



**HSRC Infra Services Limited**

**A wholly-owned subsidiary of Rail Vikas Nigam Limited**

**(A Government of India Enterprise)**

8<sup>th</sup> Floor, Tower-A, World Trade Centre, Nauroji Nagar New Delhi – 110029

Phone: +91 11 26738486,

E-mail: [hsretenders@gmail.com](mailto:hsretenders@gmail.com)

Website: <https://www.rvnl.org/> ; <https://hsrc.in/>

CIN: U45204DL2012GOI239289

**Invitation for Bid**

**Nature of Bid** : Engagement of Chartered Accountancy Firms/CAs for Data Certification required for bidding purposes.

**Bid No** **RVNL-HSRC/BD/CA-Certification/01**

**Period of Contract** : 24 months

*(The HSRC Infra Services Limited reserves the right to modify/amend this “Request for Bid” and/or invite afresh, without liability or any obligation for such request for Bid and without assigning any reason. Information provided at this stage is indicative and HSRC reserves its right to amend / add further details in the Bid document.)*

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## **1. DATE SHEET**

1.	Publishing Date	:	23.12.2025	15:00 Hrs.
2.	Bid Download/Start Date	:	23.12.2025	15:00 Hrs.
3.	Clarification Start Date	:	23.12.2025	15:00 Hrs.
4.	Clarification End Date	:	30.12.2025	15:00 Hrs.
5.	Bid Submission Start Date	:	08.01.2026	15:00 Hrs.
6.	Bid Submission End Date	:	15.01.2026	15:00 Hrs.
7.	Bid Opening Date	:	15.01.2026	15:30 Hrs.
9.	Cost of Bid Document	:	NIL (Free of cost)	
10.	Mode of Submission	:	Physical submission only Physical bid along with a scan of the Bid in a pen drive is required to be submitted offline at the following address: <u>Sh. B. S. Jaryal GM/BD, Room No. 810, Eight Floor,</u> <u>Tower-A, World Trade Centre, Nauroji Nagar, New</u> <u>Delhi- 110029</u>	

Contact: For any clarification: gmbdhsrsrc.rvnl@gmail.com

## **2. INTRODUCTION:**

**2.1 General Manager/BD for and on behalf of, HSRC Infra Services Limited (HSRC), Eight Floor, Tower-A, World Trade Centre, Nauroji Nagar, New Delhi- 110029**, invites offline bids in prescribed forms from Eligible CA/CA firms. The Bidders are advised to carefully examine all instructions including addendum/corrigendum(s), condition of contract, forms, terms, technical specifications, eligibility requirement etc. HSRC Infra Services Limited (HSRC) is a wholly-owned subsidiary of Rail Vikas Nigam Limited. HSRC provides support to the BD-Cell of Rail Vikas Nigam Limited (RVNL) for bidding in national and international bids.

**2.2 Rail Vikas Nigam Limited (RVNL)** is a Navratna Central Public Sector Enterprise (CPSE) under the Ministry of Railways and it was incorporated in the year 2003 for implementation of projects relating to creation and augmentation of capacity of rail infrastructure on a fast-track basis. The highlights of the performance of RVNL are as under –

- i. RVNL has been rated “**Excellent**” for the eleventh times in a row by Department of Public Enterprises (DPE).

- ii. **RVNL** has been ranked 1<sup>st</sup> amongst the Railway CPSEs for the **Seven times out of the last Nine years**.
- iii. RVNL has a team of trained technical personnel having expertise in Railway Projects. RVNL has capacity to mobilize adequate resources for large projects due to its strong technical manpower base and financial position.
- iv. RVNL has also successfully diversified its operations into various other sectors such as Road Infrastructure, Ports, Airports and more, thereby contributing significantly to national development.

