

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-07-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-07-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Uttar Pradesh
विभाग का नाम/Department Name	Transport Department Uttar Pradesh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Transport Commissioner Office Lucknow
क्रेता ईमेल/Buyer Email	atca-up@nic.in
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Expression of Interest EOI for Empanelment of Chartered Accountants In Transport Commissioner Office UP Tehri Kothi MG Road Lucknow 226001
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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**विभाजन/Splitting**

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the

completed financial years after the date of constitution shall be taken into account for this criteria.  
 2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.  
 3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:AS PER EOI TERMS AND CONDITIONS**

**Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:AS PER EOI TERMS AND CONDITIONS**

**Scope of work to be uploaded by buyer:**[1750076748.pdf](#)

**Financial Advisory Services - Onsite; Expression Of Interes EOI For Empanelment Of Chartered Accountants In Transport Commissioner Office UP Tehri Kothi MG Road Lucknow 226001 ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Expression of Interes EOI for Empanelment of Chartered Accountants In Transport Commissioner Office UP Tehri Kothi MG Road Lucknow 226001
Sub-category of Financial Advisory Services	Expression of Interes EOI for Empanelment of Chartered Accountants In Transport Commissioner Office UP Tehri Kothi MG Road Lucknow 226001
Financial Advisory Reports	Yes
Frequency of Progress Report	AS PER EOI
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	AS PER EOI TERMS AND CONDITIONS
Certification of Professional/Resources required	AS PER EOI TERMS AND CONDITIONS
Total Experience of Professionals / Resources (In years)	AS PER EOI TERMS AND CONDITIONS
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Advisory Support	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Anita Singh	226001,T.C. OFFICE M.G. MARG TEHRI KOTHI LUCKNOW	1	N/A

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.

8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



Expression of Interest (EOI)  
for Empanelment of  
Chartered Accountants  
In  
Transport Commissioner Office (U.P.)  
Tehri Kothi M.G. Road,Lucknow-226001

Reference No. 43/TR/2024

Invited by:  
Office of Transport Commissioner (U.P.)  
Tehri Kothi M.G. Road,Lucknow-226001 .

**Notice for Expression of Interest (EOI) for Empanelment of 'Consultant Chartered Accountant' In Office of U.P. Transport Commissioner**



**Transport Commissioner Office (U.P.) (TCO (U.P.))**  
Tehri Kothi, M.G. Road, Lucknow-226001 India  
Phone : + 0522 261 3978 E-mail: atc.revenue-up@nic.in

**Notice for Expression of Interest for Empanelment of ' Chartered Accountant' In Transport Commissioner Office (U.P.)**

Additional Transport Commissioner (Revenue), TCO (U.P.), invites Expression of Interest from eligible Qualified Chartered Accountant Entities for Empanelment for specified work items in Transport Commissioner Office (U.P.).

The interested qualified Chartered Accountant Entities may study the Expression of Interest Document available on the website <https://gem.gov.in> and <https://uptransport.upsdc.gov.in> for further details. Queries, if any, may be posted by email to atc.revenue-up@nic.in with the title / subject line of the email being "**Query for EOI for Empanelment of Chartered Accountants in TCO (U.P.)**". In case of necessity of a personal contact, the Additional Transport Commissioner (Revenue) of TCO (U.P.) may be contacted over. Landline No. + 0522 261 3978

The Application clearly indicating the required relevant details may be submitted in a **sealed envelope** subject to the conditions mentioned in the EOI Document, before 17:00 hrs on 1st July, 2025 to the Additional Transport Commissioner (Revenue) at the abovementioned address with superscription on the envelope as "**EOI for Empanelment of Chartered Accountants In TCO (U.P.)**".

Applicants may also send, **additionally**, the pdf copy of complete Application and its attachments, if any, through e-mail to atc.revenue-up@nic.in, with the aforementioned title / subject line **after 17:00 hrs on 1st July, 2025** within a maximum of next two days.

All further notices, corrigenda, addenda, amendments and clarifications, if any, before the specified date of submission of Application, will be hosted on the aforementioned website.

TCO (U.P.) reserves the right to accept / reject any or all EOI(s) received without assigning any reason.

