

**HOUSEFED PUNJAB**  
**S.C.O.No.150-151-152, Sector-34A CHANDIGARH**  
**Tel.No.0172-5029702,5029707**

**Engagement of Professional Firms**

Applications are hereby invited from the experienced & registered Professional Firms (Service Provider) of Chandigarh engaged in the business of providing financial services for the following works:-

1. Reconciliation of loan accounts of Housefed Punjab at Head Office with District Managers in the State w.e.f. 01.04.2004 by developing software.
2. Issue of no due certificates/accounts statement to the borrowers, if needed to borrowers.
3. Writing of all vouchers w.e.f. 1.4.2010 onwards and preparation of Profit & Loss Account, Balance Sheet & allied personal ledgers.

A Set of tender document can be obtained against payment of Rs. 1000/- by 28.11.2011 upto 3.30 PM. Interested Parties may submit financial proposals to Housefed in a sealed cover by **28.11.2011** and the same shall be opened on **29.11.2011** at 11.30 A.M. Detailed information and volume/scope of work may be had/ assessed on any working day from this office. However, terms & conditions may also be seen on our website <http://punjabcooperation.gov.in> or at office notice board. Housefed reserves the right to accept or reject any or all applications without assigning any reason.

Sd/-  
Managing Director

## Housefed, Punjab

TENDER ENQUIRY NO. -----

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**Housefed, Punjab**  
S.C.O.No.150-151-152, Sector-34A CHANDIGARH  
Tel.No.0172-5029702,5029707

Tender Notice  
Engagement of Professional Firms

Applications are hereby invited from the experienced & registered Professional Firms (Service Provider) of Chandigarh engaged in the business of providing financial services for the following works:-

Description of Work	Quantum Of work	Last Date and Time for				Cost of Tender
		Sale of Tender	Receipt of Tender	Opening of Tender	Completion Period	
1. Reconciliation of loan accounts of Housefed Punjab with District Managers in the state w.e.f. 01.04.2004 by developing software.	Approximate 50000 Borrowers	<b>Upto 28.11.2011</b> at 11.30 A.M	<b>28.11.2011</b> at 3.30 P.M	<b>29.11.2011</b> at 11.30 A.M	within a period of one year from the date of allotment of work.	Rs. 1000/-
2. Issue of no due certificates to the borrowers, if needed to borrowers.					within a period of 7 days from date of request	
3. Writing of all vouchers w.e.f. 1.4.2010 onwards and preparation of Profit & Loss Account, Balance Sheet & allied personal ledgers.					for the F. Y. 2010-11 by 31 <sup>st</sup> March, 2012 and F.Y. 2011-12 by 30 <sup>th</sup> June, 2012	

## TERMS AND CONDITIONS

1. A set of tender documents (non transferable) containing scope of work, technical specifications, general instructions, terms and conditions can be obtained from this office, SCO No. 150-152, Sector 34-A, Chandigarh against payment by cash/ bank draft (non refundable) in favour of “Managing Director, Housefed Punjab” payable at Chandigarh of Rs. 1,000/- towards the cost of tender specifications.
2. Tender of firm who do not purchase the tender document in advance within a scheduled date shall not be opened/accepted.
3. All tenders must be accompanied by earnest money at the rate prescribed in the tender documents/ specifications except in case of those tenderers, who are specifically exempted there under.
4. Tenders received telegraphically through telex or through fax and e-mail shall not be accepted.
5. In case the date of receiving and opening of tender happens to be a holiday then the same shall be received and opened on the next working day at the same time and same place.
6. The tender document shall be issued only to those firms who fulfill the following conditions:
  - i. Whose at least one of the partner/ director/ proprietor of the firm having a professional degree of CA/ ICWA/ MBA/ MCA. One of the member shall be FCA
  - ii. The firm should have be able to develop the software, if required at the later stage for which the rate should be decided mutually.
  - iii. The firm should have more than 15 years experience in the line.
  - iv. The average annual turnover of the firm for the last three years is Rs. 10.00 lakhs or more/above.
  - v. The firm should have adequate experience in executing the similar type of job of data entry, reconciliation of public sector undertakings/corporation/board.
  - vi. The firm should have already handled a single assignment of more than Rs. 40 lacs. Documentary evidence should be submitted at the time of purchasing of tender specifications.
  - vii. The firm should have the experience to handle the work of developing software.
  - viii. The bidder should supply EPF number at the time of issue of tender. In case the same is not applicable presently, an undertaking, that if the EPF becomes applicable, the EPF number shall be obtained and supplied within two months from the date of start of work, will have to be given.
7. Tenders must be valid for 120 (one hundred twenty) days.
8. The Housefed reserves the right to increase/ decrease the NIIT quantity/ work or to reject the whole NIT quantity/ work without assigning any reason(s) thereof.

