

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-11-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-11-2025 16:30:00
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	Cooperative Department Uttar Pradesh
संगठन का नाम/Organisation Name	Uttar Pradesh Cooperative Federation Limited
कार्यालय का नाम/Office Name	U.p.co-operative Cane Unions Federation
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	3 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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?	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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
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	10 Days
अनुमानित बिड मूल्य /Estimated Bid Value	150000
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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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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.

4. 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.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

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

**Scope of Work:**[1761807536.pdf](#)

### Manpower Hiring For Financial Services - Onsite; Chartered Accountant ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	As per RFP
Qualification of Professional/Resources required	As per RFP
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>एडऑन /Addon(s)</b>	

#### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	NA

#### अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	ABHILASH KANT SHARMA	226001,12 Rana Pratap Marg	1	<ul style="list-style-type: none"> <li>Number of Months : 3</li> </ul>

#### 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

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

UP Cooperative Cane Unions federation Limited  
12  
Rana Pratap Marg  
Hazratganj  
Lucknow

##### 3. 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.

##### 4. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

##### 5. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [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---

**Ref. No.: 284/P.F.**

**Dated 29.10.2025**

**UP Cooperative Cane Unions Federation Limited**  
**12- Rana Pratap Marg, Lucknow,**  
**Uttar Pradesh-226001**

Request for Proposal (RFP)  
for

Hiring of Chartered Accountant Firm for Providing  
Works/Services

*for*

U.P. Coop. Cane Unions & Federation Employees  
Contributory Provident Fund Trust

at

UP Cooperative Cane Unions Federation Limited,  
Lucknow

**Phone:**

0522- 2207871

**Email:**

gannasangh@gmail.com,  
gannasangh@yahoo.in

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## Notice Inviting Tender

For

### **Hiring of Chartered Accountant Firm for Providing Works/Services for U.P. Coop. Cane Unions & Federation Employees Contributory Provident Fund Trust**

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UP Cooperative Cane Unions Federation Limited (also known as UPCUFL), Lucknow is an apex body of 158 Cooperative Cane Unions Limited in Uttar Pradesh, maintaining a Provident Fund for the benefit of its employees and similarly for its constituents Cane Unions in the state have also been maintaining a Provident Fund for the benefits of its employees and the Federation as well as its constituents Cane Unions have been managing the Provident Fund under the provisions of U.P. Cane Co-op. Service Regulations, 1975 (Chapter XVII).

This notice is being publish for hiring of Chartered Accountant Firm for Providing Works/Services for U.P. Coop. Cane Unions & Federation Employees Contributory Provident Fund Trust for preparation of Balance Sheet of previous years (from 2021-22 to 2024-25) & audit.

For any queries relating to the RFP and the terms and conditions contained therein should be addressed to Managing Director, U.P. Cooperative Cane Unions Fed. Ltd. during working hours (09.30 to 18.00) by taking prior appointment or by email.

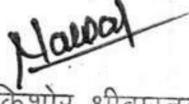


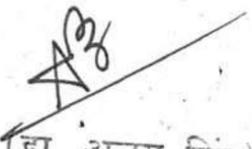
**(Satyendra Singh)**  
Chairman, CPF Trust/  
Managing Director  
UPCUFL

### Tender Schedule

Name of the Work	<b>Hiring of Chartered Accountant Firm for Providing Works/Services for U.P. Coop. Cane Unions &amp; Federation Employees Contributory Provident Fund Trust through GeM Portal Only.</b>
Bid Submission Start Date	As per GeM
Last Date for Submission of Bid <b>(through GeM portal only)</b>	As per GeM
Technical Bid Opening Date	As per GeM
Financial Bid Opening Date	As per GeM

  
(संजीव कुमार)  
अवधेश कुमार यादव  
लिपिकार/ई.टी. सील, गन्ना संघ  
भ.नि.खण्ड

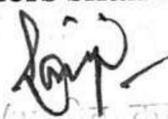
  
नवल किशोर श्रीवास्तव  
जूनियर सहायक/सचिव  
बोर्ड ऑफ ट्रस्टीज (भ.नि.)

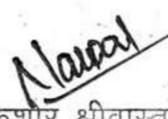
  
(डा. अजय सिंह)  
सहायक प्रबन्ध निदेशक

**MINIMUM ELIGIBILITY CRITERIA****1. Minimum Eligibility qualification for evaluation of Technical Bid**

- 1.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. The CA Firm should also be empaneled with C&AG.
- 1.2 The Firm should have been in operation for at least 05 years after its registration.
- 1.3 The average Annual Turnover of the Firm during the last 03 financial years (i.e. 2022-23, 2023-24 and 2024-25) must be equal to or more than **Rupees Fifty Lakhs (₹50.00 Lakh)**. Must attach duly audited/certified copy of C.A. Firm (other than bidding C.A. firm) as per prescribed annexure – IV or its equivalent. **The firm should also be a profit making firm.**
- 1.4 The Firm should have experience of at least **Three Original assignments awarded from the financial year started from 2020-21 in Preparation & Finalization of Annual Account, Internal Audit/Filing of Statutory Returns etc. of Central/State Departments/PSU/Cooperative Department or Cooperative Societies registered under U.P. Cooperative Act, during 03 years i.e., 2023, 2024 and 2025. Must attach documentary evidence where the scope of work has been mentioned.**
- 1.5 **The Firm should have their registered head/branch office in Lucknow (Uttar Pradesh) which should be operation during last one year. Must attached supporting document which substantiate the claim.**
- 1.6 The Chartered Accountant Firm should have Minimum **Two (02) Fulltime FCA & sufficient manpower having knowledge of data entry on Tally software, etc.** Details of the same should be attached.
- 1.7 An Affidavit Duly certified by a Notary in the prescribed Annexure –III regarding blacklisting/non-blacklisting of firm/agency must be uploaded. The said affidavit should be issued within 03 months from the date of issue of tender.
- 1.8 Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 1.9 Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed.
- 1.10 **Earned Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders shall not be considered.