Additional Transport Commissioner (Revenue), **Transport Commissioner Office (U.P.)(TCO (U.P.))**

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## **1. Introduction and Background**

**1.1 Transport Commissioner Office (TCO (U.P.))** The Transport Commissioner of Uttar Pradesh serves as the chief administrative head of the Transport Department in the state, overseeing the enforcement of transport laws, vehicle regulations, and road safety initiatives. The department plays a crucial role in ensuring the smooth functioning of vehicular movement, issuance of driving licenses, registration of motor vehicles, issue of vehicle permits, implementation of pollution control norms and collection of road tax. Uttar Pradesh, being India's most populous state, has one of the largest vehicle populations, necessitating an efficient and technologically adaptive transport administration. The office of the Transport Commissioner operates under the Motor Vehicles Act, 1988, and collaborates with both state and central agencies to modernize transport infrastructure, improve public services, and enhance commuter safety. Recent initiatives by the department include the digitization of transport services through the Parivahan Sewa portal, promotion of electric vehicles (EVs), and stricter enforcement of traffic and environmental regulations. The Commissioner's office also plays a key role in policy formulation, licensing reforms, and monitoring regional transport offices (RTOs) across the state.

### **1.2 Context of the Invitation of EOI**

TCO (U.P.) is in the need for services of a Chartered Accountant Entity for advising, guiding, supervising of documents under various schemes submitted by the participants from time to time. Some of these items of work are listed as below:-

- i. Scrutiny of applications, financial documents submitted by the participants under various schemes.
- ii Assistance in preparation of specific reports that may be desired by TCO (U.P.) from time to time,
- iii Occasional Certifications relating to various accounts related works falling within the ambit of the Chartered Accountant.

iv Arbitration cases related accounting / audit work

Accordingly, TCO (U.P.) proposes to empanel a qualified Chartered Accountant Entity initially for the financial year 2025-26 with provision to extend the same to subsequent financial accounting year(s) on satisfactory performance at the sole discretion of TCO (U.P.), such that the total period shall not extend beyond the total period of 05 (FIVE) financial accounting years. Accordingly, TCO (U.P.) invites applications from eligible Chartered Accountants (hereinafter referred as Applicant). It would be required that the Applicant Entity should have its Head/Registered Branch office in Uttar Pradesh.

### **1.3 Brief Description of the Process for Appointment**

TCO (U.P.) intends to make the process more participative in nature by inviting the wider market interest from Chartered Accountants in line with the process described later in this document. In nutshell, the process shall be based on single-stage single-envelope concept and the Chartered Accountant entities achieving more than 75 marks in Evaluation (refer para 6.5) will be considered for appointment. TCO (U.P.) will undertake its own analysis of the proposals, seek appropriate Approvals and send out formal offers to the respective Chartered Accountants for the specified period.

### **1.4 Disclaimer**

Information provided in this Document to the interested applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. TCO (U.P.) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, the Applicants are expected to carry out their own detailed examination of the subject matter before submitting their Applications. Nothing contained in this document shall be binding on TCO (U.P.) nor confer any right on the Applicants, and TCO (U.P.) shall have no liability whatsoever in relation to or arising out of any or all contents of this Document.

## **2 Scope of the Expression of Interest**

2.1 TCO (U.P.) has been receiving funds from the Government of Uttar Pradesh for its various Projects .

2.2 TCO (U.P.) follows a decentralized payment & financial accounting procedure. Payments are handled and the books of accounts are maintained separately for various Projects. The financial accounting is made generally following the Accounting Standards issued by the Institute of Chartered Accountants of India, as applicable to TCO (U.P.), and various Significant Accounting Policies as adopted by the Board of Directors of TCO (U.P.) from time to time. The financial statements are prepared in the formats prescribed by the Government of Uttar Pradesh. In accordance with the aforementioned Act and as approved by the State Government, the annual accounts of TCO (U.P.) are required to be audited by the Comptroller & Auditor General of India also.

2.3 TCO (U.P.) is also required to comply with the provisions related to statutory taxes like Income Tax, and GST etc.

2.4 The empanelled Chartered Accountants may also be required to undertake certain certifications like the Utilization Certificates, certificates relating to the accounts of TCO (U.P.) as may be required by its Board, the lending banks, Government or for preparation of occasional reports relating to some particular aspects of the accounts of TCO (U.P.).

