PT. B.D.SHARMAUHS ROHTAK.

Website: www.uhsr.ac.in

Tender Portal: www.etenders.hry.nic.in

E-Mail: general@uhsr.ac.in

Ref. No. UHSR/Gen./26/ 935 **Dated : 02.03.2026**

E-Tender for Rate Contract for Hiring the Services of Chartered Accountant for the financial year 2026-27 & 2027-28

Schedule	Date (DD/MM/YY)	Time (hh:mm)
Download of Tender Document from	09.03.2026	3:00 PM
Pre Bid Meeting	16.03.2026	11:00 AM
Bid Submission Starts from	18.03.2026	3:00 PM
Online submission of Technical and Price bids closes on	09.04.2026	3:00 PM
Opening of Technical Bid starts from	09.04.2026	3:05 PM

Note: Bids without EMD & Tender fee will be summarily rejected, however, exemption will be allowed only to firms entitled for exemption as per Instructions contained in G. O.No. 2/2/2016-41B II (1) dt. 20.10.2016 issued by Haryana Government.

PT.B.D.SHARMAUHS ROHTAK

Ref. NO. UHSR/Gen./26/935 **Dated 02.03.2026**

PUBLIC NOTICE / TENDER NOTICE

Sr.	Name of Deptt./Board/Corporation	Name of Work/Notice/ Tender	Opening Date Closing Date (Time)	Amount of EMD (approx. in Rs.)	Website of the Deptt.	Nodal Officer / Contact Details / email
1.	PT.B.D.SHARMA UHS ROHTAK	**Rate Contract for Hiring the Services of Chartered Accountant for the financial year 2026-27 & 2027-28**	**OPENING** 09.03.2026 3:00 PM **CLOSING** 09.04.2026 3:00PM **Pre Bid Meeting** 16.03.2026 11:00 AM	Rs. 2,00,000/-	www.uhsr.ac.in www.etenders.hry.nic.in All instructions are available on www.etenders.hry.nic.in	General Branch Contact No.01262-281311, 281300, 281301, 281302, 281303 EXTENSION : 2954,2938 Email: general@uhsr.ac.in cof@uhsr.ac.in

NOTE:

1. Corrigendum, if any, will be available on the website www.etenders.hry.nic.in. and will not be advertised/published in the newspapers.
2. Pre bid Meeting Venue:- O/o Controller of Finance, UHS, Rohtak.
3. Rate Contract Period will be for the financial years 2026-27 & 2027-28

Sd/-
Signature

Detailed Notice Inviting Tender

The Registrar, Pt. B. D. Sharma University of Health Sciences, Rohtak (Haryana) invites Online Bids for e-tenders (Two Bid System) through e-tendering Portal:www.etenders.hry.nic.in from Reputed and Eligible Bidders for the following Services/goods, for use in Pt. B.D Sharma University of Health Sciences, Rohtak (Haryana) India:-

E-Tender Group No.	**Title**
Group No. 1	**Rate Contract for Hiring the Services of Chartered Accountant for the financial year 2026-27 & 2027-28**

Instructions for Bidders

1. **Submission Process:**
   - Bidders are required to submit their bids exclusively through the e-tendering portal:www.etenders.hry.nic.in.
   - The e-tendering process involves two covers under a single-stage submission:
     - Cover 1: Pre-qualification/Technical Bid (PQQ/Technical Envelope).
     - Cover 2: Price/Commercial/Financial Bid (Commercial Envelope).
   - Eligibility and qualification of bidders will be evaluated based on the documents submitted in the PQQ/Technical Envelope. Only those who meet the eligibility and qualification criteria will have their Price/Commercial Bids opened.
2. **Understanding the Tender Document:**
   - Bidders must carefully read and comply with all terms, conditions, and specifications outlined in the tender document before submitting their bids.
3. **Payment Requirements:**
   - Payments for the following fees must be made online through the e-tendering portal:
     - Tender Document Fee: ₹2,000/-+ 18% GST**(₹2360/- non-refundable)**.
     - e-Service Fee: ₹1,000/- + 18% GST **(₹1,180/- non-refundable)**.
     - Earnest Money Deposit (EMD): As mentioned above.
4. **User Registration and Eligibility:**
   - Intending bidders must create an account (sign-up) on the e-tendering portal:https://etenders.hry.nic.in to participate.
5. **Bid Submission Deadline:**
   - Bidders are advised to complete the bid submission process well before the deadline to avoid delays.
   - It is recommended to remit payments at least one day in advance to ensure successful processing.
6. **Technical Note:**
   - The system clock of the e-tendering portal will be used as the reference for submission deadlines. Late submissions will not be accepted.

General Terms & Conditions

1. Contact information: For any additional information or clarification, the undersigned may be contacted via telephone (as specified in the Public Notice) on any working day (Monday to Friday) during office hours (9:00 AM to 5:00 PM), or by email at: general@uhsr.ac.in

2. Applicability of General and Specific Terms and Conditions: The general terms and conditions outlined in this document shall apply to all tender groups within this tender. However, specific tender groups may include additional terms and conditions or clauses that may contradict the general terms and conditions. In such cases, the terms and conditions specified in the respective tender group shall prevail and take precedence over the general terms and conditions for that subgroup.

Bidders are advised to carefully review the terms and conditions outlined in the specific tender group they are bidding for and ensure compliance with the same. The inclusion of specific terms for a tender subgroup does not nullify the general terms but establishes a precedence for conflicting clauses within that subgroup.

3. Tender Fee & e-service fee: Tender fee Rs.2360/- (inclusive of GST @18%) and Rs.1180/-(inclusive of GST @18%) as e-services fee (inclusive of GST) should be deposited through online mode only as per instructions on https://etenders.hry.nic.in.

4. Earnest Money Deposit (EMD): The Earnest Money Deposit (fixed amount as specified in the respective tender group) must be submitted **through online mode** only, as per the instructions provided onhttps://etenders.hry.nic.in.

5. Quotation Requirements and Pricing Format: Tenderers must ensure that the rates quoted are as per the prescribed Financial Bid Format. All quoted rates should be unconditional and FOR destination. The rates must clearly include the base price and applicable GST separately, along with any additional charges, such as customs duty. Any conditions attached to the price bid shall be deemed invalid and not binding on the University.

6. GST No.: Only the firms having GST No. can quote their rates for required Services/Goods.

7. F.O.R. : Rates should be quoted on an F.O.R. basis to Pt. B.D. Sharma University of Health Sciences, Rohtak, inclusive of all charges such as packing, forwarding, and octroi, if applicable.

08. Payment Policy: As a general policy, the University endeavours to process 100% payment promptly upon proper satisfaction with the services rendered or goods supplied or as decided in MOU. However, no advance payment or payment against documents negotiated through a bank shall be entertained.

09. Performance Bank Guarantee: Performance Bank Guarantee (PBG): A minimum of 10% of the estimated value for the respective e-tender shall be submitted as the Performance Bank Guarantee. The PBG shall cover the agreement period/ delivery period, warranty period, AMC/CMC period (if applicable), and an additional buffer time of three months.

10. Penalty for Non-Performance: If the service/goods provider fails to deliver the services or goods at the specified rates and as per the terms and conditions mentioned in the supply order within the stipulated period, the University reserves the right to take the following actions:

A. Blacklisting: The provider may be blacklisted and barred from conducting any future business with the University.
B. Debarring: The provider may be debarred from participating in any future tenders or contracts with the University.
C. Forfeiture of Earnest Money/Security: The earnest money deposit or security provided by the vendor may be forfeited.
D. Other Actions: Any other action deemed appropriate by the University, including but not limited to legal proceedings, may also be taken

12. Non-Compliance with Award Letter: In the event of the tenderer failing to honour the award letter, the University reserves the right to impose penalties as deemed appropriate, forfeit the earnest money and security deposit, and procure the required services or goods from alternative sources at the cost of the tenderer.

13. Tender Acceptance / Rejection Discretion: The University reserves the sole right to accept or reject any tender, in whole or in part, at its discretion. It is not obligated to accept the lowest tender and may reject any tender or cancel the tender process, in full or in part, without providing any reason

14. Bid Validity and Forfeiture: The bid for the contract shall remain open for acceptance during the bid validity period, which shall commence from the last date of online submission of the tender. Any bidder who withdraws their bid or modifies the terms and conditions of their bid during the validity period shall forfeit their earnest

money deposit (EMD). Bids shall remain valid for a period of 180 days from the bid closing date, i.e., the last date for online submission of the EMD. If the last date for acceptance of the tender falls on a holiday, the validity period will automatically extend to the next working day.

15. Conditional Tenders: Any additional or modified terms and conditions introduced by the tenderer in invoices, or added/altered on the downloaded tender documents, shall not be binding on the University and will be deemed invalid unless explicitly agreed to in writing by the University.

16. Non-Transferability: This tender document is strictly non-transferable and shall only be used by the intended recipient.

17. Prohibition of Undue Influence: Any attempt by the tenderer to influence or exert pressure on any individual or authority associated with the University in relation to the tender process will result in the rejection of their tender.

18. Applicability of Supply Order Terms: All additional terms and conditions specified in the supply order(s) that align with the tender document and are necessary for the execution of the contract shall be applicable and binding, provided they are communicated clearly and do not impose unreasonable obligations.

19. Purchase/Service Order Cancellation: The University reserves the right to cancel the purchase/Service order, in whole or in part, and may revise the contract through a written notice to the vendor under the following circumstances:

Non-Compliance: The vendor fails to adhere to the terms and conditions of the purchase/Service order, including specifications and other technical requirements.

Bankruptcy or Liquidation: The vendor is declared bankrupt, goes into liquidation, or is subject to insolvency proceedings.

Failure to Deliver: The vendor fails to deliver the Service within the stipulated time.

Appointment of Receiver: A receiver is appointed for any property owned by the vendor.

Upon receipt of the cancellation notice, the vendor must immediately discontinue all work related to the purchase order and associated matters.

20. Force Majeure: Force Majeure shall be defined as and limited to the following events beyond the reasonable control of the parties:

A. War or Hostilities: Any outbreak of war or acts of hostilities.
B. Riots or Civil Commotion: Any large-scale public disturbances or unrest.
C. Natural Disasters: Events such as earthquakes, floods, tempests, lightning, or other severe natural physical disasters.
D. Strikes or Lockouts: Industrial actions or lockouts exceeding a continuous duration of ten days

21. Tender Cancellation: This e-tender may be withdrawn or cancelled at any time without providing any reason.

22. Debarring: The firm must certify that it has not been debarred or blacklisted for any reason or for any duration by DGS&D, DS&D (Haryana), or any other Central/State Government Department, University, Public Sector Undertaking (PSU), or similar organization. If the firm has been debarred or blacklisted at any time, the relevant details must be disclosed in the certification. Any concealment of such facts will result in the immediate cancellation of the supply order and may also lead to legal action against the firm.

23. Indemnity: The bidder/tenderer shall indemnify, defend, and hold harmless Pt. B.D. Sharma University of Health Sciences, Rohtak (hereinafter referred to as 'the University'), its officers, employees, agents, and representatives, from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or resulting from:

A. Non-compliance with any applicable laws, regulations, or guidelines in connection with the execution of the tender or subsequent contract.
B. Breach of terms or warranties, representations, or undertakings provided by the bidder/tenderer in their submission or under the contract.
C. Third-party claims relating to infringement of intellectual property rights or any other legal rights due to the goods or services supplied by the bidder/tenderer.
D. Negligence, misconduct, or fraud on the part of the bidder/tenderer or its employees, agents, or subcontractors in fulfilling their obligations under the contract.
E. Failure to deliver goods/services within the stipulated timelines or in accordance with the agreed specifications, resulting in loss or damage to the University.

The bidder/tenderer shall bear all expenses and liabilities incurred by the University as a result of such claims or breaches and shall ensure that the University is not held liable for any action, proceedings, or losses arising directly or indirectly from the bidder's/tenderer's act or omissions.

This indemnity shall survive the termination or expiration of the contract and shall remain binding until all obligations are fulfilled by the bidder/tenderer.

24. Jurisdiction: The dispute, if any, shall be subject to the Jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/ dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

25. The agency/firm shall also append the following declaration with the tender:
DECLARATION
I / We (Name & Address of the firm / organization, etc.) do hereby solemnly affirm and declare that the facts stated in the technical bid are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I / We shall be liable for legal action under Section 217, Section 318(1), Section318(2) and 318(4) of the Bhartiya Nyaya Sanhita-2023, as the case may be.
Plate:

Dated:

(Signature of the Tenderer)
with full Name, Address, Seal & Stamp.

Signature
Name of the firm with seal/StampAffix Rubber Stamp of the firm

Declaration by the Tenderer

e-TENDER GROUP NO.: _____

DUE DATE: _____ (up to hh/mm AM/ PM) **OPENING DATE: _____** (at _____)

Name and Address of the Party:

_____

_____

_____

1. I/We hereby submit our tender for [specify the tender title or description]. _____

2. I/We enclose proof of online payment made to the Bank Account No. 39004947732 of the Registrar, Pt. B.D. Sharma University of Health Sciences, Rohtak.

3. I/We confirm that I/we have reviewed and agree to all terms and conditions stipulated in the tender documents, including provisions related to delivery, penalties, and other requirements.

4. Quotations for each schedule have been submitted online under separate covers and sheets, and shall be considered based on their face value.

5. I/We acknowledge that any overwritten entries will be disregarded unless they are duly corrected, initialed, and signed.

6. All tender documents are duly signed and stamped. (No thumb impressions are allowed.)

7. I/We undertake to sign the contract/agreement within 15 days from the date of issuance of the letter of acceptance. Failing this, the security deposit may be forfeited, and my/our name may be removed from the University's approved list of suppliers.

Note:All prices quoted are inclusive of applicable taxes such as GST. If not explicitly stated, it will be assumed that the rates are inclusive of all taxes and comply with the institution's requirements.

Yours faithfully,

Signature with Stamp: _____

Witnesses:

1. _____

2. _____

Evaluation of bids

Evaluation of bids will involve following stages:

	Objective	**Outcome**
Eligibility Evaluation	Verifies bidder's qualifications.	Eligible or Not Eligible
Technical Evaluation	Assesses product/service compliance.	Technically Qualified or Not Qualified
Financial Evaluation	Determines cost-effectiveness.	Lowest Compliant Bidder (L1)

Eligibility Documents Checklist for long term tender and rate contracts

1. Registration and Legal Status:
    - Certificate of incorporation (for companies).
    - Partnership deed (for partnerships).
    - Proprietorship registration certificate (for sole proprietors).
    - **MSME/Startup registration certificate (if applicable).**
2. Taxation Compliance:
    - PAN Card: Copy of the Permanent Account Number (PAN).
    - GST Registration Certificate: Valid GST registration number.
3. Financial Documents:
    - Income tax returns for the last three financial years.
4. Experience and Past Performance:
    - Work orders or completion certificates from at least three largest clients, detailing the value and nature of goods/services provided.
    - Performance certificates from previous clients.
5. Declaration Forms:
    - Declaration of non-blacklisting or debarment from any government or private organization.
    - No conflict-of-interest declaration (if required).
6. Proof of Financial Standing:
    - Earnest Money Deposit (EMD) payment receipt.
    - Tender document fee and e-service fee payment receipts.
7. Technical Capability:
    - Manufacturer's authorization form (if applicable).
    - Proof of availability of skilled personnel, tools, and equipment to execute the contract.
    - List of technical specifications or relevant expertise required for the tender.
8. Bank Details:
    - Proof of the bidder's bank account (e.g., cancelled cheque or bank certificate).
9. Authorized Signatory Documents:
    - Power of Attorney or Board Resolution authorizing the person signing the tender.

10. Historical Documents:
    - Any pre-existing licenses, approvals, or registrations required under the tender terms.

Eligibility Document Submission Policy

"All bidders must submit the required eligibility documents specified in the tender document. These documents are mandatory to establish the bidder's eligibility for the tender. However, if any bidder fails to upload a required eligibility document at the time of submission, the Tender Evaluation Committee may, at its discretion, request the bidder to furnish the missing document(s) within a specified timeframe.