### **3. INSTRUCTION TO BIDDERS**

- 3.1. Bid Security:** The proposal must be accompanied by a **Bid Security (as indicated in the Data Sheet) of ₹ 1,00,000/- ( INR One Lakh Only) in the form of a Bank Guarantee (Appendix-1) or Bank Demand Draft in favour of “HSRC Infra Services Limited” payable at New Delhi**, failing which the proposal will be rejected. In case of MSEs, they should submit the copies of their registration in place of Bank Demand Draft. The Bid Security of unsuccessful bidders will be returned as promptly as possible as but not later than thirty (30) days after the expiration of the validity of the Bid.
- 3.2.** The Bid Security of the successful Bidder shall be returned promptly once the successful Bidder has furnished the required Performance Security and signed the Contract Agreement.
- 3.3.** The Bid Security may be forfeited for any of the reasons mentioned below:
- a) If a bidder withdraws its Bid during the period of Bid validity;
  - b) In case of a successful bidder, if the bidder fails to;
    - i) Accept the award of work.
    - ii) Furnish Performance Security in accordance with the Bid Conditions.
  - c) If any tampering or changes are made in the RFP document;
  - d) If the bidder violates any other provision of RFP document.
- 3.4. Special Provisions for Micro and Small Enterprises (MSEs):** MSEs registered with District Industries Centres/ Khadi and Village Industries Commission/ Khadi and Village Industries Board/Coir Board/ National Small Industries Corporation/ Directorate of Handicraft and Handloom/ ‘UDYAM’ – The Online Portal of MSME/ Any other body specified by Ministry of MSME are exempted from the payment of Bid security for this Bid.
- 3.5. Signing of Bids:** Bid shall be signed by the Bidder’s authorized signatory (by the person having power of attorney to sign the bid) as per Form-6.
- 3.6. Language:** The Bid, as well as all related correspondence exchanged by the bidders and the HSRC, shall be in English. All reports prepared by the contracted bidder shall also be in English.

### 3.7. Sealing marking and submission of Bid documents:

#### i. **BID ENVELOPES:**

Bid documents duly completed in all respects, along with Bid Security and other documents as required, shall be submitted in a single sealed envelope. The sealed envelope shall show on the outside, the name of the **Bidder** and his address with phone numbers and email-id at the lower left-hand corner of the envelope. The Bidder shall also mention the **Bid No. -‘ RVNL-HSRC/BD/CA-Certification/01’** and the **Bid** opening date at the top of the centre the Envelope. The name & address of the “**HSRC Infra Services Limited**” shall be mentioned at the Centre of the Envelope.

#### ii. This Envelope shall contain the Information at Outer surface:

- (a) Be addressed to the Procuring Entity at the address as mentioned in the data sheet.
- (b) Bear the name of the Bid and the Bid Number
- (c) Bear the name and address of the **Bidder**:
- (d) Bear a statement “DO NOT OPEN BEFORE ..... (refer to the time and date for Bid opening as stated under Date sheet).

**3.8. Documents Comprising Proposal/Offer Format:** The Bidder shall submit the Bid compiling all details and information as under

SN	Particulars	Remarks
1	<b>Bidder</b> Information Sheet	Form 1
2	Profit After Tax	Form 2
3	Details of Experience of <b>Bidder</b>	Form 3
4	Firm’s Audited Financial Data for last 3 financial years:	Form 4
5	Bidders ‘Undertaking	Form 5
6	Format for power of attorney for authorised signatory	Form 6
7	Qualification and Experience for Chartered Accountant (Proprietor/Partner)	Form 7
8	Bank Guarantee for Bid Security	Form 8
9	Affidavit by the <b>Bidder</b>	Form 9
10	BOQ	Form 10

**3.9. Currency:** **Bidder** has to submit their offer in INR.

**3.10. Submission of Offer/Proposal:** The bidders shall submit the bid along with a scan of the technical proposal in a pen drive is required to be submitted offline at the following address:

**Sh. B. S. Jaryal GM/BD,**  
**Room No. 810, 8<sup>th</sup> Floor, Tower-A**

**World Trade Centre, Nauroji Nagar,  
New Delhi- 110029**

**3.11. Opening of the Bid:** The Employer shall conduct the opening of the Bid as per date, time and place mentioned in the Date Sheet.

**3.12. Evaluation of Bids:** A “Single-Stage Bid Evaluation Method”, which involves evaluation of technical and financial qualification criteria at the same time after bids are submitted in a single envelope. The Key steps in this “Single-stage bid evaluation process”, will be as under:

- i. **Bid Submission:** Bidders shall submit a single Bid containing both their technical and financial information in one envelope.
- ii. **Bid Opening:** All bids shall be publicly opened at the same time on the date and time specified in the bidding documents.
- iii. **Preliminary Examination:** All bids shall first be checked for formal compliance, such as the submission of all required documents, valid bid security and meeting basic legal or commercial requirements.
- iv. **Simultaneous Evaluation:** The Bid Evaluation Committee shall evaluate the technical and financial aspects of the bids concurrently.
- v. **Qualification and Selection:** An L-1 provided out of the responsive offers shall be selected based on price criteria. The Bid Evaluation Committee shall determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed final and reflect the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated, and the liability to fulfill its obligations as per the conditions within the total quoted price shall be that of the Bidders. Further, in case of difference of the “Total Amount quoted in Figures” and “Total Amount quoted in Words”; the “Total Amount quoted in Words” will be considered as final quoted value.
- vi. It may be noted that for evaluation, the total value for the Data Certification work shall be worked out as per BOQ given in Form-10.
- vii. The minimum number of Data Certification work is not assured as it depends on requirement.
- viii. **Equal Financial Offer:** In case, the Price bid of more than one CA Firm is the same as L-1; firm with higher experience will be selected.