2.5 TCO (U.P.) would require that Applicants provide professional, objective, and impartial advice and at all times hold TCO (U.P.)'s interests as paramount and strictly avoid conflict with their other assignments or their own corporate interests. Applicants shall review their operations and satisfy themselves that the proposed assignment in TCO (U.P.) is not in conflict with their prior or current obligations, or that of their associates / affiliates that may place them in a position of not being able to carry out the assignment in the best interest of TCO (U.P.). As a matter of

clarification, the Applicants should not be conducting any type of audit work in respect of the clients of TCO (U.P.).

2.6 Applicants would be required to observe the highest standard of ethics during the selection process as also during the process of execution of their work in TCO (U.P.). For this purpose, the “corrupt practice” would mean offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution and the “fraudulent practice” would mean any misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the interests of TCO (U.P.), and includes the “collusive practices” among the Chartered Accountants (prior to or after submission of proposals) leading to deprivation of TCO (U.P.) of the benefits of free and open competitive process. In case of any information is brought to the notice of TCO (U.P.) from any source that may tantamount to the “corrupt practice” or the “fraudulent practice”, the Applicant would be declared as ineligible for consideration for empanelment and in case any Applicant has already been empanelled, such empanelment shall be dispensed forthwith without any compensation in this regard soon after such information coming to the notice of TCO (U.P.). At its discretion on case basis, TCO (U.P.) may also take a stringent step of black-listing of such Applicants from their eligibility for any future work in TCO (U.P.).

### **3. The Application**

#### **3.1 Format of the Application**

In the light of the above, the format of the Application would comprise broadly of the following:-

- i. The Covering Letter indicating the interest of the Applicant Entity
- ii. A Check-list duly filled in
- iii. The Power of Attorney for the official signing on the Application and the related documents
- iv. Evidence of the existence of the Applicant Entity as a legal entity competent to undertake the work of a Chartered Accountant. The self-certified copy of Certificate of Registration / Incorporation of the Applicant Entity would be required to be submitted.
- v. Basic Particulars of the Applicant Entity
- vi. A list of the companies registered under the Companies Act, 2013, or other Central / State Acts or the Corporations or the Government Bodies etc. in respect of which the Applicant Entity has been associated as the Chartered Accountant during the last three financial years. This list may indicate separately the public sector undertakings, private sector entities and Government Entities so as to facilitate appropriate assessment;
- vii. A list along with separate Bio-Data of each of the practicing Chartered Accountants with the Applicant Entity.
- viii. A declaration to the effect that the Applicant Entity or any of its partners have not been disqualified or black-listed by the Comptroller and Auditor General of India or any other Competent Authority.
- ix. An Undertaking regarding avoidance of conflict of interests
- x. A copy each of the Address Proof and KYC Documents (namely PAN Card as also the AADHAR Card) may also be furnished by the Applicant entity.

- xi. Any other information that the Applicant Entity may like to furnish in support of its Application, may be attached.

Broad formats that may be adopted by the Applicant Entity are given in Part - 8 of this Document for the sake of uniformity. Any additional information to be furnished by the Applicant to facilitate its consideration for empanelment may be attached at appropriate place.

### **3.2 Language of the Application**

The responses prepared by the Applicant and all correspondence and documents exchanged between the Applicant and TCO (U.P.), shall be written in English/Hindi language.

### **3.4 Serial Numbering of Pages**

All the documents being submitted as Application should be duly bound and each page thereof should be numbered serially without any gap. A page kept as blank may also be numbered and be specified as blank sheet.

3.5 The Application should not contain any inter-lineation or overwriting, except as necessary to correct errors made by the applicant itself. Any such correction must be duly authenticated by the person who is authorized to sign the Proposal.

**4. Remuneration :-**

The remuneration of the Chartered Accountants to be empanelled by TCO (U.P.) shall be as per the normal standards obtaining in the domain of Chartered Accountants for similar works. The GST shall be payable by TCO (U.P.), over and above the amount released from time to time in respect of the remuneration, as applicable at the time of such release of remuneration. The Tax Deduction at Source shall be done in line with the rules applicable in this regard at the time of release of the payments.

