Any other items of work pertaining to accounting.
- 20) Maintaining all books of accounts such as cash books, ledger etc.



# HARYANA AIRPORTS DEVELOPMENT CORPORATION LTD

Civil Aviation Department, Haryana Government  
Regd. Off.: Managing Director, Haryana Airports Development Corporation Ltd.,  
Hisar Airport, Haryana-125001  
E-mail : [cavation@hry.nic.in](mailto:cavation@hry.nic.in) Tel. No. 01662-269103



CIN No. U52231HR2023SGC112500 PAN No. AAGCH8345A TAN No. RTKH08277D

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## Offices/units of Haryana Airport Development Corporation Ltd.

1. Managing Director, Haryana Airport Development Corporation Ltd.(HADCL), 3<sup>rd</sup> floor, 30 Bays Building, Sector 17, Chandigarh.
2. Chief Executive Officer, Haryana Airport Development Corporation Ltd.(HADCL), Hisar Airport, Hisar.

Further HADC have following airport/airstrips

1. Ambala Airport, Ambala Cantt. Ambala.
2. Pinjore Airstrip, Pinjore
3. Karnal Airstrip, Karnal
4. Bhiwani Airstrip, Bhiwani
5. Bachhod Airstrip, Narnaul

Note:- In addition to above eight Helipads are contemplated to be constructed in eight districts i.e. Jind, Jhajjar, Kaithal, Palwal, Yamunagar, Rohtak, Kurukshetra and Murthal (Sonapat). One Heliport is also contemplated to be constructed at Gurugram.

**Eligibility Criteria:**

1. The firm should be registered with CAG of India. (Registration proof to be attached).
2. The firm should have minimum four full time FCA Partner and one FCA having more than 15-years of experience.
3. Firms must have Head Office or Branch in tri-city i.e. Chandigarh, Panchkula & Mohali.
4. Firm should be peer reviewed firm.
5. The firm should have a professional standing of more than 15 years (Constitution Certificate to be attached). The firm should have average gross turnover of not less than **Rs. 100.00 Lakhs** (excluding GST) during the last three years. (Balance sheet and profit and loss of 3 years i.e. 2021-22, 2022-23 & 2023-24 are to be attached. Preference will be given to firm having experience of handling the accounts of Govt./Corporation undertaking.

The bidder shall submit a brief profile of the firm in the prescribed format provided in **Annexure I and financial bid in Annexure-II.**

## TERMS & CONDITIONS

- 1) On the basis of quantum and type of the work, it is envisaged that the Chartered Accountant firm will have to provide sufficient services (for field units & Head Office Chandigarh) alongwith **two** dedicated/qualified well versed knowledge of mentioned above with account and having hands on experience in tally and CA be available on call.
- 2) The working hours will be **from 9.00 am to 5.00 pm** from Monday to Saturday and Sunday is a weekend holiday. They may also be called on Sunday/Gazetted Holiday as and when required.
- 3) The successful Bidder shall have to deposit of **Rs.1,00,000/- (Rupees One Lakh only)** or 5% of the total amount of work for the financial year whichever is higher, as Security within Seven days from the date of opening of financial bid. EMD of **Rs.50,000/- (Rupees Fifty Thousand only)** will be adjusted against security deposit.
- 4) The outsourcing firm shall provide a substitute well in advance, if any, of its workers leaves the job.
- 5) The outsource firm shall replace immediately any resource person, if they are unacceptable to Haryana Airport Development Corporation (HADC).
- 6) HADC has the right to increase/decrease the number of services depending upon the quantum of work. HADC will give seven days notice for such increase/decrease.
- 7) The Chartered Accountant firm should ensure police verification of character and antecedent of his staff provided for the above services and must furnish their identification proof like copy of adhaar card, election card or ration card duly attested by gazetted officer of central or state govt, sub-divisional magistrates officer, post master or persons duly authorized to sign identity certificates by GOI and countersigned by the outsourcing firm after getting himself/herself satisfied.
- 8) Since the services engaged by the outsourcing firm shall be the employees of Chartered Accountant firm, it shall be duty of firm to pay their salary latest by 7<sup>th</sup> of every month. Whether his monthly professional charges is to be paid or not by the HADC due to his negligence. In addition, the outsourcing firm shall be responsible for all statutory payments like provident fund, gratuity etc.
- 9) The Chartered Accountant firm shall not divulge or disclose to any person any details of office operational process, technical know-how, security arrangement, Administrative/ organizational matter. In this regard separate undertaking from every personnel deployed for above services in HADC shall be taken by the Chartered Accountant firm and same shall be forwarded to HADC.
- 10) The Chartered Accountant firm shall not assign, transfer, pledge or sub contract the performance of services without prior written consent of HADC.
- 11) The Chartered Accountant firm shall provide back-up of the accounts on daily basis.
- 12) The Chartered Accountant firm will raise monthly bill by 5<sup>th</sup> day of the next month which HADC shall pay after due verification within 15 days.
- 13) The Penalty will be imposed @ 5% of the monthly Bid Amount, if the work is found incomplete of previous month after 5<sup>th</sup> of the next month.
- 14) In case the Chartered Accountant firms' performance is found to be unsatisfactory, the contract can be terminated by HADC by giving one month's notice. The performance guarantee/security in that case shall be forfeited without assigning any reason.



- 15) HADC reserves the right to reject any or all the bids without assigning any reason there to HADC will also have a right to reject any bid on the basis of unsatisfactory past performance of a bidder or warranted termination of past contract suppression/ misrepresentation of any factual information by any bidder or furnishing false information shall render the contract liable to be terminated. The decision of HADC shall be final and binding in this regard.
- 16) The bidder will give an affidavit on non-judicial stamp paper of Rs.10/- that the firm or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm, has not been black listed in the past by any Government/private institution.
- 17) The Chartered Accountant shall start providing service within a period of 10-days from the date of signing of agreement on stamp paper of Rs.100/- duly attested by Notary Public Inter-alia mentioned to complete the works as per terms & condition/specifications of the e-tender.
- 18) The contract will initially be for a period upto 31.12.2025. It may be extended for a further period of two years, on the same terms & conditions, if HADC finds the work to be satisfactory.
- 19) The rates to be quoted shall be exclusive of GST (Rate + GST applicable). No separate amount shall be paid by the Corporation on account of travelling expense boarding/ lodging.
- 20) The C.A. firms may submit additional information in separate sheet(s) documents in furtherance to the application & tender may also be submitted along with a covering letter.
- 21) The C.A. firm is required to sign all pages of the tender document with seal.
- 22) The competent authority is not bound to accept any or all the tender(s) and reserves its right to accept the tender(s) either in full or in part the authority also reserves the right to terminate the contract/order of any chartered accountant firm in case of changes in the government procedures or policy or instruction/direction.

Place:

Date:

Signature of Chartered Accountant Firm  
with seal

**ANNEXURE I (TECHNICAL BID)**

**APPLICATION FORM**

1.	Name of Firm	
2.	Registration No. of Firm	
3.	Name of Partners	
4.	Detail of full time FCA Partner	
5.	Experience of FCA Partner	
6.	Office Address of Head Office/ Branch of the Firm in Haryana/Chandigarh	
7.	Peer Review of the Firm	
8.	Professional standing of the Firm(more than 15 years) along with copy of Constitution Certificate	
9.	Contact Details	
	E-mail ID	
	Land line No.	
	Mobile No.	
10.	Whether the CA firm has been blacklisted by the Govt. OF India/ICAI/ICWA any Ministry/Agency of Govt. of India /any department of Govt. of Haryana and /or any other department of other States. Please state the details (Submit affidavit for not black-listed/debarred by any Central/State Govt. or Central/State Agencies/PSU etc.)	
11.	Registration with CAG of India (proof to be attached)	
12.	PAN No.	
13.	G.S.T Registration No.	
14.	Membership No./Registration of CA (if any)	
15.	Annual turnover of last 3-years (if any)	
	2021-22	
	2022-23	
	2023-24	
16.	Name of Banker with Address	
17.	Account No. with IFS code No.	
18.	Tender Fees (proof to be submitted)	
19.	Processing Fees (proof to be submitted)	
20.	EMD (Proof to be submitted)	
21.	Details of Past experience (Separate Sheet may be attached, if required).	

I/we hereby declare that the information furnished herein is true to the best of my knowledge & I/We further that in case of appointment I/We shall abide by the terms and conditions of HADC. In case the furnished information is found to be false at any stage. HADC will cancel the tender/awarded order(s) without assigning any reason thereof.

Dated \_\_\_\_\_

Full Signature  
with office seal of The CA Firm

**FINANCIAL BID**

<b><u>Details for bidding for HADCL</u></b>						
1.	2.	3.	4.	5.	6.	7.
Sr. No	Full Name of firm alongwith Firm registration No. with Address	Email Id	Mobile No	Firm Empanelment from ICAI with documents	Total Monthly charges	Rate of Tax

## **NOTE: Bidding Process**

### **Bid Security/EMD Bid Document Fee. Bid Processing Fee**

The Bidder shall furnish e-service fee as part of its Bid.

Non-refundable e-service fee @Rs.1000/- per bidder will be credited into the account of Society of IT initiative fund for e-Governance where a separate account with the link 'DSD-NIC e-Tender Service Fee Fund' will be maintained.

### **“Instructions for Online Bid Submission”**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal Haryana, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal Haryana, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal Haryana.

More information useful for submitting online bids on the CPP Portal Haryana may be obtained at: <https://etenders.hry.nic.in>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal Haryana (URL: <https://etenders.hry.nic.in>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal Haryana.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal Haryana.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC/e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal Haryana (<https://etenders.hry.nic.in>), to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as

Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal Haryana.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal Haryana to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk (24x7 CPP Portal Haryana help desk).

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission deadline. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
- 3) Bidder has to select the payment option as “offline” to pay the **Bid Security** as applicable and enter details of the instrument.
- 4) Bidder should prepare the bid security as per the instructions specified in the bidding document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the bidding documents. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided in Section IV and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. The price schedule format shall not be modified or altered. If the Price Schedule file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal Haryana in general may be directed to the 24x7 CPP Portal Haryana Helpdesk.

### **For queries on Tenders Haryana Portal, kindly contact**

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

**T** 0120-4200462, 0120-4001002

**Mobil** 8826246593

**E-Mail** support-eproc[at]nic[dot]in

**For any technical related queries please call at 24 x 7 Help Desk Number**

**0120-4001 002**

**0120-4200 462**

**0120-4001 005**

**0120-6277 787**

**International Bidders are requested to prefix 91 as country code**

**E-mail Support**

A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

**Technical - support-eproc(at)nic(dot)in**