

उत्तर प्रदेश राज्य औद्योगिक
विकास प्राधिकरण



यूपीसीडा कॉम्प्लेक्स
A-1/4, लखनपुर
कानपुर - 208024
दूरभाष 2582851-53 (PBX)
ई,मेल : fcupsidc@gmail.com
ई,मेल : fc@upsida.co.in
वेबसाइट: www.onlineupsida.com

चेयरमैन,
सेन्ट्रल इण्डिया,
रीजनल कांउसिल,
लखनपुर, कानपुर।

सन्दर्भ संख्या 1237

/यूपीसीडा/लेखा/

दिनांक:-16/8/24

महोदय,

कृपया प्राधिकरण को निम्न 05 कार्यों हेतु विभिन्न चार्टर्ड एकाउन्टेड की आवश्यकता है।

1. Work for accounting & Book Keeping Services.
2. Bank Reconciliation & ITS Accounting.
3. GSTIN Compliance
4. Income Tax
5. Maintenance of PF/Gratuity Records

उपरोक्त कार्यों हेतु प्राधिकरण द्वारा निर्धारित प्रारूप पर आवश्यक प्रारूप पर/अर्नेस्ट मनी/अन्य प्रपत्र सहित प्रत्येक कार्य हेतु पृथक-पृथक आवेदन पत्र प्रस्तुत करना अनिवार्य होगा।

समस्त आवेदन पत्र यूपीसीडा मुख्यालय, ए-1/4 लखनपुर कानपुर-208024 में व्यक्तिगत रूप से/पंजीकृत डाक/स्पीड पोस्ट के माध्यम से लेखानुभाग में दिनांक 29.08.2024 तक सांयकाल 06:00 बजे तक उपलब्ध कराया जाना है। उक्त सूचना अपने सूचना पट/वेबसाइट पर भी अपलोड कराने का कष्ट करें।

संलग्नक:-उपरोक्तानुसार।

भवदीय

(दिनेश कुमार)
वित्त नियंत्रक

**UP STATE INDUSTRIAL DEVELOPMENT
AUTHORITY
KANPUR**

Performa of Technical Bid & financial Bid for work of accounting & book keeping services
(Work No-1)

Sl.n o	Particulars	Details
1.	Name of Partnership Firm	
2.	Name of Partners	
3.	Name and address of the person legally authorized to sign the agreement in case of partnership firm.	
4.	Permanent Address:	
5.	Telephone and mobileNo.(Head and branch Office)	
6.	Email id:- Website:-	
7.	Name and mailing address of partners with their mobile nos.	
8.	PAN No.	
9.	Registration Certificate of GST	
10.	Bidders must upload the Acceptance in the format given in tender document	
11.	Details required for refund of EMD: UTR No. Date Banker's name Branch name IFSC Bank Account no.	
12.	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India at least 10 year or more. Registration certificate from ICAI should be submitted.	
13.	CA firm should have One fellow Chartered Accountant who should have an experience of similar work as mentioned in scope of work. Membership certificate from ICAI should be submitted.	
14.	CA Firm should have cumulative turnover of Rs. 20.00 Lacs in last two financial year i.e.FY 2022-23 & 2023-24. Copy of ITR Should be submitted	
15.	CA firm should have an experience of working in UPSIDA or in similar organization like development authority/municipal corporation/ Central government/State Government/State Government Undertaking. Copy of work order	

	should be submitted.	
16.	CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organization like development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.	
17.	CA firm should have a well established office with dedicated staff in Kanpur before the awarded of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.	
18.	The firm should deposit Rs. 10,000.00 (Ten Thousand) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar Kanpur A/cno.63041096387 IFSC-SBIN0030173. The proof of submission should be duly attached with the proposal.	
19.	CA firm for above work required the remuneration in quarterly basis	
20.	Bidder is not blacklisted in any form by ICAI/ Comptroller and Auditor General of India or any other Competent Authority. This should be submitted on notarized affidavit on Rs.10/- non judicial stamp paper.	

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Date-

**Signature of the Bidder
With address and seal**

BID PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT



**BID PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT
FIRM**

Annexure: The Detail of the Practicing Chartered Accountants on the rolls of the

Sl.No.	Name and Address	Professional Registration Number	Length of Experience (inYears &Months)
A	At Head Office of the Applicant Entity		
1			
2			
3			
4			
5			
6			
7			

Applicant Entity(Bio-Data of each person to be attached to the BID.