**3.13. Negotiations:** Representatives conducting negotiations, if required, on behalf of the Bidder must be the person authorized by the Bidder through a POA to participate in this Bid/tender. In case the authorized person (POA) is not available on the scheduled date & time, he may issue written authority to any person to negotiate technical, financial, and other terms and conclude a legally binding agreement.

### 3.14. Performance Security:

- i. Within twenty eight (28) days of the receipt of notification of award from the Employer, the successful bidder shall furnish the performance security as per LOA in the form of Bank Guarantee or Demand Draft in favour of “HSRC Infra Services Limited” payable at New Delhi.
- ii. In case the bidder fails to submit Performance Security within 28 days of issue of LOA, it may seek extension of time for a period not exceeding 28 days along with payment of damages either through bank transfer or Demand Draft.
- iii. The rate of payment of penalty for such extended period shall be a sum calculated @ 0.035% of the Performance Security for each day of the extension sought.
- iv. Further, if the last day of the extension sought happens to be a declared holiday in the concerned office, submission of Performance Guarantee shall be accepted on the next working day. Extension of time may be granted by the authority that is competent to sign the contract agreement.

**3.15. Contract Commencement Date:** The Data Sheet indicates the anticipated date for the commencement of the contract services. The actual date of commencement shall be within seven (07) days of the issue of Letter of Acceptance by the Employer.

## 4. BID DATA SHEET

SN	Item	Details
1	Selection of CA Firm.	Single Stage Bid Evaluation Method
2	Name of the Employer	HSRC Infra Services Limited, New Delhi
3	Bid Validity	120 days from the deadline of submission of proposal
4	Name and Address of the Employer where the correspondence concerning this Request for Proposal is to be sent:	General Manager/BD, HSRC Infra Services Limited Room No. 810, 8 <sup>th</sup> Floor, Tower-A, World Trade Centre, Nauroji Nagar, New Delhi- 110029, Telephone: +91 11 26738486
5	Taxes	The selected bidder is liable to pay taxes as applicable. While the GST will be paid extra as applicable to the selected bidder by the Employer, all other taxes, if any, shall be payable by the Bidder. HSRC shall be deducting taxes/duties/Levies deductible at source as per Tax Laws/other applicable laws in India.
6	Bid Security	<b>₹ 1,00,000/- ( INR One Lakh Only)</b>
7	Validity of Bid Security	Offer validity plus 60 days

8	Performance Security	Within 28 days of issue of Letter of Acceptance/Award (LOA), @ <b>5% of the value of the awarded contract amount</b> to be submitted upfront
9	Time of Completion	24 months
10	Jurisdiction of Courts	New Delhi

5. **Scope of Work:**

The Chartered Accountant (CA)/CA Firm shall perform the following tasks to support the **company's and it's holding Company Rail Vikas Nigam Limited (HSRC)'s participation** in various tenders:

- 5.1. **Verification of Financial Statements:** To Examine and certify Annual Audited Financial Statements for the required financial years as per tender requirements.
- 5.2. **Turnover & Net-worth Certification:** To Certify Annual Turnover, Net Worth, Profit After Tax, and Other key Financial Ratios/figures as specified in tender documents.
- 5.3. **Format-Specific Certification:** Prepare Certificates in prescribed formats provided by tendering authorities, ensuring compliance with applicable laws, Accounting Standards, and Tender Conditions.
- 5.4. **Experience & Project Credentials:** Verify and certify the company's past project experience, work completion details, current contract commitment and value of similar contracts executed, based on supporting documentation.
- 5.5. **Timely Delivery:** Ensure completion and delivery of certifications within agreed timelines to facilitate timely bid submission.
- 5.6. **Record Examination:** Rely on books of accounts, audit reports, client work orders, invoices, and other supporting documents made available by the company.
- 5.7. Any other miscellaneous work related to the Company's data certification
- 5.8. All certifications shall be issued under the CA's official seal and signature with UDIN in each case.

