



हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176213

Himachal Pradesh Board of School Education, Dharamshala-176213

No HB A/C-IV (12)/2022-

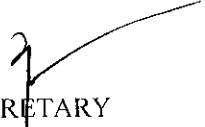
2222-2227

Dated: 23-04-2022

**“NOTICE INVITING QUOTATION”**

Sealed quotations are hereby invited from Chartered Accountants Firms having offices situated in Himachal Pradesh for Financial Audit/Audit of accounts, preparation of Balance Sheets, filling of Income Tax Returns, submission of replies before the different forums in respect of issues related to auditing of accounts as per statutory requirements etc. to financial Year 2021-2022. The bid document containing the detailed Terms and conditions, proforma for submitting technical and financial bids are enclosed at Annexure I,II and III respectively, which may also be obtained from the office of the undersigned on all working days from 11:00 AM to 4:00PM up to ~~17.05.2022~~ **18.5.2022**. The Technical bid (Annexure-II) and Financial bid (Annexure-III) in the enclosed proforma should be placed in the separate sealed envelope and both the envelopes should be placed in a large sealed cover which should be clearly super scribed as “QUOTATION FOR AUDITING AND FINALIZATION OF ACCOUNTS OF H.P BOARD OF SCHOOL EDUCATION”. Duly filled in tender forms should reach in the office of the undersigned latest by ~~18.5.2022~~ **18.5.2022** 12 AM. which will be opened on the same day at 3 PM. in the office of the Secretary, HPBOSE in the presence of the bidders who wish to be present.

The undersigned, however, reserves the right to accept or reject or cancel any or all quotations in part or as a whole without assigning any reason.

  
SECRETARY

Endorsement. No. As above.

Dated: 23-04-2022

Copy to:-

1. M/S Vikas Sansar & Associates, C.A. Sidhbari, Dharamshala(HP)-176057.
2. M/S Vijay Kumar Sharma & Associates, C.A, Shree Chamunda Accounting & Taxation Services, , Nagrota Bagwan Distt. Kangra(HP)-176047.
3. M/S Wardhan Duggal & Associates, C.A. 54, Housing Board Colony, Kangra(HP).
4. M/S Guglani S and Associates, Dane Road, Near Judicial Complex Dharamshala (H.P.) 176215
5. PRO, HP BoSE with the request for publication of Tender on the leading Newspapers.
6. Section Officer, IT Cell to upload this tender on the Board website immediately.

  
SECRETARY



हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176213  
Himachal Pradesh Board of School Education, Dharamshala-176213  
(Annexure-I)

**Terms and Conditions:-**

1. Sealed quotations are hereby invited from Chartered Accountants/Firms having offices in Himachal Pradesh for Financial Audit/Audit of accounts, preparation of Balance Sheets, filling of Income Tax Returns, submission of replies before the different forums in respect of issues related to auditing of accounts as per statutory requirements etc. to financial Year 2021-2022. **The Technical bid (Annexure-II) and Financial bid (Annexure-III) in the enclosed proforma should be placed in the separate sealed envelope and both the envelopes should be placed in a large sealed cover which should be clearly super scribed as "QUOTATION FOR AUDITING AND FINALIZATION OF ACCOUNTS OF H.P BOARD OF SCHOOL EDUCATION"**. Duly filled in tender forms should reach in the office of the undersigned latest by 18.06.2022, 12 AM. which will be opened on the same day at 3 PM. in the office of the Secretary, HPBOSE in the presence of the bidders who wish to be present.
2. The financial bids of only those bidders would be opened who qualify the eligibility criteria and whose bids meet the technical parameters mentioned in the tender. Financial bid opening date and time would be communicated to the qualifying bidders after finalizing the technical bids.
3. Earnest Money Deposit worth rupees 20,000/- (Twenty thousand only) in the shape FDR/TDR valid for at least one year, duly pledged in favor of the Secretary, HP Board of School Education Dharamshala-176213 should be submitted. The EMD of the Successful bidder shall be converted into performance security.
4. C.A/ Firm must be registered with ICAI.
5. The rates approved in favour of the firm shall be inclusive of all the charges relating to the particular work as per annexure "A" No extra remuneration or TA/DA, Mileage/ Hotel charges shall be admissible for the above said work.
6. The participating firm should have at least **5 (Five) years experience in auditing and finalizing of accounts of a Govt. Institution / State Boards/Corporations**. Documentary evidence with regard to registration of the firm as Chartered Accountants, 5 year experience, GST, PAN should be annexed with the enclosed Annexure "B" containing Bio-Data of the participating CA/firm.
7. The contract will be for a period of one year which can be extended for the next year also on the basis of the overall performance and work satisfaction of the firm.
8. The firm has to enter in-to an agreement with the HP Board of School Education to the effect that the firm shall abide by the job assignment as and when required by the Board. This would be in addition to the original work of preparation and auditing of the final accounts of the Board.
9. The work as enumerated above shall have to be completed by the firm within the stipulated period or as desired by the HP Board of School Education Dharamshala.
10. Payment shall be made after acceptance of the all audit reports. Taxes shall be deducted as per the applicable laws.