UPSIDA KANPUR

ACCEPTANCE

1. I, Son of-----resident of----- Partner of M/s-----have read and understood the contents of the foregoing sections with sound mind and without any pressure. If any document or information uploaded with tender/bid is found forged or fabricated at any time, UPSIDA. Kanpur has full right to forfeit my/our EMD and Security Deposit and cancel the agreement.
2. I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature.....

Name:

Designation: Partner

Seal.....

Date

Place



**UPSIDA
KANPUR
COMPLIANCE TO SCOPE OF WORK**

Work No.-1 Accounting and book keeping services of head office Kanpur.

2.1 Scope of Service.

1. Preparation of UPSIDA Accounts:-
 - a) Preparation or bank payment/Journal Voucher.
 - b) Preparation or bank receipt voucher.
 - c) Approval of voucher on system.
 - d) Generation of Bank Book, Journal book and general ledger.
2. Assistance in implementing integrated system for accounting activities.
3. Preparation of profit and loss account.
4. Preparation of Balance Sheet.
5. Preparation of inter office Reconciliation.
6. Preparation of Cash Flow & Fund Flow Statement.
 - a) To obtain MIS regarding head wise recovery from regional offices to put up consolidated report on monthly basis.
 - b) To examine the tender file, payment file and any file received from other sections of UPSIDA.
7. Providing required documents and assistance in relation to various audits like Internal Audit, Statutory audit, Tax Audit and CAG audit along with submission of reply of observation raised by auditor.
8. Preparation of Fixed Assist Register on the basis of information received at the time of finalization of Balance Sheet.
9. Any other work relating to Account and book keeping service as may be assigned by Finance Controller.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL



**UPSIDA
KANPUR**

ACCEPTANCE TO PROVIDE REQUIRED RESOURCCE

We have gone through the requirements of resources expected by UPSIDA from the bidder. We here by giving our acceptance for the same. We will provide one Full time Chartered Accountant having experience of more than 5 years along with two experience assistant having good knowledge of accounts. UPSIDA will be providing office space in its premises for the staff provided by the Firm.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL

✓

**UP STATE INDUSTRIAL DEVELOPMENT
AUTHORITY
KANPUR**

Performa of Technical Bid & financial Bid for work of Bank Reconciliation & ITS Accounting of the
head office
(Work No-2)

Sl.n o	Particulars	Details
1.	Name of Partnership Firm	
2.	Name of Partners	
3.	Name and address of the person legally authorized to sign the agreement in case of partnership firm.	
4.	Permanent Address:	
5.	Telephone and mobileNo.(Head and branch Office)	
6.	Email id:- Website:-	
7.	Name and mailing address of partners with their mobile nos.	
8.	PAN No.	
9.	Registration Certificate of GST	
10.	Bidders must upload the Acceptance in the format given in tender document	
11.	Details required for refund of EMD: UTR No. Date Banker's name Branch name IFSC Bank Account no.	
12.	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India at least 10 year or more. Registration certificate from ICAI should be submitted.	
13.	CA firm should have One fellow Chartered Accountant who should have an experience of similar work as mentioned in scope of work. Membership certificate from ICAI should be submitted.	
14.	CA Firm should have cumulative turnover of Rs. 20.00 Lacs in last two financial year i.e.FY 2022-23 & 2023-24. Copy of ITR Should be submitted	
15.	CA firm should have an experience of working in UPSIDA or in similar organization like development authority/municipal corporation/ Central government/State Government/State Government Undertaking. Copy of work order	

	should be submitted.	
16.	CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organization like development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.	
17.	CA firm should have a well established office with dedicated staff in Kanpur before the awarded of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.	
18.	The firm should deposit Rs. 10,000.00 (Ten Thousand) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar Kanpur A/cno.63041096387 IFSC-SBIN0030173. The proof of submission should be duly attached with the proposal.	
19.	CA firm for above work required the remuneration in quarterly basis	
20.	Bidder is not blacklisted in any form by ICAI/ Comptroller and Auditor General of India or any other Competent Authority. This should be submitted on notarized affidavit on Rs.10/- non judicial stamp paper.	

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Date-

**Signature of the Bidder
With address and seal**

[Handwritten mark]

**BID PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT
FIRM**

Annexure: The Detail of the Practicing Chartered Accountants on the rolls

Sl.No.	Name and Address	Professional Registration Number	Length of Experience (inYears &Months)
A	At Head Office of the Applicant Entity		
1			
2			
3			
4			
5			
6			
7			

✓

UPSIDA KANPUR

ACCEPTANCE

1. I, Son of-----resident of----- Partner of M/s-----have read and understood the contents of the foregoing sections with sound mind and without any pressure. If any document or information uploaded with tender/bid is found forged or fabricated at any time, UPSIDA. Kanpur has full right to forfeit my/our EMD and Security Deposit and cancel the agreement.
2. I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature.....