6. **Criteria for Eligibility & Evaluation (EQC):**

- 6.1. **Conditions of Eligibility of Bidders:** Bidders must carefully read the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. To be eligible for evaluation of its Bid, the Bidder shall fulfill the following:

6.1.1. **Technical Capacity:**

- i. The Bidder should be a Chartered Accountancy firm registered with ICAI having office in Delhi/NCR. *Document required: - Self attested copy of firm's legal address as proof of Office in Delhi/NCR (Refer form-1).*
- ii. Firm should have **Minimum experience of 10 (Ten) years** in the relevant field.
- iii. Firm should have **Experience of working in SAP.**
- iv. The bidder should have **experience of conducting Statutory Audit or Internal Audit or Taxation or Accounting during any of the last three financial years (2022–23, 2023–24 & 2024–25) in any Railway CPSE.**



- v. The Bidder must submit a **Self-attested copy of the Service Order and Performance Certificate issued by** Railway CPSE indicating the Service Order no, and total fees paid to the CA/CA Firm (Bidder) against the Service Order along with other relevant information, if any.

**6.1.2. Financial Capacity:**

- i. The Bidder shall have a “**Minimum Average Turnover**” equal to ₹ 20,00,000/- (INR Twenty Lakhs only) excluding GST during last three financial years preceding the Bid Due Date.
- ii. The Bidders’ **PAT should be positive during** the last 3 financial years i.e. 2022-23, 2023-24 and 2024-25.

**6.1.3. Other Criteria:** In addition to aforesaid sub-clauses, the CA/CA Firm **should not have any history of punishment by ICAI** resulting in penalties like removal from membership for a set period, pecuniary fines or both.

**6.2. Availability and conditions of Eligibility of required personnel to be deployed:**

The Bidder shall offer and make available all Personnel meeting the requirements specified below in related to Manpower Deployment:

**6.2.1. Chartered Accountant (Proprietor/Partner) – 1 Number:** At least having 10 years post qualification working experience as Chartered Accountant and should have expertise in Data Certification/Accounting/Internal Audit. He will be responsible for overall supervision of the work (Details to be filled up in **Form-7**).

**6.2.2. Accounts Assistant – 1 Numbers:** B.Com (Pass/Hons) having minimum 3 years’ experience with a CA Firm or CA/CMA-Intermediate pass with working knowledge of SAP.

**Notes for personnel deployment:**

1. CVs for the positions of Chartered Accountant (Proprietor/Partner) (s) shall be required to be submitted along with the proposal in Form-7 fulfilling the qualification and experience as prescribed in Clause 6.2.1.
2. The Chartered Accountant (Proprietor/Partner) deployed by the Selected Bidder shall be responsible for carrying out Data Certification strictly in accordance with the “Scope of Work” specified in this Tender/Contract including other Tender Specific requirement.
3. The deployed Chartered Accountant shall be required to attend/sit at HSRC Infra Services Limited’s Corporate Office for a minimum of one (1) working day per week on an average during the contract period, as per the schedule mutually agreed with HSRC Infra Services Limited.
4. The team assigned for above work should have expert level working knowledge of SAP.
5. In view of the nature of bidding activities involving international tenders across multiple time zones, the deployed Chartered Accountant shall be readily available online on a 24x7 basis, including weekends, and holidays, whenever required, to support urgent bidding

requirements.

6. In the event of the unavailability of the deputed Chartered Accountant during exigencies, the Selected Bidder shall ensure the immediate deputation of other equally qualified personnel possessing equivalent eligibility and qualifications (EQC) to avoid any disruption to the services and timelines.
7. The current tender is for the “Data Certification” work of Rail Vikas Nigam Limited and HSRC as a whole and the successful bidder firm has to coordinate with all the PIUs for consolidation of various data required as per tender requirement.
8. Deployed personnel should have their own Laptop/Computers for carrying out the tasks in HSRC INFRA SERVICES LIMITED. Seating arrangement and LAN facility for Internet connectivity will be provided by HSRC to the Accounts Assistant.
9. Failure to ensure availability as stipulated above shall constitute a material breach of the contract and may result in invocation of appropriate remedies including, but not limited to, penalty, suspension of work, or termination of the contract, at the sole discretion of HSRC Infra Services Limited.
10. The Bidder shall provide an escalation ladder to resolve the grievances related to Data Certification work.
11. The Accounts Assistant should be deployed exclusively for the Data Certification work throughout the Contract period and he/she should not be allowed to do any other work. He/she should sit in HSRC INFRA SERVICES LIMITED’s Corporate Office regularly and follow official calendar of HSRC INFRA SERVICES LIMITED. He/she should also be accessible beyond officer hours in the case of exigencies.
12. This is minimum deployment of personnel. However, in order to complete the work specified as per Scope of Work, the Bidder is obliged to deploy more personnel at his own cost.