**5. Important Dates & Information**

Sl. No.	Item	Details
1	Project Name	Invitation of Expression of Interest (EOI) for Empanelment of Chartered Accountants In Transport Commissioner Office (U.P.)(TCO (U.P.))
2	Reference Number	43/TR/2024
3	Issue Date	As per Tender
4	Website to download Application Document	<a href="https://gem.gov.in">https://gem.gov.in</a> and <a href="https://uptransport.upsdc.gov.in">https://uptransport.upsdc.gov.in</a>
5	Queries by email	Applicants may post queries by email to <a href="mailto:tc-up@nic.in">tc-up@nic.in</a> Please keep "Query for EOI for Empanelment of Chartered Accountants" as subject of the email.
6	Last date for receipt of Queries	20 June
7	Date for posting of TCO (U.P.)'s Response to the Queries, if any, on its website	25 June
8	Last Date for Submission of Application	1st July
9	Opening of Applications	As per tender
10	Validity of Applications	90 Days
11	Letter of Award (LOA)	As per tender
12	Signing of Contract Agreement	As per tender
13	Submission of Application (in Hard Copy)	Complete Application in sealed envelope along with relevant details may be submitted through Speed Post/Courier so as to reach by 17:00 hrs on 1st July, 2025 at the following address:-

		<p>Additional Transport Commissioner (Revenue)  Transport Commissioner Office (U.P.)(TCO (U.P.))  Tehri Kothi, M.G. Road,  Lucknow-226001 India  Telephone: -0522 261 3978</p> <p><b>Note:-</b>  <b>The Application may be prepared as indicated in Section 3, using the formats as indicated in Section 8 of this Document and submitted to TCO (U.P.) as indicated in para 7.7 of this Document.</b></p> <p>Ensuring proper delivery of the Application in TCO (U.P.) office by the given time and date shall be the responsibility of Applicant Entity.</p>
14	Submission by email	<p><b>Additionally</b>, the applicants should <b>also</b> send the pdf copy of complete Application along with its enclosures through e-mail to <a href="mailto:atc.revenue-up@nic.in">atc.revenue-up@nic.in</a> with the aforementioned title / subject line <b>after</b> 17:00 hrs on 1st July, 2025 within next two days.</p>
15	Contact Person for EOI	<p>Additional Transport Commissioner (Revenue)  Transport Commissioner Office (U.P.)(TCO (U.P.))  Tehri Kothi, M.G. Road,  Lucknow-226001 India</p> <p>E-mail ID-<a href="mailto:atc.revenue-up@nic.in">atc.revenue-up@nic.in</a></p>

## **6. Norms for Eligibility and Evaluation of Application**

1.2 The **eligibility norms** for consideration of empanelment of the Chartered Accountant Consultants are as follows:-

Sl. No.	Requirement	Value
i	Number of years of experience of the firm registered with The Institute of Chartered Accountants of India (ICAI)	20 years
ii	Number of full time partners.	2
iii	Minimum average Annual turnover of the applicant firm in the financial Year 2021-2022, 2022-2023 and 2023-2024.	Rs. 50 Lakhs & Above
iv	Number of years of experience of UP Govt./ Govt. of India/ Departments/ Govt. Companies/ PSU/ Banks at least 4 PPP assignments should be successfully completed or advised by the firm or Joint Venture or Consortium or Association of CA firms	15 years
v	Head Office/ Registered Branch Office of the CA Firm should be in Uttar Pradesh.	Head Office/ Registered Branch Office in Uttar Pradesh.
vi	The Applicant should have completed assignment/ audit of at least one PSU/ Government entity with minimum turnover of unit/ branch	Rs. 100cr. & Above
vii	The Firm Should be Peer reviewed	Peer reviewed

**Note** : # : The Practicing CAs would be those having the Certificate of Practice from the ICAI

6.2. Applications from the Joint Venture / Consortium or Association of CA firms shall be considered.

6.3 The Evaluation Committee of TCO (U.P.) shall open the Applications and carryout the evaluation of the proposals contained therein.

6.4 Information relating to evaluation of Applications and recommendations concerning the award shall not be disclosed to the Applicants who submitted the Applications or to other persons not officially concerned with the process, until the selected Applicant Entity has been notified about their empanelment.