Name:

Designation: Partner

Seal.....

Date

Place

**UPSIDA
KANPUR
COMPLIANCE TO SCOPE OF WORK**

Work No.-2 Bank Reconciliation & ITS Accounting of head office Kanpur.

2.1 Scope of Service.

1. Collection of Bank statements of all bank accounts of Head Office and its reconciliation.
2. Determining the amount received from various collection accounts on periodic basis and its accounting.
3. Reconciliation of amount received from Nivesh Mitra Portal, Online Auction and Online Map Approval.
4. Settlement of all entries arising out of bank reconciliation.
5. Maintenance of Fixed Deposit Register.
6. Recording of entries at the time of fresh investment/ renewal.
7. Checking of Maturity Value of Fixed Deposits with Respect to Rate of Interest, TDS deducted etc.
8. Preparation of Accrued Interest Statement as on 31 march of each year on the amount invested with various bank.
9. Reconciliation of EMD received from contractors in bank account. Preparation of list of contractors alongwith amount deposited.
10. Any other work assigned by finance controller regarding Bank reconciliation.

2.2-INCOME TAX DEDUCTED AT SOURCE

The details of scope of work is given below:

2.2 Scope of Service.

1. Assessment of TDS liability to be deducted on monthly basis in respect of all employees.
2. Preparation of challan for deposit of TDS on salary.
3. Preparation of challan for deposit of TDS on other than salary.
4. Compilation of data for filing of all type of TDS returns.
5. Filing of TDS returns, as per timelines specified in Income Tax Rules.
6. Generating and checking of TDS certificates (form 16/16A).
7. Making necessary correction in TDS Returns, in case the situation so warrants.
8. Preparation of replies in relation to TDS notices, received from Department and disposal thereof.



9. Other activities related to scope of work as defined above.
10. The above work of Head Office Kanpur, Regional Office Kanpur, Construction Division-VIII, Kanpur, Electrical Division-1,3 & 4 Kanpur & Estate Office, Kanpur.
11. Any other work assigned by finance controller regarding Income Tax deducted at source.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL



UPSIDA
KANPUR

ACCEPTANCE TO PROVIDE REQUIRED RESOURCER

We have gone through the requirements of resources expected by UPSIDA from the bidder. We here by giving our acceptance for the same. We will provide one Full time Chartered Accountant having experience of more than 5 years along with two experience assistant having good knowledge of accounts. UPSIDA will be providing office space in its premises for the staff provided by the Firm.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL



**UP STATE INDUSTRIAL DEVELOPMENT
AUTHORITY
KANPUR**

**Performa of Technical Bid & financial Bid for work of GSTIN Compliance
(Work No-3)**

Sl.no	Particulars	Details
1.	Name of Partnership Firm	
2.	Name of Partners	
3.	Name and address of the person legally authorized to sign the agreement in case of partnership firm.	
4.	Permanent Address:	
5.	Telephone and mobileNo.(Head and branch Office)	
6.	Email id:- Website:-	
7.	Name and mailing address of partners with their mobile nos.	
8.	PAN No.	
9.	Registration Certificate of GST	
10.	Bidders must upload the Acceptance in the format given in tender document	
11.	Details required for refund of EMD: UTR No. Date Banker's name Branch name IFSC Bank Account no.	
12.	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India at least 10 year or more. Registration certificate from ICAI should be submitted.	
13.	CA firm should have One fellow Chartered Accountant who should have an experience of similar work as mentioned in scope of work. Membership certificate from ICAI should be submitted.	
14.	CA Firm should have cumulative turnover of Rs. 30.00 Lacs in last two financial year i.e.FY 2022-23 & 2023-24. Copy of ITR Should be submitted	
15.	CA firm should have an experience of working in UPSIDA or in similar organization like development authority/municipal corporation/ Central government/State Government/State Government Undertaking. Copy of work order should be submitted.	
16.	CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organization like	

	development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.	
17.	CA firm should have a well established office with dedicated staff in Kanpur before the awarded of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.	
18.	The firm should deposit Rs. 10,000.00 (Ten Thousand) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar Kanpur A/cno.63041096387 IFSC-SBIN0030173. The proof of submission should be duly attached with the proposal.	
19.	CA firm for above work required the remuneration in quarterly basis	
20.	Bidder is not blacklisted in any form by ICAI/ Comptroller and Auditor General of India or any other Competent Authority. This should be submitted on notarized affidavit on Rs.10/- non judicial stamp paper.	