## **7. Other/Additional Terms and conditions**

### **I. Period of Assignment :**

Period of assignment for the work to be undertaken by the CA/CA Firm will be for the period of two years starting from the date of commencement mentioned in the letter of award and can be extended further for one year on satisfactory performance at the sole discretion of the HSRC.

The work under this Contract shall be deemed to be **fully completed** only upon fulfilment of all the following conditions:

#### **a. Submission of Final Deliverables:**

The Selected Bidder shall submit all certificates, reports, data, and any other documentation required **till the last month of engagement** in the prescribed format to the satisfaction of HSRC Infra Services Limited/RVNL, as the case may be.

#### **b. Handover of Records and Data:**

The Selected Bidder shall carry out a **comprehensive and orderly handover** of all records, working papers, data, access credentials, documents, and other relevant information pertaining to the assignment related to HSRC Infra Services Limited & RVNL.

- c. **Issuance of No Objection Certificate (NOC):** The **date of completion of contract** shall be the date on which HSRC Infra Services Limited issues a formal **No Objection Certificate (NOC)** confirming that:
  - i. All deliverables have been received in full,
  - ii. The handover has been completed satisfactorily, and
  - iii. There are no outstanding obligations on the part of the Selected Bidder.
- d. No final payment shall be released and no claim of completion shall be entertained, **unless and until the NOC is issued** by HSRC Infra Services Limited. Before payment of Final Bill of the Selected Bidder, a No-claim certificate will be required.

## **II. Termination:**

The HSRC Infra Services Limited reserves the right to terminate the Contract at any time by providing one (1) month's written prior notice to the CA/CA Firm, without assigning any reason for such termination. In the event the Contract is terminated on a date other than the last day of a calendar month, the payment for the services rendered up to the effective date of termination shall be made to the Selected Bidder on the BOQ Rates basis.

## **III. CONFIDENTIAL INFORMATION**

- a. The Selected Bidder, upon award of work, throughout the continuance of the contract and for a period of 2 years thereafter, shall safeguard and treat all information as confidential, which may be in or come into its possession, relating to the business of the others and unless such information comes into the public domain (without breach by any party of this Clause).
- b. The Selected Bidder will not, at any time disclose or permit any such information to be disclosed, to any person in any manner detrimental to the interests of the HSRC and RVNL.
- c. Subject to the applicable laws and as required by the Employer, Law-Enforcement agencies & Government agencies, the terms of this contract are agreed by both Parties to be confidential and all information disclosed by one party to each other hereunder shall be kept strictly confidential.
- d. Each party shall keep any information obtained by it from the other party strictly private and confidential for the purpose of:
  - i. Preparation of the bid for the Tender and /or,
  - ii. In case of award of a Contract for the Project to the Parties and /or,
  - iii. For the purpose of execution of the project.

- e. In particular, each party agrees to:
  - i. Keep secret the confidential information and documents received, not disclose or communicate their objective or content to third parties, not even partially, and to impede unauthorized third parties from accessing them;
  - ii. Keep such information, as well as any related documents, in a safe place to which only authorized persons have access;
  - iii. Use such information solely and exclusively for the objective set out in this Agreement;
  - iv. Put immediately at the disposal of the other party, in the event of termination of the contract and at its request, all confidential information and documents that is in its possession, without keeping any copies, summaries or extracts except when such copies are mandatory to be kept as per law.
  - v. If one party is required by law to deliver or disclose information or documents to an authority of competent jurisdiction, or judge or tribunal, and this affects the above points, prior to disclosure, the party will inform the other party in writing of this circumstance, as soon as possible, provided the law allows it, enclosing with the notice copies of the documents and information relevant to the legal action, so that the other party may adopt appropriate measures to safeguard its rights.
  - vi. The parties will agree the content of the confidential information required to be disclosed, according to applicable law, unless it has been determined by the corresponding competent authority.

#### **IV. DISPUTE RESOLUTION**

Any disputes or differences shall at the first instance be attempted to settle amicably by the Parties. If such an amicable settlement is not achieved, the dispute or difference shall be referred to and finally settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 with all such statutory re-enactment and modifications made and amended from time to time (“Act”).