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**Himachal Pradesh Board of School Education, Dharamshala-176213**

11. Income Tax returns shall have to be filed by the firm within 30 days of the award of audit work. In case of any delay 1% of the audit fee payable will be deducted for each day of delay beyond this period.
12. The inspection and auditing of record will be done at the own cost of the firm, at Board Headquarters at Dharamshala for which no charges likewise Hotel/TA/DA/Mileage charges shall be paid by the Board, separately to the Firm.
13. The firm has to attend the Telephone, mobile calls/e-mail/fax/e-correspondence etc. on priority as per the convenience of the Board.
14. During the currency of the contract the firm shall have to carry out all other allied works relating to the Board i.e, accounting, legal or otherwise if any.
15. The Secretary Board of School Education reserves the right to cancel the contract at any point of time without assigning reasons any giving prior notice to the contracting firm.

  
Secretary



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Himachal Pradesh Board of School Education, Dharamshala-176213  
(ANNEXURE-II)

“Technical Bid”

**Proforma for technical bid**

1. Name of firm:-
2. Status: (Partnership/sole Proprietorship)
3. ICAI Reg. No.
4. PAN No.(Attach Copy)
5. GST No. (Attach Copy)
6. Date of Constitution:-
7. Email ID:-
8. i) Whether empanelled with CAG/State AG ?  
ii) If yes, empanelment No. & Details.
9. i) Whether there are any court/arbitration other legal cases against the firm? ii) If yes. Please give details.
10. i) Whether debarred by any Govt.? ii) If yes. Please give detail.
11. Detail of experience in conducting financial audit of Govt. concerns (departments) PSU/Corporation etc.
12. EMD Detail:-
  - i) Name of the Bank.....
  - ii) FDR No.....
  - iii) Date.....

**UNDERTAKING**

I/we the sole proprietor/partner of M/S..... Chartered accountant do hereby jointly and severally verify and declare that the particulars given above are complete and correct and that if any of the statement made in information so furnished in the application form is latter found not correct or false or there has been suppression of material information, the firm would be liable for action under the chartered accountant Act 1949 and the regulations framed there under. It is further certified that the firm, proprietors or partners have not been debarred or cautioned by ICAI/ Government agency whose audit has been conducted. It is also certified that the terms & conditions detailed in Annexure-I are acceptable to me/us.

Date:

Place:

Signature.....

Name of Chartered Accountant:.....

Membership No.....



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(ANNEXURE-III)

**"FINANCIAL BID"**

DETAILS OF PROFESSIONAL FEE TO BE CHARGED FOR AUDITING,  
FINALIZATION OF ACCOUNTS AND ALLIED MATTERS OF H.P BOARD OF SCHOOL  
EDUCATION DHARAMSHALA.

Sr. No.	Particulars and scope of Work	Rate to be Charged (GST may be charged extra)
1.	Preparation of Audit reports, Receipt and Payment Account, Income and Expenditure Account and Balance Sheet .	
	a) General Fund Account	
	b) Pension and Gratuity Fund Trust	
	c) Teacher welfare Fund Trust	
	d) Employees welfare Fund Trust	
	e) GPF Fund Trust	
2.	Preparation and filling of Income Tax returns of each above mentioned Account and trusts.	
3.	Professional charges for tax audit u/s 44 AB and report u/s 10(23)(C)	
4.	Visit wise Professional charges for appearing before the Assessing office (I.T.O) Dharamshala/ Palampuur / Solan / Shimla / Chandigarh) including Travelling Expenses	
5.	Preparation of reply of Income Tax Notice	
6.	Preparation and filling of Appeal before Income Tax Authority/ Tribunal	
7.	Renewal of Registration u/s 12AA/80G	

**Total Bid amount in figures:-**

**Total Bid amount in words:-**

(There shall be no difference in figures and words. In case there is any difference in the rates mentioned in figures and words, the rate quoted in words shall be deemed to be final)

The rates quoted above are inclusive of all taxes/services charges. I/we hereby understand that the rate quoted above are final and that income tax/professional tax and other charges as per law shall be deductible.

Dated:

(Signature of Chartered Accountant)

Name of Firm:.....

Membership No:.....

Address:.....