



**HIMACHAL PRADESH**  
**STATE INDUSTRIAL DEVELOPMENT CORPORATION Ltd;**  
**REGISTERED OFFICE:- NEW HIMRUS BUILDING, CIRCULAR ROAD,**  
**SHIMLA-171001: [H.P.]**  
**Tele. Nos. :- 0177 – 2624751/52/54, 2625422, Fax -2624278;**  
**email:- hpsidc@rediffmail.com : Website – hpsidc.nic.in : CIN – U70109HP1966SGC002683**

REQUEST FOR PROPOSAL

OUTSOURCING OF ACCOUNTING WORK, INTERNAL AUDIT, FINANCIAL SERVICES AND OUTSOURCING OF MANPOWER FOR ACCOUNTS SECTION OF HPSIDC.

The Himachal Pradesh State Industrial Development Corporation Ltd. [HPSIDC] intends to outsource the entire work relating to Accounts, internal audit, financial services and outsourcing of manpower for its Accounts section to a firm of Chartered Accountants, preferably based in Shimla, on retainership basis.

Applications are invited from firms of Chartered Accountants having minimum five years of experience for outsourcing of the above mentioned assignment. The detailed terms & conditions of the assignment may be obtained in person from the office of the undersigned or downloaded from the website of the Corporation – [hpsidc.nic.in](http://hpsidc.nic.in).

Applicants may apply on plain paper enumerating their credentials & experience in detail along with supporting documents. The retainership fees to be charged shall be on annual basis and must be specifically quoted as lump sum inclusive of all expenses.

Applications should reach the undersigned on or before 31<sup>st</sup> January 2015 during office hours. Applications received after the last date mentioned above shall be summarily rejected. Suitable applicant(s) may be called for further discussions/negotiations at a later date if so required. The undersigned reserves the right to accept any or reject any or all applications without assigning reasons thereof.

**Dr. S.S. Guleria, IAS**  
**Managing Director**

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**TERMS & CONDITIONS ATTACHED:**

**THE HIMACHAL PRADESH  
STATE INDUSTRIAL DEVELOPMENT CORPORATION LIMITED  
SHIMLA-171001**

**BROAD SCOPE FOR ACCOUNTING WORK, INTERNAL AUDIT, FINANCIAL SERVICES AND  
OUTSOURCING OF MANPOWER FOR ACCOUNT SECTION OF HPSIDC.**

The details of offices, terms and conditions & guidelines for providing financial services are as under:-

<b><u>Sr.No.</u></b>	<b><u>Name of the offices.</u></b>
1.	Head Office, Shimla & Parwanoo
2.	Vice Chairman Office, Shimla
3.	Construction Division at Baddi
4.	Construction Division at Dharamshala/Mehatpur.

**Terms & Conditions:**

1. The selected firm shall be required to carry out an Internal Audit at above offices of the Corporation situated at different places.
2. Complete Audit shall be conducted in depth keeping in view the nature and size of the business of the Corporation. All the incomes and expenditure should be accounted for in the Books of Accounts as per the requirements of the Companies Act/Accounting Standards and other statutory laws.
3. Preparation of Trial Balance/Bank reconciliation statements & stock statements w.e.f. 1.4.2015 and for the last Financial year. Providing supervision and guidance to staff of Corporation for preparation of data on Tally.
4. 100% vouching of cash and journal vouchers. Supervision and guidance for maintenance of accounts books and their checking.
5. Checking and providing financial services for the compliance of instructions/provisions in the respective Acts with regard to TDS returns, issue of form No.16, deposit of Fringe benefit tax, service tax, advance income tax, EPF and filing of respective returns thereof. Liaison with Advocates/counsel of Corporation for all Taxation/EPF assessment & pending taxation cases before Tribunals/Other Courts etc.
6. Compliance of mandatory accounting standards should be submitted and their compliance be ensured through the staff of HPSIDC. Financial services for preparation of all statutory books, statements, statutory registers etc. together with complete Annual Accounts of the Corporation

for the financial year 2014-15 with all the schedules as required under the Companies Act, with a soft copy and the Audit Report.

7. The selected firm shall be required to affect changes in annual accounts in view of changes that may be suggested by the Statutory Auditors/AG Auditors so as to meet the requirements of the Companies Act.
8. Preparation of replies to the observations raised by the Statutory Auditors and by the AG Auditors relating to CAG comments.
9. All other allied work connected with Internal Audit including review of previous Internal Audit Reports and to incorporate the outstanding audit paras in the present internal audit report.
10. The firm will discuss their observations with the divisional incharge with a view to get them settled before finalization of their report. The routine observations can be settled at the spot so as to avoid calling the concerned persons from field.
11. Checking of requirements as pointed out by AG HP.
12. The firm shall ensure that Annual Accounts of the Corporation for the year 2014-15 along with the Annual Report should be completed by 30<sup>th</sup> June, 2015 and financial services shall be provided to the Corporation till the accounts are finalized and approved by the Corporation in its Annual General Meeting, filing of all tax returns for FY 2014-15 & 2015-16.
13. The selected firm shall provide financial services for filing of TDS returns, issue of form No.16 calculation and deposit of Fringe Benefit Tax/Service Tax/ Annual Income Tax, Sales Tax, Cess etc.
14. The selected firm shall also undertake and discharge the entire desk work pertaining to Finance Deptt. of the Corporation including Engineering Wing, salaries, EPF, term loan accounts, capital subsidy, plot accounts and transport subsidy, bank accounts etc. w.e.f. 01.04.2015 for which two qualified persons shall be deputed by the firm to HPSIDC Head Office for all/full working days w.e.f 01.04.2015 who may also have to visit other offices for completion of accounting work of 2014-15 and all the above mentioned regular jobs relating to accounts for the FY 2015-16 till finalization of Balance Sheet for 2015-16 i.e. approval of Accounts from AGM & filing of Income Tax Return for the FY 2015-16.
15. A copy of Balance Sheet of the Corporation for the year 2013-14 for reference may be obtained from the Corporation.
- 16.** Any other work which the Corporation considers necessary keeping in view the nature of activity in a particular division.