#### **V. Tax Liability**

The Firm/successful Bidder is liable to pay taxes/duties/levies etc, as applicable. While the GST will be paid extra as applicable to the Firm/ successful Bidder by the Employer, all other taxes/duties/levies etc shall be payable by the Firm/successful Bidder. HSRC shall be deducting taxes deductible at source (TDS) as per relevant Tax Laws/other applicable laws in India.

#### **VI. Jurisdiction:**

The contract will be governed by the laws of India. All disputes arising out of or in connection with the contract shall be subject to jurisdiction of the courts at **New Delhi**.

## 8. **FORM – 1: Bidder Information Sheet**

### **Bidder Information Sheet**

<b>Bidder Information</b>	
Legal name of Firm	
Year of constitution of the Firm	
Registration No. And year of registration of the Firm, in India (FRN No of ICAI)	
Legal address of the Firm	
Details of Firm's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

The CA firm shall attach copies of the following original documents with the forms:

- i. Certificate of Constitution / Registration in India.
- ii. List of Partners and paid employees (CA)
- iii. GST Registration certificate for Delhi/Delhi NCR

**Firm's Name & Signature of authorized signatory (With Seal)**

**Sign and Seal**

## 9. Form-2: Profit After Tax

**Profit After Tax**  
Bidder must fill in this form

**NAME OF BIDDER:**

Description	Financial Data for Last 3 Years (in INR)		
	Year 1 (2022-23)	Year 2 (2023-24)	Year 3 (2024-25)
Profit After Tax (PAT)			
Average PAT for last 3 Financial years			

**Note:**

The Bidder shall attach copies of the Annual Audited Financial Statements, including all related notes and Audit Note for the last three financial years, as indicated above, complying with the following conditions.

- i. **This Form must be certified by an external Chartered Accountant.**
- ii. Information must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

**Firm's Name & Signature of authorized signatory (with Seal)**

**Sign and Seal**

## 10. Form –3: Details of Experience

**Details of Experience of Bidder as per “Criteria for Eligibility & Evaluation” mentioned in this tender document:**

**(Note: Please fill up one form per contract separately where Bidder (as CA Firm/Proprietors or Partners) has rendered services along-with a summary thereof)**

Contract/Ref No.		Contract/Assignment Name	
Award Date		Actual Completion Date	
Total Contract Value of Assignment		Rs.	
Actual Contract payment of Assignment (Paid to CA Firm)		Rs.	
Bidder has experience of The bidder should have experience of Statutory Audit or Internal Audit or Taxation or Accounting in any of the last three financial years (2022–23, 2023–24 & 2024–25) in any CPSE		Yes/ No If yes, furnish details	
a). Bidder has experience working in SAP Environment b).If Yes, Please provide the certificate issued by the employer.		a). Yes/ No	
Employer’s Name, Current Address and Current Telephone/ E-mail			
Detailed Narrative Description of Services Rendered. (Give Details of Work that defines the scope relevant to the requirement)			

1. The Bidder shall also attach an Employer’s Certificate confirming that the assignment was satisfactorily completed. The Bidder shall submit a self-attested copy of the Service order/ appointment letter and the performance certificate issued by the Employer.

**Firm’s Name & Signature of authorized signatory (with Seal)**

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## 11. FORM-4: Annual Turnover

**Firm's Audited Financial Data for last 3 financial years:**

S. No.	Years	Annual Turnover
1	2022-23	
2	2023-24	
3	2024-25	
	Total	
	Average <b>Annual Turnover</b> for last 3 years	

**Note:**

1. This Form should be certified by external/independent Chartered Accountant.

**Firm's Name & Signature of authorized signatory (with Seal)**

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## 12. FORM-5: Bidders' Undertaking for Experience on SAP Environment

### **Bidders' Undertaking for SAP (On the Letterhead of the Bidder)**

Date:

To

**General Manager/ BD**

**HSRC Infra Services Limited**

**Room No. 810, 8<sup>th</sup> Floor,**

**World Trade Centre, Nauroji Nagar,**

**New Delhi- 110029**

**Subject: Undertaking for Experience on SAP Environment**

**Sir/Madam,**

1. We, **[Name of the Firm]**, having our registered office at **[Address of the Firm]**, hereby confirm and undertake that our firm has **adequate working experience on SAP** in connection with the assignments carried out for various clients/organizations.
2. We further confirm that the said experience has been acquired through actual deployment and usage of .....SAP system during the execution of professional assignments and related activities.
3. This undertaking is issued in compliance with the eligibility criteria stipulated in the tender document and may be relied upon for evaluation purposes.
4. We understand that any misrepresentation of facts shall lead to disqualification of our bid and/or other actions as deemed appropriate by the Employer.

Yours faithfully,

For **[Name of the Firm]**

(Signature)

**Name:** [Authorized Signatory]

**Designation:** [Designation]

**Membership No. / Firm Reg. No.:** [If applicable]

**Contact No.:** [Phone / Email]

(Seal)

### 13. Form-6: POA For Authorised Signatory

#### POWER OF ATTORNEY\*

*(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of the company who is issuing the power of Attorney)*

Know all men by these presents, we ..... (Name of Firm with address of the registered office) ..... Do hereby constitute, appoint and authorize Mr./Ms. .... (Name and residential address ..... Who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to “Tender No. **RVNL-HSRC/BD/CA-Certification/01**” for “Engagement of Chartered Accountancy Firms/CAs for Data Certification required for bidding purposes” including signing and submission of all documents and providing information/responses to RVNL/HSRC, representing us in all matters, dealing with RVNL/HSRC in all matters in connection with our bid for the said project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the ..... day of ..... 2025

.....  
(Signature of authorised Signatory)

.....  
(Signature and Name in Block letters of Signatory)  
Seal of Company

Witness

Witness 1:

Name:

Address:

Occupation:

Witness 2:

Name:

Address:

Occupation:

**\*Notes:**

- ◆ *To be executed by Single entity where the competence of the authorised signatory is not supported by a Board Resolution or General Power of Attorney for such acts (copy of Board Resolution/GPA to be attached).*
- ◆ *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

## 14. Form 7: Qualification & Experience of CA

### Qualification and Experience for Chartered Accountant (Proprietor/Partner)

Name: \_\_\_\_\_

Registration No. \_\_\_\_\_

S.N.	Qualification Parameters	Details
1.	Professional Qualification	
2.	Length of Experience as Chartered Accountant	
3.	Details of Relevant Experience	
4.	Does the personnel/Firm have any history of punishment by ICAI resulting in penalties like removal from membership for a set period, pecuniary fines or both.	Yes/No

**Firm's Name & Signature of authorized signatory (with Seal)**

## 15. Form 8: Appendix-1-Bid Security Form

### FORMAT FOR BANK GUARANTEE FOR BID SECURITY

#### **Bid Security**

*(On non-judicial stamp paper of the appropriate value in accordance with Stamp Act. The stamp paper should be in the name of the Executing Bank).*

**From:**

..... **[Insert Bank's Name, and Address of Issuing Branch or Office]** .....

**To:**

The General Manager/BD,  
HSRC Infra Services Limited,  
Room No. 810, 8<sup>th</sup> Floor,  
World Trade Centre, Nauroji Nagar,  
New Delhi- 110029.

**Beneficiary:** HSRC Infra Services Limited (hereinafter called "the Employer")

**Date:** .....

**Bid Security No.:** .....

We have been informed that . . . . **[Insert name of the Bidder]**..... (hereinafter called "the Bidder") intends to submit to you its bid (hereinafter called "the Bid") for the execution of . . . . . **[name of contract]** ]. . . . under Invitation for Bids No. . . . . dated ..... ("the IFB").

WHEREAS, the Bidder is required to furnish Bid Security for the sum of **[Insert Value of Bid Security required]**, in the form of Bank Guarantee, according to your conditions of Bid.

**AND**

WHEREAS, ..... **[Insert Name of the Bank]**, with its Branch ..... **[Insert Address]** having its Headquarters office at..... **[Insert Address]**, hereinafter called the **Bank**, acting through ..... **[Insert Name and Designation of the authorised persons of the Bank]**, have, at the request of the Bidder, agreed to give guarantee for Bid security as hereinafter contained, in favour of the Employer:

1. KNOW ALL MEN that by these present that I/We the undersigned **[Insert name(s) of authorized representatives of the Bank]**, being fully authorized to sign and incur obligations for and on behalf of the Bank, confirm that the Bank, hereby, unconditionally and irrevocably guarantee to pay to the Employer full amount in the sum of **[Insert Value of Bid Security required]** as above stated.
2. The Bank undertakes to immediately pay on presentation of demand by the Employer any amount up to and including aforementioned full amount without any demur, reservation or recourse. Any such demand made by the Employer on the Bank shall be final, conclusive and binding, absolute and unequivocal on the Bank notwithstanding any disputes raised/ pending before any Court, Tribunal, Arbitration or any Authority or any threatened litigation by the Bidder or Bank.
3. The Bank shall pay the amount as demanded immediately on presentation of the demand by Employer without any reference to the Bidder and without the Employer being required to show grounds or give reasons for its demand of the amount so demanded.