### 6.5 **EVALUATION** :

6.5.1 The evaluation of the Proposals for the empanelment of the Chartered Accountant

Consultants shall be made taking into consideration the norms / criteria as follows.

S.N.	Particulars	Maximum Marks	Marks
1	<b>Experience of the CA firm</b>	<b>15</b>	
	At least 20 years		15
2	<b>Number of full time Practicing CAs with the CA firms</b>	<b>15</b>	
	At least 2 full time partners		10
	>2 Partners		15
3	Number of years of experience of UP Govt./ Govt. of India/ Departments/ Govt. Companies/ PSU/ Banks at least 4 PPP assignments should be successfully completed or advised by the firm or Joint Venture or Consortium or Association of CA firms	<b>35</b>	
	At least 15 years		15
	>15 upto 20 years		20
	>20 years		35
4	<b>Annual Turnover of the Firm</b>	<b>15</b>	
	At least INR 50.00 lakhs		10
	>INR 50.00 Lacs		15
5	The Applicant should have completed assignment/ audit of at least one PSU/ Government entity with minimum TO of unit/ branch	<b>20</b>	
	At least INR 100.Crore.		15
	>INR 100.00 Crore. Upto INR 500.00 Crore.		20
		<b>100</b>	

- 6.5.2 It is evident that the Applicant entity must secure at least 75 overall marks to qualify.
- 6.5.3 In case, a partner is also a partner or proprietor or employed in any other CA firm, then that partner will not be considered for evaluation.
- 6.5.4 For the purpose of Evaluation as above, the data shall be tabulated from the information contained in the Application. Similarly, the financial quotes shall be tabulated from the information contained in the Application as per the Annexure 8.
- 6.5.5 The Applicants shall be placed in a descending order of the marks obtained by them for the criteria as indicated in the above table and the Applicant quoting the least total amount of costs to TCO (U.P.) amongst the Applicants obtaining 75% or more marks in this table of descending order shall be considered for selection by TCO (U.P.).
- 6.5.6 In case of more than one Applicant having same values of all the five parameters mentioned above, the decision shall be taken by wisdom of TCO (U.P.) and such a decision shall be acceptable to all concerned without any objections of whatsoever nature being raised by any party in this regard at any subsequent stage.

## 6.6 Agreement :

The selected Chartered Accountant entity, for the purpose of empanelment under reference, shall be required to enter into an Agreement with TCO (U.P.) in the format that may be finalized by mutual consent between the selected Chartered Accountant entity and TCO (U.P.).

## 6.7 Cancellation of Contract:

- In case of non-provision of services as per scope of work or default if any, a show cause notice will be issued to the Appointed Firm for the first time.
- In case reply of show cause notice , is not satisfactory or no reply given within 15 days, then 100% of the fee payable to the Appointed Firm will be withheld.
- If the Appointed Firm do not provide the services as per scope of work or default in doing so, even after withholding payment of fees, the contract between the Appointed Firm and the Department will be terminated and no payment will be made.

6.7.1 If the contract between the Appointed Firm and the department is terminated due to not providing the services as per departmental scope of work then in such a situation another Empanelled firm will be given the opportunity to do the work.

## 7 Other Aspects

### 7.1 Availing Document for Invitation of Application

The Document of EOI Application can be downloaded from the website <https://gem.gov.in> and <https://uptransport.upsdc.gov.in> up till the date and time of submission of Application as mentioned in the Invitation Application Notice. No fees are payable by Applicants to TCO (U.P.) for this purpose.

### 7.2 Completeness of the Response

The response to this Invitation of Application should be full and complete in all respects. Submission of Application shall be deemed to have been done after careful study and examination of the Invitation of Application document with full understanding of its implications.

### 7.3 Cost of Application

No Cost for submission and processing of the Application has been prescribed. However, the Applicant is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, the costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations if any, preparation of Application or in providing any

additional information required by TCO (U.P.) as also furnishing the same to TCO (U.P.) in time. TCO (U.P.) will in no case be responsible or liable for any of those costs, regardless of the conduct or outcome of the Application process. All materials submitted by the Applicant shall become the property of TCO (U.P.) and may be returned at its sole discretion.

#### 7.4 Submission of Queries

The following format is suggested for seeking queries, if any, by the prospective Applicants:

Subject: "Query for EOI for Appointment of Chartered Accountants in TCO (U.P.)"		
Details of the query seeker	Name & Address of the Organization	
	Name & Position of the Person submitting query	
	Contact Details	Mobile: Telephone: Email:

Sl. No.	Reference of the Page / Section of the Document	Query/Points of clarification required

The queries may be sent by email at [atc.revenue-up@nic.in](mailto:atc.revenue-up@nic.in) within the specified time. The response / clarification to the queries shall be communicated by TCO (U.P.) to the concerned query-seeker and shall be posted on the website if such clarification is considered to be of general interest.

### **7.5 Amendment of Application Document**

At any time before the deadline for submission of the Application, TCO (U.P.), may, for any reason, whether at its own initiative or in response to clarification(s) requested by a prospective Applicant, modify the Application Document by an amendment. All amendments will be binding on all participating Applicants. In order to afford prospective Applicants a reasonable time in which to take the amendment into account in preparing their Application, TCO (U.P.) may, at its discretion, extend the last date for the receipt of Application. The Applicants are, therefore, advised to visit the website <https://gem.gov.in> and <https://uptransport.upsdc.gov.in> on regular basis for checking necessary updates. TCO (U.P.) also reserves the right to amend the dates mentioned in this Document.

### **7.6 TCO (U.P.)'s Right to Terminate the Process**

TCO (U.P.) reserves the right to terminate the Application process at any time and without assigning any reason thereof. TCO (U.P.) makes no commitments, express or implied, that this process will result in a business transaction with anyone. This Invitation of Application does not constitute an offer by TCO (U.P.).

### **7.7 Sealing, Marking and Submission of Application**

The Application along with the relevant details / attachments may be sent manually/ through speed-post/courier on the aforementioned address. The Application in physical format shall be put in a large envelope containing the duly completed Application documents along-with all necessary supporting documents and superscribed as "Application for Empanelment of Chartered Accountant Consultant". This envelope must be kept inside another envelope that must be sealed, superscribed and sent as under:

Details to be mentioned exactly on sealed envelope	
<b>EOI Details:</b>	To,
I. Notice No.: 43/TR/2024	The Additional Transport Commissioner (Revenue)
II. "Application for Empanelment of Chartered Accountant Consultant"	Transport Commissioner Office (U.P.)(TCO (U.P.)) Tehri Kothi, M.G. Road, Lucknow-226001 India

The Application must be direct, concise, and complete in all respect. TCO (U.P.) will analyse Applications based on its clarity and completeness of its response to the requirements as outlined earlier in this Document. The Application should be signed by an authorized person of the Applicant Entity. The Power of Attorney for signing of the Application should also be submitted. The CEO, TCO (U.P.), reserves the right to accept or reject any or all the Applications without assigning any reason.

Further, **additionally**, the Applications along with the relevant details / attachments, as furnished to TCO (U.P.) in the physical format, may also be submitted electronically in pdf format through e-mail to [atc.revenue-up@nic.in](mailto:atc.revenue-up@nic.in), as already mentioned earlier, after 17:00 hours on 1st July, 2025 within next two days. While sending additionally through email, the title / subject line of the email should be as "Application for Empanelment of Chartered Accountant Consultant".

### **7.8 Late Submission of Application**

Application(s) **not** reaching on or before the specified time limit and date will not be accepted.

## 8 Formats for Submission of Application

### 8.1 Annexure 1: Check-list for the documents to be submitted with Application

Sl. No.	Documents to be submitted	Suggested Format	Submitted (Y/N)	Documentary Proof, if any attached and Page No(s)
1	Check List for the documents to be submitted in Application (This Sheet duly filled in)	Annexure 1:		
2	Application Covering Letter	Annexure 2:		
3	Power of Attorney to the Authorized Signatory of the Application	--		
4	Copy of Certificate/ Firm Card issued by the Institute of Chartered Accountants of India valid as on 1st April, 2025 and any date thereafter	--		
5	Balance Sheet and P&L Account for the year ended 31st March, 2022, 2023, 2024.	--		
6	Particulars of the Applicant	Annexure 3:		
7	The List of the companies registered under the Companies Act, 2013, and the Government Entities in respect of which the Applicant Entity has associated with as Chartered accountant in any capacity along with their turnover. <b>(List of Government Entities/PSU.)</b>	Annexure 4:		
9	The Details of the Practicing Chartered Accountants on the rolls of the Applicant Entity along with their Bio Data	Annexure 5:		
10	The Declaration to the effect of not having been disqualified or black-listed	Annexure 6:		
11	Undertaking relating to Conflict of Interest	Annexure 7:		
12	A self-attested copy each of Address Proof & KYC (PAN Card and AADHAR			
13	Any other aspect / declaration / submission necessary for the Applicant Entity as per the law of land or otherwise that the Applicant might like to highlight	Additional Sheets may be placed		

\_\_\_\_\_ (Signature)

(Name, Title, Address and Seal of Authorized Signatory)

**8.2 Annexure 2: Covering Letter for Application for Empanelment of Chartered Accountant**

*[On the Letter- head of the Applicant]*

Letter Reference No. :

Date:

To

The Additional Transport Commissioner (Revenue),  
Transport Commissioner Office U.P. (TCO (U.P.))  
Tehri Kothi, M.G. Road,  
Lucknow-226001 India

Ref: **Submission of "Application for Empanelment of Chartered Accountant Consultant"**

Sir,

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"), and having appropriately studied the Document for EOI issued by TCO (U.P.), regarding the captioned matter and fully understood the information provided by TCO (U.P.), the undersigned hereby does apply in response thereto for Empanelment of "Chartered Accountant Consultant". The Application may be processed accordingly.

We are enclosing our Application with the details as per the requirements of the Document of EOI as issued by TCO (U.P.), for your consideration and evaluation.

Yours faithfully,

(Signature)

(Name, Title, Address and Seal of Authorized Signatory)

**8.3 Annexure 3 : Format to share Particulars of the Applicant Entity**

Sl. No.	Item	Details (to be filled by the responder to the EOI Application)
1	Name of the Applicant Entity	
2	Registered Address	
3	Mobile / Landline Phone no. and Fax no.	
4	E-mail ID	
5	Website Address, if any	
6	Details of Applicant Entity's Registration with ICAI (Please enclose copy of the relevant registration document)	
7	Registration Number and Year of Registration	
8	Permanent Account Number (PAN)	
9	GST No.	
10	State where the Applicant Entity is having its Registered Office.	
11	Head Office/ Registered branch Office of Applicant Entity in Uttar Pradesh	i. ii. iii. and onwards, as the case may be
12	Applicant Entity's Revenue for Financial years (Year wise) (Amount in Rs Lakh)	Year 2021-22
		Year 2022-23
		Year 2023-24
13	Eligibility of the applicant for Chartered Accountant Consultant in TCO (U.P.)	
a	Number of years of experience (complete years as on the date of Issue of this Document of Invitation of Application)	
b	Number of Full-Time Partners with the Applicant Firm	
c	Number of Practicing Chartered Accountants as shown in the certificate of ICAI enclosed with the proposal	
d	Number of Practicing Chartered Accountants having DISA Qualification	
e	Appointment letter of PSUs/ / Government Entities as audited / associated as CA by the Applicant Entities having turnover of Rs 100.00 crore or more.	
f	Appointment Letters of assignments successfully completed of UP Govt./ Govt. of India/ Departments/ Govt. Companies/ PSU/ Banks advised by the firm or Joint Venture or Consortium or Association of CA firms	



**Contact Details of Authorised Signatory for future correspondence regarding the EOI process:**

Details of Authorised Signatory	
Name	
Designation	
Address	
Mobile Phone Number	
Land Line Phone Number	
E-mail ID	

---

(Signature)

(Name, Title, Address and Seal of Authorized Signatory)

**8.4 Annexure 5: The Details of the Practicing Chartered Accountants on the rolls of the Applicant Entity (Bio-Data of each concerned person to be attached to the Application)**

(Ref.: Para 6.1, & para 6.5 of the Document of EOI)

Sl. No.	Name and Address	Professional Registration Number	Length of Experience (in Years & Months)	Whether DISA Qualified (Yes / No)
<b>A</b>	<b>At Head Office of the Applicant Entity</b>			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>B</b>	<b>At State / Branch Office of the Applicant Entity in Uttar Pradesh</b>			
1				
2				
3				
4				
5				
6				

Note : 1. The details herein may please be given in a Descending Order of Length of Experience of the Practicing Chartered Accountant on the rolls of the Applicant Entity for each type of office. As indicated earlier, the Practicing CAs would be those having the Certificate of Practice from the ICAI.

