

**Tender Notice for Inviting Chartered
Accountant Firms
For conducting Audit of Accounts of
Haryana State Biodiversity Board**

Financial Year 2024-25

Terms of Reference for Appointing Chartered Accountant Firm for Audit of Accounts of Haryana State Biodiversity Board for the financial year 2024-25.

SCOPE OF WORK:-

Detailed activities of the services mentioned in Scope of Work are as follows:-

1. Audit of accounts of HSBB will be done according to the provisions of Biological Diversity Act, 2002.
2. Prepare Auditors Report and Audited Copy of Accounts of HSBB in triplicate year wise, which are to be sent to the Government and Principal Accountant General, Haryana.

TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant Firm will act as Auditor of Accounts for Financial Year 2024-25. HSBB reserves the right to discontinue the service of the Chartered Accountant Firm at any time during the period by serving one week notice.

TIME SCHEDULE:-

The selected firm should submit the Audit report for the Financial Year 2024-25 within 30 working days from the date of engagement.

REPORTING.

The Firm shall submit the Audit Report of FY 2024-25 to the Member Secretary, Haryana State Biodiversity Board.

GENERAL

The Firm shall be given access to all information relevant for the purpose of conducting the compilation. This would normally include Books of Accounts, all documents, correspondence and other information associated with HSBB during the year 2024-25.

Place of Submission of Tender/Quotation: Haryana Biodiversity Board, SCO No. 206, 2nd Floor, Sector-14, Panchkula -134109

2. QUALIFICATION CRITERIA OF THE CA FIRM:-

The bids of only those firms will be considered, which satisfy the following eligibility

criteria:

- The firm must have Head office in Panchkula/ Chandigarh and all the communication to the firm will be made to that Head office address only.
- The firm should be empaneled with the o/o the C & AG.
- Registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.
- Have minimum 5 years of experience after its registration.
- Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.

3. PAYMENT TERMS:-

The payment against the services provided by the firm is subject to the following terms and conditions:

- d) The price quoted by the firms, should be valid for the entire contract period.
- e) GST will be paid at prescribed rate.
- f) TDS will be deducted as per Income Tax Act/ Rule.

4. SUBMISSION OF TENDER:

- i. **Annexure -A** duly filled Qualification-cum-Technical Bid along with all supporting document duly signed with seal of the authorized Partner / Proprietor of Firm should be submitted in one sealed envelope super scribed as "TECHNICAL BID".
- ii. **Annexure-B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as "FINANCIAL BID".
- iii. The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed super scribed as "**TENDER FOR AUDIT OF ACCOUNTS OF HSBB FOR THE F.Y. 2024-2025**".
- iv. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v. The tender paper should reach the following address latest by 26th May, 2025 upto 11:00 AM. Tender paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is 26th May, 2025 at 04:00 PM, if possible. The interested bidders or their authorized representatives are requested to remain present at the time

of opening bid.

- vii. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

5. EVALUATION OF TECHNICAL BIDS

- i. The Technical Bid received by HSBB and those meeting the above criteria, will be considered.
- ii. After the selection in Technical Bid, the Financial Bid will be opened in the presence of the representative of the firm.
- iii. The CA Firm quoting lowest rate shall be considered for selection as the Auditor of accounts of Haryana State Biodiversity Board for the financial year 2024-25.
- iv. If more than one firm quotes same fees then maximum average turnover of last three Years should be considered and selected to win the bid.

ANNEXURE-A
QUALIFICATION-CUM-TECHNICAL BID
(FY: 2024-2025)

[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]

Sr. No.	Particulars	Firm's Strength and Capacity	
1.	Chartered Accountant Firm	Name & Address of Firm	
		Name & Address of the Authorized Partner (s)	
		Telephone STD Code	
		Mobile No (s):	
		(Submit copy of supporting document regarding address)	
2.	Qualification Criteria	(Submit copies of the registration certificates)	
a)	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) for minimum 05 years		
b)	Permanent account number (PAN) under Income Tax and registration Number under GST.		
c)	Average Gross Professional Fee received/earned by the CA Firm for the last 3 (three) years.		

d)	The Firms should have at least 5 years experience.	Enclosed (Attach copy of Works Orders as evidence)
e)	Details of partnership Firm, if applicable	No of Partners Nos.(in figure) Nos.(in words)

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time HSBB is at liberty to reject the proposal/work awarded to this CA Firm.

Signature of the CA Firm:

Date:

Place:

ANNEXURE-B
FINANCIAL BID
[TO BE FILLED BY BIDDER]
PRICE QUOTATION FORMAT
FOR FY 2024-25

Name of the FIRM -

Sr. No.	Name of the Work	Proposed Total Amount
(1)	Audit fees Add: GST @18%	
	Total	

*[The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e. Travelling, lodging and food etc.]

We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.

Signature of the CA Firm

Date:

Place: