



H.P. STATE AGRICULTURAL MARKETING BOARD, VIPNAN BHAWAN,
KHALINI, SHIMLA-2
TELEPHONE NO. 0177-2621252 FAX 0177-2621260
WWW.HPSAMB.ORG E-mail hpsmarketingboard@yahoo.co.in



HIMACHAL PRADESH STATE AGRICULTURAL MARKETING BOARD TENDER DOCUMENT

FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

(Two Bid System – Technical Bid & Financial Bid)

1. NOTICE INVITING TENDER (NIT)

Sealed bids are invited from eligible Chartered Accountant Firms registered with the Institute of Chartered Accountants of India (ICAI) for providing professional accounting, taxation, statutory audit assistance and financial consultancy services to the Himachal Pradesh State Agricultural Marketing Board (HPSAMB), Khalini Shimla-02.

Technical and Financial Bids should be put in two separate sealed envelopes and both the bids should be sent in one large envelope duly sealed super scribing the word “ **Tender Document for Engagement of Chartered Accountant Firm**”.

- **Part-I : Technical Bid** shall contain (FCA Registration, ICAI Registration, GST , PAN, Tender Fee in shape of DD & Signed Self Declaration/ Undertaking etc.)
- **Part-II : Financial Bid**

Note :- Only the Financial Bids of technically qualified bidders shall be opened.

2. TENDER DETAILS

Particular	Details
Name of Work	Engagement of Chartered Accountant Firm
Tender System	Two Bid System
Tender Fee	₹500/- (Non-refundable)
Last Date of Submission of Application	12.10.2026 till 04.00 PM

Managing Director,
H.P. State Agricultural Marketing Board
Khalini, Shimla-171002



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The bidder shall fulfil the following minimum eligibility conditions :-

1. Registered Chartered Accountant Firm with ICAI.
2. Valid GST Registration.
3. Valid PAN.
4. FCA (Fellow Chartered Accountant) authorization/constitution certificate.
5. The firm shall not have been blacklisted by any Government Department, PSU or Statutory Authority.
6. The firm shall have adequate infrastructure and qualified professional manpower for execution of the assignment.

The selected Chartered Accountant Firm shall perform the following professional services :-

(A) GST Matters

- Filing of Monthly/Quarterly GST Returns.
- Filing of Annual GST Return.
- Replies to GST Notices.
- GST Assessment Proceedings if any.
- GST Consultancy.

(B) Income Tax

- Filing of Income Tax Return.
- Replies to Income Tax Notices.
- Income Tax Assessment.
- Income Tax Appeals.
- Tax Consultancy.

(C) TDS

- Filing of Quarterly TDS Returns.
- Correction Statements.
- Replies to TDS Notices.

(D) Annual Accounts

- Preparation of Annual Balance Sheet with all annexures, schedules etc.
- Preparation of Schedules and Notes to Accounts.

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(E) Statutory Audit

- Conducting Statutory Audit and pointing out of the inappropriate procedures/methodologies if any and its remedial measures.
- Preparation of Audit Schedules.
- Assistance during Replies to Audit Observations raised by HP Local Audit Department & Other Government Audit Bodies.

(F) Representation

- Appearance before GST Authorities.
- Appearance before Income Tax Authorities.
- Appearance before Appellate Authorities.

(G) Miscellaneous Consultancy

The Consultant shall provide accounting, taxation, financial & other related consultancy services as may be assigned by HPSAMB from time to time.

The contract shall remain initially valid for **one year**. The contract may be extended for a further period on the basis of satisfactory performance and requirement of the Board. The decision of HPSAMB regarding extension shall be final.

The Consultant shall ensure timely, accurate and professional services.

The following shall constitute default:

- Delay in statutory filings.
- Incorrect filing of returns.
- Failure to attend assessment or appellate proceedings.
- Professional negligence.
- Unsatisfactory services.
- Breach of confidentiality.

In the event of default, HPSAMB may:

- Issue warning.
- Withhold payment.
- Terminate the work award.
- Recover any financial loss suffered by the Board.

Self-Declaration/Undertaking :- I/We agree to abide by all the terms and conditions contained above and also state that the information furnished by me/us is true and correct and further declare that our firm has not been blacklisted by any Government Department, Public Sector Undertaking or Statutory Body. We also undertake to provide professional, timely and quality services in accordance with the scope of work. We understand that payment shall be admissible only for the services actually rendered and accepted by HPSAMB.

Signature of Authorized Signatory

(Name & Designation with Seal of the Firm)


Managing Director
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FINANCIAL BID

(Rates shall be quoted exclusive of all taxes, without any cutting/overwriting and these rates shall be negotiable)

Sr No.	Description of Service	Base Rate (in ₹)	Rate to be quoted (₹)
1	Filing of Monthly GST Returns	1125 per return	
2	Filing of Annual GST Return	6250	
3	Filing of Income Tax Return	2875	
4	Filing of Quarterly TDS Returns	625 per return	
5	Filing of TDS Correction Statements	725 per return	
6	Statutory Audit as well as Preparation of Annual Balance Sheet	11750	
7	Income Tax Assessment Matters including reply of notices	8750 for reply of notices as well as hearing	
8	GST Assessment Matters including reply of notices	6125 for reply of notices as well as hearing	
9	Representation and Filing/Attending Appeals before various Appellate Authorities, Tax authorities and Audit Bodies etc.	Rates For attending appeals in Shimla	10750
		Rates For attending appeals outside Shimla but in H.P	9875
		Rates For attending appeals outside H.P	13750
10	Miscellaneous Accounting/Tax Consultancy etc. (per consultancy Charges)	450 per opinion/consultancy	
11	Attestation Charges	500 per attestation	
	Total Aggregate Amount (₹):	73550/-	

Remarks:- It is at the discretion of CA firm to quote rate below the base rate.

Signature of Authorized Signatory

(Name & Designation)

Seal of the Firm


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