2. The appropriate evidence of their experience may be specifically furnished for each of these Practicing Chartered Accountant.

3. In the above list, against the name of the Practicing Chartered Accountant who happens to be the Partner also, the word "Partner" may be added.

\_\_\_\_\_

(Signature)

(Name, Title, Address and Seal of Authorized Signatory)

**8.5 Annexure 6: The Declaration to the effect of not having been disqualified or black-listed**

*[On the Letter head of the Applicant]*

Letter Reference No. :

Date:

To

The Additional Transport Commissioner (Revenue),  
Transport Commissioner Office U.P. (TCO (U.P.))  
Tehri Kothi, M.G. Road,  
Lucknow-226001 India

Ref:

**Submission of "Application for Empanelment of Chartered Accountant Consultant": Declaration**

Sir,

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"), and having appropriately studied the Document of EOI issued by TCO (U.P.) regarding the captioned matter, having fully understood the information provided by TCO (U.P.) in this Document and having examined the relevant records available in the office of the Applicant, the undersigned hereby does declare that the Applicant or any of the Chartered Accountants on its roll at present or in the past have not been disqualified or black-listed or debarred in any form by the Comptroller and Auditor General of India or any other Competent Authority.

Yours faithfully,

(Signature)

(Name, Title, Address and Seal of Authorized Signatory)

**8.6 Annexure 7: The Undertaking relating to the Conflict of Interest***[On the Letter head of the Applicant]*

Letter Reference No. :

Date:

To

The Additional Transport Commissioner (Revenue),  
 Transport Commissioner Office U.P. (TCO (U.P.))  
 Tehri Kothi, M.G. Road,  
 Lucknow-226001 India

Ref:

**Submission of "Application for Empanelment of Chartered Accountant Consultant": Undertaking relating to Conflict of Interest**

Sir,

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"), and having appropriately studied the Document of EOI issued by TCO (U.P.) regarding the captioned matter, having fully understood the information provided by TCO (U.P.) in this Document and having examined the relevant records available in the office of the Applicant, the undersigned hereby does undertake as follows:-

- (i) At present we have not been awarded any assignment by TCO (U.P.) or any contractor, concessionaire, consultant associated with TCO (U.P.) (except the Statutory Audit / Internal Audit / Special Audit assigned by TCO (U.P.) for-----work.  
 ( delete whichever is not applicable);

Or

At present we have been awarded the following assignments by TCO (U.P.) or any contractor/ concessionaire, consultant associated with TCO (U.P.) (delete whichever is not applicable);

S. N.	Name of the TCO (U.P.) Project, Nature / Description of assignment	Name of the Contractor, Concessionaire / Consultant	Value of the Assignment (Rs in lakhs)	Period of assignment From-to

- (ii) In case we are selected for the assignment, we shall not accept any direct / indirect employment / consultancy with the contractors / concessionaires / consultants of TCO (U.P.) during the period of assignment.
- (iii) During the period within one year of completion of assignment, we shall not engage in discussion or make any agreement with the contractors / concessionaires / consultants of TCO (U.P.) regarding employment /consultancy etc without prior permission of TCO (U.P.).
- (iv) We also undertake to withdraw from any or all of the assignments mentioned at S. No. (i) above if it results in a conflict of interest for this assignment.
- (v) We shall execute this assignment in an impartial and independent manner without disclosing any information to any person who is not authorized by TCO (U.P.) to have an access to such information.
- (vi) TCO (U.P.) has right to blacklist us for a minimum period of two years in case of above certification is found incorrect or we are found to have indulged in any activity so prohibited at any point of currency of the assignment.

Yours faithfully,

---

(Signature)

(Name, Title, Address and Seal of Authorized Signatory)