- Provisional Acceptance: The bid will be provisionally considered pending receipt of the requested document(s).
- Non-Compliance: Failure to provide the requested document(s) within the stipulated time frame will result in disqualification, and the bid will not be evaluated further.
- No Alteration of Eligibility: Under no circumstances shall this provision allow the bidder to introduce or alter eligibility criteria post-submission. Only documents that pre-existed as of the bid submission deadline will be accepted.

Long TERM e-TENDER GROUP NO. 01

Rate Contract for Hiring the Services of Chartered Accountant for the financial year 2026-27 & 2027-28

Tender Fees Rs. 2,000/- + 18% GST (Non-Refundable) in the bank account no. 39004947732 Registrar, UHS, Rohtak and e-Service Fee Rs. 1,000/- + 18% GST (Non-Refundable) are required. Earnest money (Refundable) Rs. 2,00,000/- @ Approx. 2% of Tender cost submitted in the bank account no. 39004947732 is also mandatory.

SCOPE OF WORK

Selected CA firm will have to do the works related to preparing the Accounting Books, Balance sheet, filing of Income Tax Return related to Employees / Pensioners /firms, filing of GST Returns, GST TDS Returns related to firms, Posting of Cash Book entries in the Accounting Software (Tally, Busy etc.) for the University of Health Science and its constituent colleges PGIMS, PGIDS, SIMH. The Tentative Strength of Staff UHS =325,PGIMS =4000,PGIDS=400, SIMH=52) and pensioner = 1350.

Detail of Work Related to Income Tax

1. Quarterly / Annual filing of Income Tax Return 24 Q
2. Quarterly / Annual filing of Income Tax Return 26 Q
3. Preparation of Form16, Form16A
4. Revised filing of income tax return of previous years (If any) as per requirement
5. Preparation of Reply of notice received from Income Tax Department.

Detail of Work Related to GST

1. Monthly / quarterly / annually filing of GST Return (GST1,2,3 etc)
2. Monthly / quarterly / annually filing of GST TDS Return.
3. Preparation of GST Challan.
4. Any other work related to GST.

Work Related to Accounting System

1. Posting of Cash Book Entries in the Accounting Software to maintain Books as per Double Entry System by deploying sufficient manpower in the office of UHS, PGIMS, PGIDS, and SIMH according to requirement.
2. To Prepare the Bank Reconciliation Statement.
3. To assist in preparing the Annual Budget of University and its constituent colleges
4. Preparation of Accounting Books and Balance Sheet of UHS
5. To attend the meeting of Finance Committee.
6. Works Related to CSR funds/ Activities

7. Preparation of Digital Signature.
8. Any other work related to Accounts and C.A not covered above.

Technical Specification for Hiring CA for the Financial Year 2026-27 & 2027-28

1. CA must be registered from ICAI.
2. CA must have 05 Year experiences after issuance of Registration Certificate
3. Turnover of the firm must be above 50 lakh per year.
4. GST and PAN Nos are Mandatory.
5. Satisfactory work and conduct report from the organization where previously worked
6. Undertaking regarding not Black listed.
7. The C.A firm must be registered with appropriate authority

Check List
(Bidder should fill up the Performa and attach required documents)

Sr. No.	Particulars	Yes/No	Page No.
1.	CA must be registered from ICAI		
2.	CA must have 05 Year experiences after issuance of Registration Certificate		
3.	Turnover of the firm must be above 50 lakh per year.		
4.	GST and PAN Nos are Mandatory.		
5.	Satisfactory work and conduct report from the organization where previously worked		
6.	Undertaking regarding not Black listed		
7.	The C.A firm must be registered with appropriate authority		

Note:- Bidder must mention the page number on every page of the documents to be uploaded on Tender Portal.

Price bid format for hiring CA for the financial Year 2026-27 and 2027-28

Sr. No.	Particulars	Quantity	Rate	GST	Total
1	Hiring CA for the financial Year 2026-27 and 2027-28 (Specification as per Tender)	01			