9. Conditional tenders in any form shall not be accepted.

10. Tenders received after due/schedule date and time fixed for receipt of tender shall not be entertained.

Sd/-  
MANAGING DIRECTOR

## SECTION- I

### SCOPE OF WORK AND SPECIFIC CONDITIONS

#### 1. Scope of Work:

The area of operation of the Federation is the whole State of Punjab, having 17 District Offices. Presently it advances loan in Urban & Rural Areas of the State through 245 Coop. House Building Societies:

- A. Reconciliation of loan accounts of Housefed Punjab Head office at Chandigarh with District Managers in the state w.e.f. 01.04.2004 by developing software.
- B. Issue of no due certificates/accounts statement to the borrowers, if needed to borrowers.
- C. Writing of all vouchers w.e.f. 1.4.2010 onwards and preparation of Profit & Loss Account, Balance Sheet & allied personal ledgers.

#### 2. Scope of work can be increased or decreased:

The activities relating to above work can be increased or decreased at any time and the rates for which will be decided by the Institution after consultation with the firm.

#### 3. Schedule for completion of work:

The firm shall have to complete the given assignment as per sr.no. (A) of scope of work within a period of one year from the date of allotment of work.

The preparation of profit & loss account, balance sheet and other allied personal ledgers and reconciliation of loan accounts for the financial year 2010-11 shall be accomplished by 31<sup>st</sup> March, 2012 and for the financial year 2011-12 shall be accomplished by 30<sup>th</sup> June, 2012

The firm shall have to issue no due certificate to the borrower within a period of 7 days from the date of request received from the Housefed.

However early completion of work is preferable.

#### 4. Earnest Money Deposit:

The bidder shall be required to submit earnest money as per tender conditions (section-2), in form of 'bank draft' Payable at Chandigarh in favour of "Managing Director, Housefed Punjab".

#### 5. Tender Conditions General:

i. Complete work as per scope of work defined above shall be carried out by the firm, who will be responsible for necessary manpower, consumables, coordination etc.

ii. The Agency as far as possible will up-load the data corresponding to a specific route sequence. However the Agency will take care for any discrepancy on this account.

##### iii. **Manpower**

a. All manpower deployed by the Agency should be suitably qualified (i.e. with minimum qualification of graduate and trained for the job intended to be performed by them.

b. The persons to be deputed for the job should not be less than 18 years of age.

c. Housefed will carry out independent checks, as required.

d. The bidder should supply EPF number at the time of issue of tender. In case the same is not applicable presently an undertaking, that if the EPF becomes applicable the EPF number shall be obtained and supplied within 2 months from the date of start of work, will have to be given.

SECTION II  
TENDERING CONDITIONS

1. SUBMISSION OF TENDERS:

All tenderers must carefully observe the following instructions. Quotations/tenders not strictly in accordance with these instructions will liable to be rejected. Failure to comply with any of these instructions or failure to offer explanation for non-compliance which is likely to render effective comparison of the tender as a whole impossible may lead to rejection of an otherwise apparently lowest offer.

- i) The tenders must be complete in all respects.
- ii) Tenders shall be submitted in duplicate and copies shall be separately tagged and marked as 'Original' and 'Duplicate'.
- iii) Telegraphic/Tele fax/Telex and e-mail quotations will not be accepted.
- iv) The tenders shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part will be enclosed in a separate envelope duly superscribed on the envelope as under. All the three envelopes will be further enclosed in a larger envelope. The following procedure will be adopted for the opening of tenders:

a) Part-I Earnest Money:

The first part will consist of earnest money deposit.

b) Part-II Technical/Commercial bids:

The second part will consist of technical specification including all other terms and conditions except rates. All commercial terms including discount if any, Service Tax etc. shall be specified in the Part-II of the bid, so that ambiguities relating to General Terms & Conditions and Technical details etc. can be sorted out before the opening of Part-III i.e. Price Bid. The bidder must give his concept through CD as to how he would execute the work and will have to give presentation if required for assessing firms capability to execute the job.

c) Part-III Price Bids:

The third part will consist of the quoted rates. These shall be quoted as per **Annexure –A**.

2. TENDERS TO BE INVALIDATED:

The tenders must be complete in all respects. Conditional, incomplete or not properly sealed tenders and tenders received late due to any reason what so ever will be rejected out rightly.

3. SIGNING OF THE TENDERS:

Tender shall be signed by the owner or person holding power of attorney by him to do so. Necessary documents in support thereof should be enclosed with bid at the time of submission, failing which tender will not be considered.

4. EARNEST MONEY:

i) The tenderers shall be required to submit earnest money of Rs. 2,00,000/- in form of demand draft in favour of “Managing Director, Housefed Punjab” payable at Chandigarh except public sector undertaking duly owned by Punjab Government/Central Government/Others State Governments provided that a certificate of Government ownership shall be submitted in the envelop for earnest money. Exemption shall not be applicable if the tender is submitted for getting the contract through private unit/manufacturer.

ii) Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period, as required in the NIT/Tender Specification after opening of tender.

iii) In case of successful tender, Earnest Money shall be converted as Security Deposit and short fall if any shall be got deposited.

iv) In case of unsuccessful tenderer, the Earnest Money shall be refunded within 30 days of the award of order.

**5. TENDER TO CONFORM TO SPECIFICATIONS:**

Tender which proposes any alternation in the work specified in the Tender specification, or in time allowed for carrying out the work or which contains any other terms & conditions of any sort will be liable to rejection.

**6. RATES:**

i) All inclusive rates may be quoted. Housefed will not pay any amount over and above the quoted rate. The rate should cover all present statutory levies, taxes, etc except Service Tax, which shall be paid as per actual. In case any taxes and levies are required to be paid directly by Housefed, the same will be deducted from Agency bill for making necessary payment by Housefed. However any subsequent change in statutory levies & taxes shall be on Housefed A/C.

ii) The Rates and prices shall be written in ink and shall be entered both in figures and words. Where there is discrepancy between the rate quoted in figures and words, the rates quoted in words shall prevail.

**7 PRICE VARIATIONS:**

Price quoted by the agency will be Firm and no price variation shall be allowed under this contract.

**8. ALL CUTTINGS/CORRECTIONS TO BE INITIALED:**

Each page of the tender document including any schedule be signed and dated by tenderer with ink as a token of his having examined the same. Any correction in the rates quoted in the schedule shall be signed with date by tenderer before submitting the tender. The contractor should initial all corrections and additions or pasted slips. Non-compliance with these conditions will make the tender liable to rejection.

**9. RIGHT TO REJECT ALL OR ANY TENDER:**

The Managing Director, Housefed reserves the right to reject any or all tenders received without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by tenderer in preparation of the tender.

**10. VALIDITY OF TENDERS:**

The tenders as submitted should be valid for at least 120 days from the date of opening of tenders. Increase in rates after its submission is not permissible.

**11. SOLVENCY CERTIFICATE:**

Every tenderer shall produce along with his tender a solvency certificate from a scheduled Bank, If he fails to produce such a certificate, his tender may not be considered.

**12. POST TENDER MODIFICATIONS:**

The bidder shall make no modification to the bid after opening of the bids unless specifically requested by Housefed. The Earnest Money of any bidder who modifies after opening, without any specific reference from Housefed shall be forfeited without any further reference to the bidder and he shall be liable to further action like suspension of business dealings/Blacklisting.

13. SIGNING OF CONTRACT:

In the event of tender being accepted, an intimation shall be given to the contractor, who shall thereupon attend office of Accepting Officer to sign copies of the specification and other documents and to execute the contract within specified date of the issue of such intimation, failing which acceptance of his tender shall be cancelled and his earnest money will be forfeited. Contract shall be as per contract form in **Annexure-B**.

14. NEGOTIATION:

Normally no negotiation effecting prices or basic features of NIT/SPECIFICATIONS shall be conducted with tenderers after opening of tenders except under the specific order of accepting authority. Negotiations can only be held with L-1 (lowest tender).

15. PLACE OF WORK:

The firm will have to do the entire job at Housefed, Head Office premises. For this purpose, two officials would be deputed by the office.

16. HARDWARE & SOFTWARE SUPPORT:

Firm will have to arrange its own hardware, networking and necessary software for the entire job, except where the software developed by Housefed for their specific need then that shall be supplied by the Housefed. The firm should arrange sufficient PC with minimum P-IV configurations and data base software. However charges for electricity consumed in energizing computer/apparatus or space for sitting of staff etc will not be charged from the firm.

SECTION- III  
GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY:

The tenderer should be issued to the firms who fulfill the following conditions:

- i. Whose at least one of the partner/ director/ proprietor of the firm having a professional degree of CA/ ICWA/ MBA/ MCA.
- ii. The firm should have be able to develop the software, if required at the later stage for which the rate should be decided mutually.
- iii. The firm should have more than 15 years experience.
- iv. The average annual turnover of the firm for the last three years is Rs. 10.00 lakhs or more.
- v. The firm should have adequate experience in executing the similar type of job of data entry, reconciliation of public sector undertakings.
- vi. The firm should have already handled a single assignment of more than Rs. 40 lacs. Documentary evidence should be submitted at the time of purchasing of tender specifications.
- vii. The firm should have the experience to handle the work of developing software.
- viii. The bidder should supply EPF number at the time of issue of tender. In case the same is not applicable presently, an undertaking, that if the EPF becomes applicable, the EPF number shall be obtained and supplied within two months from the date of start of work, will have to be given.

Only those firms, which fulfill the above conditions, should send their offers in response to this Notification.

2. SECURITY DEPOSIT FOR EXECUTION:

i) The successful tenderer shall be required to submit Security Deposit for faithful execution of the work order/ contract at the rate of five percent (5%) of estimated value of work order. No interest shall be payable to the contractor on the amount of security.

ii) Ordinarily in the case of successful tenderer, the Earnest Money received with the tender shall be converted into security deposit. If the amount of earnest money received with tender falls short, the contractor shall be required to deposit the additional amount.

iii) The security deposit of the contractor shall be released by Housefed within six month from the date of faithful execution of work order/contract in all respect, including warranty period if any.

iv) The following shall be exempted from security deposit.

a) Public Sector under taking owned by Punjab Govt./Central Govt./ Other State Govt. Exemption shall not be applicable if the tender is submitted for getting the contract through private unit/manufacturer.

v) Forfeiture of security deposit:

In event of default on the part of firm in faithful execution, security deposit shall be forfeited by an order of contracting agency. The forfeiture of security deposit shall be without prejudice to any other rights rising or accruing to the Housefed under relevant provisions of contract like penalty/ damages for delay or risk execution of work including suspension of business dealings with Housefed for a specific period.

3. TERMS OF PAYMENT:

90% of the requisite fee shall be paid proportionately on the basis of satisfactory completion of work within 30 days from the date of submission of bill and balance 10% payment will be released within 30 days after completion of total work.

The agency shall have to provide soft copy of completed work periodically

No interest shall be payable to the contractor on the amount withheld from the firm bills.

4. Responsibility of firm:

Firm should be responsible for safe handling, security and secrecy of data

5. PENALTY:

Time allowed for carrying out the work as entered in the contract shall be strictly observed by the firm and shall be reckoned from the date on which the order to commence work is given to firm. The work shall, throughout the stipulated period of contract be proceeded with all due diligence (time being deemed to be the essence of contract on the part of firm) and the firm shall pay as penalty an amount equal to one half % of the estimated cost of the whole work as shown in the contract for every week, the work remains unfinished after contract completion period provided always that the entire amount of compensation to be paid under the provision of this clause shall not exceed 5% of the estimated or actual cost of work which ever is higher.

6. EXTENSION OF TIME:

If firm shall desire an extension of the time limit for completion of work on the ground of his having been unavoidable hindered in execution or of any other ground, he shall apply in writing to the Managing Director, who if in his opinion, there are reasonable grounds for granting extension, allow such extension as he thinks necessary or proper. The decision of the Managing Director in this regard shall be final and binding.

7. NEGLIGENCE AND DEFAULT:

i) All Services to be provided are to be guaranteed for correctness and conductance as per acceptable norms and in the event of any failure on the part of Agency, Housefed will be entitled to terminate the contract at risk and cost of Agency.

8. FORCE MAJEURE:

During the tendency of the Contract, if the performance in whole/part by either party or any obligation there under is prevented/delayed by causes arising out of any war, hostility, civil commotion, acts of the public enemy, sabotage, fire, floods, explosions, epidemics or under order/ Instructions of Central/ State Government/ PSERC Regulations, strikes, lockouts, embargo, acts of Civil/ Military authorities or any other causes beyond their reasonable control, neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

9. SUB CONTRACT:

The firm shall not sublet/assign any portion of contract without prior approval of the contract agency.

10. TERMINATION OF CONTRACT ON DEATH:

Without prejudice of the rights or remedies under this contract, if the contractor dies, the accepting authority shall have the option of terminating the contract without compensation to the firm.

#### 11. CANCELLATION:

The Housefed reserves the right to cancel the work order as a whole or in part at any time or in the event of default on the part of the Contractor prior to the receipt of information regarding taking in hand of the work.

#### 12. JURISDICTION:

All legal proceedings in connection with this work Order/ Contract shall be subject to the territorial Jurisdiction of the local civil courts situated at Chandigarh, and not in any court outside Chandigarh.

#### 13 ARBITRATION:

i) If at any time any question of dispute or difference, what so-ever shall arise, between the Housefed and the firm, upon or in relation to or in connection with work order/ contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred for sole arbitration of a nominee of the Housefed, who shall give a reasoned/ speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act, 1996 and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in-force, shall be deemed to apply and be incorporated in the contract/ work order. The sole Arbitrator shall be any officer of the Housefed whose name is approved by the Managing Director of the Housefed. It will not be objectionable if the Sole Arbitrator is an officer of the Housefed and he has expressed his views on all or any of the matter in question of dispute or difference.

ii) Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.

iii) The work under the contract shall, if reasonably possible continue/ during the arbitration proceedings and no payment due or payable by the Housefed shall be with held on account of such proceedings.

#### 14. LEGAL:

i) Agency will indemnify Housefed against any liability or damages by way of compensation arising from any accident to person or property of persons in the Agency's employment.

ii) Agency shall indemnify Housefed against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to Agency or Housefed.

iii) Agency shall bear the entire responsibility, liability and risk relating to coverage of work force under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factory Act, Contract Labor Act 1970 etc. and other relevant regulations, as the case may be.

iv) Agency shall be fully responsible for payment of benefits including but not limited to Provident Fund, Bonus, Retrenchment Compensation, leave Encashment, etc. as per statutory provisions.

v) Necessary payment and liabilities shall be the responsibility of Agency irrespective of payment received from Housefed or otherwise.

vi) All taxes and dues payable to government and or local authorities in respect of these works shall be the responsibility of Agency and the Agency will have to indemnify Housefed against liabilities on account of such levies or taxes.

15. CONSTITUTION, EXPERIENCE AND FINANCIAL STANDING:

The tenderers should invariably supply the following information with the tenders:

- i) Year of incorporation/ registration of the tenderers firm/ agency along with copy of incorporation/ registration,
- ii) Brief details of the tenderer with regard to services offered by the tenderer, areas of expertise and details of the personnel employed by the tenderer.
- iii) Details of previous experience in handling similar assignments, if any.
- iv) Balance sheet and profit & loss statements for the last 3 years.
- v) If a partnership firm, a copy of partnership deed and particulars of partners.
- vi) Service Tax registration number of the firm, if applicable.
- vii) Income Tax PAN.

Sd/-  
Managing Director

**Housefed, Punjab**

Rate to be quoted

Charges (all inclusive except Service Tax)

Sr. No.	Item	Amount (Rs.)	
		In Figures	In Words
1	<u>Approximately 50000 borrower accounts</u> Reconciliation of loan accounts of Housefed Punjab with District Managers in the state w.e.f. 01.04.2004 by developing software. Rate per borrower per year		
2.	Issue of no due certificates to the borrowers, if needed to borrowers.		
3	Writing of all vouchers w.e.f. 1.4.2010 onwards and preparation of Profit & Loss Account, Balance Sheet & allied personal ledgers		
	Service Tax (In Percent)		

**Note:**

Signature -----  
 Full Name -----  
 Designation -----  
 Firm's Name -----

(on a Non-Judicial Stamped Paper of Rs: .....)

**CONTRACT AGREEMENT FORM**

This contract agreement is made on this ----- day of ----- in the year ----- between Housefed, Punjab here in after called the owner and M/s ----- having heir Regd. office at ----- hereinafter called 'Firm' to provide services for Reconciliation of accounts, in accordance with the terms & conditions mentioned in the Tender Specification No. ----- dated ----- contractor's proposal No. ----- dated ----- .

This is in confirmation of the advance acceptance notified in the owner's fetter no.----- dated ---- wherein the owner has accepted the proposal of the Firm to provide services for Reconciliation of accounts, in accordance with the terms & conditions mentioned as per Allotment Order No ----- dated -----.

In view of the foregoing, the owner and the firm have agreed to the scope of work and the terms & conditions of the order settled between them. The NIT/Tender Specification, the firm's proposal and related correspondence and the Work Order acknowledged/ accepted (with amendment thereof) by the contractor form part of this agreement.

This agreement contains ----- pages.

In witness whereof the parties here to have affixed their signatures on the day and month and year written as above.

-----  
(Firm)

-----  
(Owner)

Witness 1. -----

Witness 1. -----

Witness 2. -----

Witness 2. -----