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Date-

**Signature of the Bidder
With address and seal**

**BID PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT
FIRM**

Annexure: The Detail of the Practicing Chartered Accountants on the rolls

Sl.No.	Name and Address	Professional Registration Number	Length of Experience (inYears &Months)
A	At Head Office of the Applicant Entity		
1			
2			
3			
4			
5			
6			
7			



UPSIDA KANPUR

ACCEPTANCE

1. I, Son of-----resident of----- Partner of M/s-----have read and understood the contents of the foregoing sections with sound mind and without any pressure. If any document or information uploaded with tender/bid is found forged or fabricated at any time, UPSIDA. Kanpur has full right to forfeit my/our EMD and Security Deposit and cancel the agreement.
2. I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature.....

Name:

Designation: Partner

Seal.....

Date

Place



**UPSIDA
KANPUR
COMPLIANCE TO SCOPE OF WORK**

Work No.-3 GSTIN COMPLIANCE

The details of scope of work in given below:

2.1 Scope of Service.

1. Collection of details for GST Returns viz. GSTR3B, GSTR 1 & GSTR 7 on monthly basis from all divisions viz RM Offices, PO Offices, Construction Division, Head Office and Estate Office.

Timeline of details for GSTR 1 & 3B:-

Details form 1 st to 15 th of the month.	By 20 th of that month
Details from 16 th to 30 th /31 st of the month	By 5 th of next month

Timeline of details for GSTR 7:-

Details form 1 st to 15 th of the month.	By 20 th of that month
Details from 16 th to 30 th /31 st of the month	By 5 th of next month

2. Follow up for obtaining details from divisions within time limit.
3. Preparation of tracker for status of details received on day-to day basis from 5th of next month to 8th of next month and submitting to GST officer of corporation for follow up.
4. Checking and Compilation of details and validating details like GSTIN of party, GST amount as per rate applicable etc.
5. Follow up from division for correction in data on the basis of validation done and obtaining revised data.
6. Preparation of excel sheet on the basis of final details received from division on format.
7. Preparation of summary sheet.
8. Checking of excel sheet with details received from divisions.
9. Checking of summary and Excel sheet by GST Officer of Corporation.
10. Feeding of Data on GST portal viz GSTR 7, GSTR 1 and GSTR 3B and checking of the same.
11. Generation of challan from portal for payment of GST (GSTR 7 and GSTR 3B).

✓

12. Handing over of challan to concerned GST officer and aid in cheque preparation and noting on note sheet.
13. Submission of return after updation of cash ledger balances.
14. Invoice preparation in accounting software for B2B payment received by authority and periodic submission of invoices to authority and sending it to division to distribute to parties.
15. Generation of TDS certificate for deductees on periodic bases and sending to division for distribution to deductees.
16. Sending follow up list to divisions containing details of deductees whose certificate not generated due to non-acceptance of details by deductees.
17. Updating authority about relevant changes in GST Laws, Rules etc. and providing assistance to divisions for change in working, format, data etc. if any regarding this.
18. Replying to correspondence of all divisions regarding GST Query/Requirement through letter/Telephonically/in person.
19. Organizing meeting from time to time to update authority about recent changes in GST Law, irregularities continuing in data if divisions etc.
20. Obtaining correction from divisions like change in GSTIN of party, change in taxable value, change in GST Amount etc. on annual basis in the month of July August.
21. Preparation of GST reconciliation and GSTR 9 (Annual Return) on annual basis.
22. Filing of GSTR 9 and submission of GSTR 9 along with reconciliation to GST Auditor.
23. Preparation of E-Invoices.
24. Preparing of reply relating to notices etc. issued by GST Authorities.
25. Follow up and liasoning with GST Authorities in relation to queries & notice issued by GST Authority.
26. Any other work assigned by Finance Controller regarding GST realized & TDS on GST.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL



UPSIDA
KANPUR

ACCEPTANCE TO PROVIDE REQUIRED RESOURCER

We have gone through the requirements of resources expected by UPSIDA from the bidder. We here by giving our acceptance for the same. We will provide one Full time Chartered Accountant having experience of more than 5 years along with two experience assistant having good knowledge of accounts. UPSIDA will be providing office space in its premises for the staff provided by the Firm.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL



**UP STATE INDUSTRIAL DEVELOPMENT
AUTHORITY
KANPUR**

**Performa of Technical Bid & financial Bid for work of Maintenance of PF/Gratuity Records
(Work No-5)**

Sl.no	Particulars	Details
1.	Name of Partnership Firm	
2.	Name of Partners	
3.	Name and address of the person legally authorized to sign the agreement in case of partnership firm.	
4.	Permanent Address:	
5.	Telephone and mobileNo.(Head and branch Office)	
6.	Email id:- Website:-	
7.	Name and mailing address of partners with their mobile nos.	
8.	PAN No.	
9.	Registration Certificate of GST	
10.	Bidders must upload the Acceptance in the format given in tender document	
11.	Details required for refund of EMD: UTR No. Date Banker's name Branch name IFSC Bank Account no.	
12.	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India at least 10 year or more. Registration certificate from ICAI should be submitted.	
13.	CA firm should have One fellow Chartered Accountant who should have an experience of similar work as mentioned in scope of work. Membership certificate from ICAI should be submitted.	
14.	CA Firm should have cumulative turnover of Rs. 20.00 Lacs in last two financial year i.e.FY 2022-23 & 2023-24. Copy of ITR Should be submitted	
15.	CA firm should have an experience of working in UPSIDA or in similar organization like development authority/municipal corporation/ Central government/State Government/State Government Undertaking. Copy of work order should be submitted.	
16.	CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organization like development Authority/municipal	

	corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.	
17.	CA firm should have a well established office with dedicated staff in Kanpur before the awarded of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.	
18.	The firm should deposit Rs. 10,000.00 (Ten Thousand) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar Kanpur A/cno.63041096387 IFSC-SBIN0030173. The proof of submission should be duly attached with the proposal.	
19.	CA firm for above work required the remuneration in quarterly basis	
20.	Bidder is not blacklisted in any form by ICAI/ Comptroller and Auditor General of India or any other Competent Authority. This should be submitted on notarized affidavit on Rs.10/- non judicial stamp paper.	

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Date-

**Signature of the Bidder
With address and seal**

✓

**BID PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT
FIRM**

Annexure: The Detail of the Practicing Chartered Accountants on the rolls

Sl.No.	Name and Address	Professional Registration Number	Length of Experience (inYears &Months)
A	At Head Office of the Applicant Entity		
1			
2			
3			
4			
5			
6			
7			

↓

UPSIDA KANPUR

ACCEPTANCE

1. I, Son of-----resident of----- Partner of M/s-----have read and understood the contents of the foregoing sections with sound mind and without any pressure. If any document or information uploaded with tender/bid is found forged or fabricated at any time, UPSIDA. Kanpur has full right to forfeit my/our EMD and Security Deposit and cancel the agreement.
2. I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature.....

Name:

Designation: Partner

Seal.....

Date

Place



**UPSIDA
KANPUR
COMPLIANCE TO SCOPE OF WORK**

Work No.-4 5-MAINTENANCE OF PF/GRATUITY RECORDS

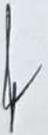
The details of scope of work in given below:

5.1 Scope of Service.

1. Collection of data relating to PF Deduction.
2. Preparation of Text files for submission in EPFO Portal for generation of challan to deposit the pension amount.
3. Feeding of Data of all R.M./E.E./P.O. & H.O. Employees with respect to:
 - a. Employee's salary.
 - b. Provident Fund.
 - c. Employee's Contribution.
 - d. Employee's Pension.
 - e. Employee loan advance (Refundable & Non Refundable).
 - f. Recovery of EPF Advance.
 - g. Recovery of Interest.
 - h. Overdue Interest on Loan.
 - i. Overdue Interest Recovery.
 - j. 90 Advance before retirement.
 - k. Final Payment after retirement.
 - l. Unclaimed Balance (Non Active Account of Employ).
4. Accounting of Investments made by EPF Trust with reference to:
 - a. New Investment.
 - b. Investment Enhancement.
 - c. Investment Interest Received.
 - d. Maturity of Investment.
 - e. Amortized Premium.
5. Preparing and feeding of various vouchers such as payment voucher, Receipt voucher, and Journal voucher.
6. Reconciliation of Bank statement of EPF Trust and Gratuity Trust and settlement of pending entries.
7. Preparation of balance sheet of EPF Trust.
8. Assistance in conducting audit of PF Trust.
9. Any other work relating to above, assigned by Chairman/Executive officer of EPF Trust.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL



**UPSIDA
KANPUR**

ACCEPTANCE TO PROVIDE REQUIRED RESOURCER

We have gone through the requirements of resources expected by UPSIDA from the bidder. We here by giving our acceptance for the same. We will provide one Full time Chartered Accountant having experience of more than 5 years along with two experience assistant having good knowledge of accounts. UPSIDA will be providing office space in its premises for the staff provided by the Firm.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL

