

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-10-2025 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-10-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Uttar Pradesh
विभाग का नाम/Department Name	Dairy Development Department Uttar Pradesh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Pcdflucknow226001
वस्तु श्रेणी /Item Category	Financial Audit Services - As mentioned in scope of work; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
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,Certificate (Requested in ATC),Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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
अनुमानित बिड मूल्य /Estimated Bid Value	2000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

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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1. 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.
2. 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.

3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As mentioned in scope of work.	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - As Mentioned In Scope Of Work; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	As mentioned in scope of work
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As mentioned in scope of work
Type of Industries/Functions	As mentioned in scope of work
Frequency of Progress Report	As mentioned in scope of work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As mentioned in scope of work
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit 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	Sanjay Kumar	226001,PCDF Ltd. 29 Park Road, Lucknow, Uttar Pradesh	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. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. 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. 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.
16. 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---

**प्रादेशिक कोआपरेटिव डेरी फेडरेशन,
29, पार्क रोड लखनऊ**

Scope of work /Qualification Methodology Document

1. पीसीडीएफ लेखों को दोहरी लेखा प्रणाली के अन्तर्गत कम्प्यूटर में टैली व अन्य सहायक सॉफ्टवेयर के माध्यम से नियमित रूप से तैयार करना।
 2. उक्त कार्य (बिन्दु-1) हेतु उपयुक्त सॉफ्टवेयर आदि की सी0ए0 फर्म द्वारा स्वयं यथा आवश्यक व्यवस्था करना।
 3. लेखा विभाग में वित्तीय सन्दर्भ में इस प्रकार के तंत्र Mechanism का विकास करना, जिसके माध्यम से विभाग में प्रतिदिन होने वाले प्राप्तियों Receipt व भुगतान Payment को नियमित रूप से दर्ज किया जा सके। साथ ही परियोजनाओं एवं बैंक खातों को मिलान कर रिकान्सिलेशन तैयार किया जा सके।
 4. आयकर/जीएसटी आदि की सूचना नियमित तौर पर विधिवत पूर्ण कर सम्बन्धित विभाग में चालान के माध्यम से जमा कर नियमानुसार रिटर्न दाखिल करना। इस प्रक्रिया को और अधिक सुदृढ़ एवं प्रभावी बनाना।
 5. पीसीडीएफ की इकाईयों की टैक्स आडिट बैलेन्स शीट तैयार करना और पूर्व वर्षों में कतिपय Cut off year लेखा सम्बन्धी विवरणों/आंकड़ों के आधार पर बैलेन्स शीट को अद्यतन अपडेट व पूर्ण करना एवं परियोजनाओं व बैंक खातों का मिलान करना।
 6. पीसीडीएफ की इकाईयों के आयकर/जीएसटी आदि वादों की समस्त प्रकार की समस्याओं का समयक निस्तारण करना।
 7. उक्त के अतिरिक्त पीसीडीएफ एवं पीसीडीएफ की इकाईयों द्वारा सी0ए0 फर्म से अपेक्षित अन्य सभी कार्य जो समय-समय पर फर्म को सौंपे जायें, का नियमानुसार निस्तारण करना।
 8. मासिक आधार पर ईपीएफ तैयार कर जमा कराना व आडिट आपत्तियों का अनुपालन आख्या तैयार करना एवं ब्रान्च डिवीजन, लोन एवं पार्टी खातों का मिलान करना तथा बैठक हेतु विश्लेषणात्मक रिपोर्ट/सूचना तैयार करना आदि।
 9. मा0 न्यायालय में दाखिल रिट के अन्तर्गत 16/18, 19/24 वर्षीय सेवा लाभ एरियर, वेतन भत्ते सम्बन्धी समस्त देयक, अर्जित अवकाश नगदीकरण, ग्रेच्युटी की गणना व इन्ही मदों पर ब्याज की गणना आदि सम्बन्धी कार्य सम्पन्न करना।
 10. प्रबन्ध निदेशक पीसीडीएफ अथवा उनके नामित प्रतिनिधि द्वारा समय-समय पर विभिन्न दुग्ध संघों/पीसीडीएफ इकाईयों के किये जाने वाले भ्रमण में चयनित फर्म के सी0ए0 द्वारा दुग्ध संघों/इकाईयों के व्यवसायिक/वित्तीय परीक्षण हेतु साथ में भ्रमण किया जाना होगा।
 11. उपरोक्तानुसार वांछित कार्य निम्न पीसीडीएफ/पीसीडीएफ की इकाईयों को किया जायेगा।
 - 1- पीसीडीएफ मुख्यालय।
 - 2- काऊ मिलक प्लाण्ट कन्नौज।
 - 3- सहकारी डेरी प्रशिक्षण एवं शोध संस्थान।

I - लखनऊ	II - वाराणसी	III - मेरठ।
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 - 4- पशु आहार निर्माणशाला।

I - अम्बेडकरनगर	II - वाराणसी	III - मेरठ।
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 - 5- आर0 एम0 ओ0, लखनऊ।
- नोट- उपरोक्तानुसार पीसीडीएफ/पीसीडीएफ इकाईयों में सम्बन्धित कार्य हेतु दरें समग्र रूप से जेम पोर्टल पर कोट की जाएंगी। पृथक-पृथक दरें कोट किये जाने की स्थिति में निविदा पर विचार नहीं किया जायेगा।

न्यूनतम अर्हता बिन्दु:-

1. सी0ए0 फर्म अनिवार्यतः सी0ए0जी0 (कैग) में रजिस्टर्ड होना अनिवार्य है।
2. अनुबन्धित फर्म द्वारा लेखा विभाग में कार्य आवश्यकता के अनुसार योग्य एवं दक्ष पूर्णकालिक कार्मिक की नियुक्ति करनी होगी, जिसके द्वारा लेखा विभाग की आवश्यकतानुसार सी0ए0 के मार्गदर्शन में कार्यालय अवधि में प्रत्येक कार्य दिवस में कार्य करना होगा।
3. सी0ए0 फर्म धारक/फर्म के मुख्य सी0ए0 को नियमित रूप से फर्म द्वारा किये जाने वाले कार्यों उनकी प्रगति व गुणवत्ता का अनुश्रवण करना होगा। इसके अतिरिक्त संस्था स्तर पर जब भी आवश्यक होगा, कार्यालय में उपस्थित होना होगा।
4. सी0ए0 फर्म का ब्रांच/मुख्य कार्यालय लखनऊ शहर में होना आवश्यक होगा।
5. सी0ए0 फर्म को उ0प्र0 सरकार के सरकारी अथवा अन्य निजी संस्थानों में कार्य करने का न्यूनतम 07 वर्षों का निरन्तर अनुभव हो।
6. सक्षम अधिकारी के अनुमोदन के, बिना कारण बताये अनुबन्धित फर्म की सेवाओं को 02 माह का नोटिस देकर निरस्त किया जा सकेगा, किन्तु उक्त 02 माह (नोटिस पीरियड) में सी0ए0 फर्म को बिना किसी द्वेष भावना के किये गये कार्य को संस्था की अपेक्षानुसार सुव्यवस्थित ढंग से नियोजित करते हुए सौंपना होगा।

Point Table

Sr no	Particulars	Supporting documents	Max marks
1.	<p>The minimum number of partners should be 5, out of which at least 3 partners should be FCA as on 01.04.2025</p> <p>Points for Full time FCA partner - 2 per partner</p> <p>Points for Full time ACA partner - 1 per partner</p> <p>Points for CA/CMA employee - 1 per employee</p>	<p>1. List pf partners/qualified employees</p> <p>2. Declaration</p> <p>3. Certificate of Membership of all employees.</p>	15
2.	<p>Bidder average turnover for last 3 years of Firm should be minimum of Rs. 50 Lacs.</p> <p>Turnover more than 50 Lacs to 75 Lacs - 10 Points</p> <p>Turnover more than 75 Lacs to 2 Crore - 13 Points</p> <p>Turnover more than 2 Crore - 15 Points</p>	<p>1. Turnover certificate for the financial year of 2023-24, 2022-2023, 2021-2022</p> <p>2. Audited balance sheet</p> <p>3. ITR</p> <p>4. CA certificate</p>	15
3.	<p>Bidders should have standing of at least 7 years.</p> <p>7 to 15 years Standing - 3 Points</p> <p>16 to 30 years Standing - 8 Points</p> <p>More than 30 years Standing - 10 Points</p>	<p>1. Firm constitution certificate as on 01.04.2025</p> <p>2. Undertaking regarding firm's standing</p>	10
4.	<p>Head Office in Lucknow - 8 Points</p> <p>Branch Office in Lucknow - 6 Points</p> <p>Other Branches in UP - 1 Points per branch</p>	<p>1. Firm constitution as on 01.04.2025</p> <p>2. Undertaking</p> <p>3. Address proof</p>	10

5.	<p>Review by Tender Committee(Presentation by Bidder)</p> <table border="1" data-bbox="236 322 742 1288"> <tr> <td data-bbox="236 322 715 533">1. Introduction & Overview Briefly introduce your firm, the objective of the presentation, and an overview of services offered in line with the requirements of PCDF.</td> <td data-bbox="715 322 742 533"></td> </tr> <tr> <td data-bbox="236 533 715 703">2. Detailed Explanation of Services Breakdown of your core accounting and bookkeeping offerings, tailored to government departments.</td> <td data-bbox="715 533 742 703"></td> </tr> <tr> <td data-bbox="236 703 715 913">2A. Government Department Accounting & Bookkeeping Demonstrate domain expertise, methodology, and compliance tools for handling government accounts.</td> <td data-bbox="715 703 742 913"></td> </tr> <tr> <td data-bbox="236 913 715 1084">2B. Period Covered for Finalised Books. Mention the periods (fiscal years) for which your team has finalised accounts, preferably recent.</td> <td data-bbox="715 913 742 1084"></td> </tr> <tr> <td data-bbox="236 1084 715 1288">2C. Timelines for Completion & Finalisation, average time taken from data entry to finalisation — emphasize quick turnaround and efficiency.</td> <td data-bbox="715 1084 742 1288"></td> </tr> </table>	1. Introduction & Overview Briefly introduce your firm, the objective of the presentation, and an overview of services offered in line with the requirements of PCDF.		2. Detailed Explanation of Services Breakdown of your core accounting and bookkeeping offerings, tailored to government departments.		2A. Government Department Accounting & Bookkeeping Demonstrate domain expertise, methodology, and compliance tools for handling government accounts.		2B. Period Covered for Finalised Books. Mention the periods (fiscal years) for which your team has finalised accounts, preferably recent.		2C. Timelines for Completion & Finalisation, average time taken from data entry to finalisation — emphasize quick turnaround and efficiency.		<p>PPT presentation at the time of further intimation to qualified parties</p>	20
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6.	<p>Firm should have minimum 7 years of experience of accounting/ book-keeping/ audit services of any Government/ Public companies / Local Bodies / Private</p> <p>Experience in the current financial year and the last three financial years (ending month of March prior to the bid opening) :- (1 Point per assignment)</p> <table border="1" data-bbox="236 1637 742 1825"> <thead> <tr> <th data-bbox="236 1637 587 1697">Type of Organizations</th> <th data-bbox="587 1637 742 1697">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1697 587 1825">Government/ Public sector undertaking / Local Bodies / Semi Government sector</td> <td data-bbox="587 1697 742 1825">25 Points Minimum</td> </tr> </tbody> </table>	Type of Organizations	Points	Government/ Public sector undertaking / Local Bodies / Semi Government sector	25 Points Minimum	<ol style="list-style-type: none"> 1. List of appointments/assignments 2. Copy of appointment letter/work order 3. Work completion certificate undertaking of ongoing work in case of continual work. 	30						
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<p>Manufacturing of dairy products /cattle feed/ and having an average turnover in the last 3 years of Rs 500 Crore in such business/Office of Milk Development</p>	<p>5 Points Maximum</p>		
			<p>100</p>
<p>Minimum Cut off Required</p>			<p>70</p>
<p>Required documents for claiming points should be submitted along with the bid and it must be duly sealed and signed.</p>			
<p>Last 3 Financial years to be considered are FY 2021-22, FY 2022-23 and FY 2023-24.</p>			
<p>Applicant must be empaneled with CAG.</p>		<p>CAG empanelment letter</p>	
<p>Past experience of Similar services: The Bidder must have successfully executed/completed similar services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening):-</p> <ol style="list-style-type: none"> a. Three similar completed services costing not less than the amount equal to 40 % (forty percent) of the estimated cost; or b. Two similar completed services costing not less than the amount equal to 50 % (fifty percent) of the estimated cost; or c. One similar completed service costing not less than the amount equal to 80 % (eighty percent) of the estimated cost. 		<p>Evidence of value of agreement. One agreement: 80%, Two agreements: 50% each Three agreements: 40% each</p>	