4. The guarantee hereinbefore shall not be affected by any change in the constitution of the Bank or in the constitution of the Bidder.
5. The Bank agrees that no change, addition, modifications to the terms of the Bid document or to any documents, which have been or may be made between the Employer and the Bidder, will in any way absolve the Bank from the liability under this guarantee; and the Bank, hereby, waives any requirement for notice of any such change, addition or modification made by Employer at any time.
6. This guarantee will remain valid and effective from.....*[insert date of issue]*till .....*[insert date, which should be minimum 60 days beyond the expiry of bid validity date in the IFB]*. Any demand in respect of this Guarantee should reach the Bank within the validity period of Bid Security.
7. The Bank Guarantee is unconditional and irrevocable.
8. The expressions Bank and Employer herein before used shall include their respective successors and assigns.
9. The Bank hereby undertakes not to revoke the guarantee during its currency, except with the previous consent in writing of the Employer. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.758.
10. The Guarantee shall be valid in addition to and without prejudice to any other security Guarantee (s) of Bidder in favour of the Employer. The Bank, under this Guarantee, shall be deemed as Principal Debtor of the Employer.

Date .....

Place.....

.....

Bank's Seal and authorized signature(s)

*[Name in Block letters]*.....

*[Designation]*.....

Witness:

1 Signature

Name & Address & Seal

2 Signature

Name & address & Seal

Bank's Seal

*[P/Attorney]* No.

**Note:** All italicized text is for guidance on how to prepare this bank guarantee and shall be deleted from the final document.

## 16. Form 9: Bidders' Affidavit

### (Bidders' Affidavit)

To

**The General Manager**

**HSRC Infra Services Limited**

**Room No. 810, 8<sup>th</sup> Floor,**

**World Trade Centre, Nauroji Nagar,**

**New Delhi- 110029**

**Sub:** Bid for Engagement of Chartered Accountancy Firms/CAs for Data Certification required for bidding purposes

**Ref: RVNL-HSRC/BD/CA-Certification/01**

Dear Sir,

We, the undersigned, declare that:

1. With reference to above RFB, I/we, having examined the Bidding Documents including addenda and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified; and we certify that all information provided in the Bid including all Technical & Financial Forms along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.;
2. We offer to execute the Works in conformity with the Bidding Documents;
3. Our bid shall be valid for a period of . . . . days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
5. If our bid is accepted, we commit to deploy key equipment and key personnel consistent with the requirements stipulated in Draft Contract Agreement;
6. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
7. We have not made any deviations from the requirement of the bidding document and we have also not made any tampering or changes in the bidding documents on which the bid is being submitted and if any tampering or changes are detected at any stage, we understand the bid will invite summary rejection and forfeiture of bid security / the contract will be liable to be terminated along with forfeiture of performance security, even if LOA has been issued.
8. If our bid is accepted, we opt to take payment into the bank account, nominated by us.
9. We declare that the submission of this bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services or any other item of work related to the award and performance of this contract. We further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the bid price does not include any such amount. We acknowledge the right of the Employer, if he finds to the contrary, to declare our bid to be noncompliant and if the contract has been awarded to declare the contract null and void.
10. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process,

we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Employer of the same immediately.

11. I/ We undertake that I/We have no history of punishment by ICAI resulting in penalties like removal from membership for a set period, pecuniary fines or both

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFB document.

Yours faithfully,

Date:

(Signature, name and designation

Place:

of the Authorised signatory)

Name & seal of Bidder

**17. FORM – 10: FINANCIAL OFFER/BID**

SN	Description	Unit	Estimated Qty for 2 years	Rate (INR) excluding GST per certificate (in Figures)	Amount excluding GST(INR) (in Figures)
1	Rate for certification of data from Audited Annual Financial Statements per certificate <b>per UDIN</b>	No	1080		
2	Rate for certification of data related to works in progress, current commitments and other variable data, for each certificate <b>per UDIN</b> including collection/ verification of data from the source. (as under)				
	A) Rate for new/updated certificate/ <b>UDIN</b>	No	216		
	B) Rate for repetitive certificate/ <b>UDIN</b>	No	864		
	<b>Total Amount in figures (INR)</b>				
	<b>Total Amount excluding GST in words (in INR):</b> _____ _____				

**Firm's Name & Signature of authorized signatory (with Seal)**

\_\_\_\_\_