

HARYANA SKILL DEVELOPMENT MISSION

Invitation for Sealed Quotations for hiring of Chartered Accountant (CA) firm/ Agency for the Financial Year 2026-27

Sealed Quotations are invited from Chartered Accountant firms / agencies by **Haryana Skill Development Mission, Panchkula, Haryana** for hiring of Chartered Accountant firms / agencies. The sealed quotation should reach to the office of Kaushal Bhawan, IP-2, Sector 3, Panchkula 134109 By 24.06.2026 **up to 05:00 P.M.** The Interested firm /agency should clearly write **"QUOTATION FOR HIRING OF CHARTERED ACCOUNTANT (CA) FIRM/AGENCY FOR THE FINANCIAL YEAR 2026-27"** in Capital and Bold letters on envelope. The quotations must be signed by the authorized signatory of the bidding firm / agency on each page, along **with seal of the firm / company**, as the case may be. The conditional / incomplete / unsigned quotations received after last date shall be rejected. The quotations will be opened on **25.06.2026 at 12:00 Noon** in the office of **Mission Director, Haryana Skill Development Mission, Panchkula, Haryana** in the presence of the Committee Members. The authorized representatives of interested firms /agency can be present during opening of quotations.

Work Description

Sr. No	Brief description of the Scope of Works	Rates of Services
1.	To Prepare Income and Expenditure Statement (monthly/yearly) and Balance Sheet in Hard Copy (audited with stamp and signature).	
2.	Form 16, Revision in Form 16, if any.	
3.	TDS Returns Filing , revision , Compliance, if any.	
4.	GST Returns Filing, revision, Compliance , if any.	
5.	Filing of Returns of Salary(24Q) & Non-Salary(26Q) & revision, if any.	
6.	Reply of Income Tax/GST/Notices/Summons if any including previous years.	
7.	Assign 1 Nos. manpower under the supervision of the Accounts Branch, who shall visit the Haryana Skill Development Mission, Panchkula, Haryana for 4 hours in a week, (whose remuneration will be paid by C.A), having full knowledge of accounts and expertise in Tally, for commencement of the work and follow-up of the same.	
8.	Preparation of Utilization Certificate.	
9.	To Prepare Monthly Bank Reconciliation of One HSDM Accounts for approximate transactions 15-30.	
10.	Any other Finance related guidance provided from time to time.	

The Firm must quote their rates separately for each of the services mentioned in the table above.

Terms and Conditions

HARYANA SKILL DEVELOPMENT MISSION

1. The firm / agency should have at least 3 years of experience of similar work in Government Universities / Educational Institutions / Government /Semi Government / Autonomous bodies. The agency / firm shall enclosed performance certificate from concerned body regarding experience of similar work.
2. The firm should not be black listed from Government or any other body for any reason. An Affidavit in this regard must be enclosed.
3. No excess/extra payment shall be made for any revision / correction in work mentioned in scope of work.
4. No Extra amount / Travelling Allowance regarding visit to the Haryana Skill Development Mission, Panchkula, Haryana shall be paid.
5. Payment shall be released on Monthly/Quarterly/Yearly as per the work completed.
6. HSDM shall not be responsible for fine if any due to delay of return filling of TDS / GST etc., if delay is at the end of firm / agency.
7. A Penalty shall be imposed for any delay in execution of work by the firm / agency as per university norms.
8. An undertaking that I / We have read and clearly understand the work description and terms & conditions by authorizes signatory of bidding firm / agency along with seal of firm / agency must be enclosed.
9. The Haryana Skill Development Mission, Panchkula, Haryana reserves the right to reject any or all offers at any stage without assigning any reason.
10. In case of any dispute, both the parties will be bounded by the decision of the Mission Director, Haryana Skill Development Mission, Panchkula, Haryana as the arbitrator.
11. Subject to mutual consent and satisfactory performance, the contract/work of the CA firm may be extended for a further period of up to three years on the same terms and conditions.
12. All disputes shall be subject to Panchkula jurisdiction.
13. These Firm/Agencies who fulfill the terms and conditions, only their financial quotation will be considered.

Mission Director
Haryana Skill Development Mission
Panchkula