  
अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड

  
(अनिल कुमार)  
सो.नि.सहायक/सचिव  
आई.टी. सेल, गन्ना संघ

  
नवल किशोर श्रीवास्तव  
जूनियर सहायक/सचिव  
बोर्ड ऑफ ट्रस्टीज (भ.नि.)

  
(डा. अनंजय मिश्र)  
सहायक प्रबन्ध निदेशक

## Section – II

### **INSTRUCTIONS TO THE BIDDERS**

#### **2. Minimum Eligibility Criteria**

2.1 Minimum Eligibility Criteria will be as per **Section – I**.

#### **3. Scope Work/Services**

3.1 Scope of work/services shall be as per **Section – III**.

#### **4. EMD and Performance Security**

4.1 **Earnest Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. **Tender without Bid Security Declaration from the Bidders shall not be considered.**

4.2 **Performance Security** – Successful bidder has to deposit a sum of equivalent to **3% of total annual contract value**, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of Managing Director, UP Cooperative Cane Unions Federation Limited, Lucknow, Uttar Pradesh. The performance security shall be released after two months beyond date of all contractual obligations, without any interest.

**No exemption is allowed to NSIC/MSME registered firm.**

#### **5. Cost of Bidding**

5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the UPCUFL will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

#### **6. Language of Bid**

6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English or Hindi language.

#### **7. Period of Validity of Bids**

7.1 Bids shall remain valid for **90** days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non-responsive.

7.2 In exceptional circumstances, the UPCUFL may ask the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

#### **8. Modifications and Withdrawal of Bids**

8.1 No bid will be modified after submission of bids. **No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.**

अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड आई.टी. सेल, गन्ना राध

Navca  
नवल किशोर श्रीवास्तव  
जूनियर सहायक/सचिव  
बोर्ड ऑफ ट्रस्टीज

अजय सिंह  
सहायक प्रबन्ध निदेशक

- 8.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

### 9. Right to accept or to reject any bid or all bids

- 9.1 Managing Director, UP Cooperative Cane Unions Federation Limited, Lucknow reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and UP Cooperative Cane Unions Federation Limited shall not bear any monetary liability incurred to the affected Bidder(s). Decision of UP Cooperative Cane Unions Federation Limited in this regard shall be final and binding to all.

### 10. Notification of Award

- 10.1 Prior to the expiry of the validity period of bid, UP Cooperative Cane Unions Federation Limited shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. **The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.**
- 10.2 Before commencement of work, successful bidder has to execute an agreement on a Non-Judicial Stamp paper of ₹100/- or above. Cost of the stamp paper will be borne by the bidder.

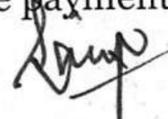
### 11. Period of Contract

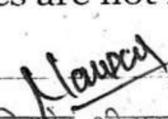
- 11.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be initially **for preparation of Balance Sheet & audit of One F.Y. 2021-22** which may be extended for further period of maximum 03 F.Y. (i.e. 2022-23, 2023-24, 2024-25) upon satisfactory performance.
- 11.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the UPCUFL in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 11.3 Notwithstanding anything contained herein above, the UPCUFL reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

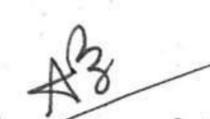
### 12. Termination of Contract

- 12.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the Managing Director, UPCUFL. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the Managing Director, UPCUFL to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation.
- 12.2 The UPCUFL also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Managing Director, UPCUFL in this regard shall be final and binding.
- 12.3 The UPCUFL in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

  
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लिपिक  
भ.नि.सं.सं.

  
(संजीव कुमार)  
नोडल अधिकारी,  
आई.टी. सेल, गंगा संघ

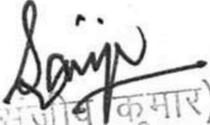
  
नवल किशोर श्रीवास्तव  
जूनियर सहायक प्रबन्धक

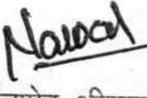
  
(डॉ. अजय सिंह)  
सहायक प्रबन्धक

13. **Clarification of Bids**

- 13.1 During evaluation of the bids, the UPCUFL may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing through GeM shall be sought, offered or permitted.
- 13.2 Any effort by a Bidder to influence the UPCUFL's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

  
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(डा. अजय सिंह)  
सहायक प्रबन्ध निदेशक

**Section-III****TERMS OF REFERENCE****14. Scope of Work/Services****14.1 The work/services consist of following jobs (the bidder shall quote price for all of the work listed as below:**

- i. Employee wise entry and calculation of interest on the brought forward CPF balance from previous year in the account of CPF Trust, in Tally software.
- ii. Entry of monthly contribution amount (Employee & Employer's) received in the name of Trust member's (about 1300) from respective Cane Societies and/or Federation on the allocated code in the Tally software for f.y 2021-22.
- iii. Employee wise calculation of date wise interest on contribution (employee & employer) received from respective Cane Societies on the amount of CPF Trust, in Tally software.
- iv. Entry of PF deductions received from the Cane Societies & Federation in the name/account respective employees against CPF Loan/Advances taken by them.
- v. Closing of the members accounts by matching the details of final payment with ledger/Loan register and Bank Statement.
- vi. Preparation of bank reconciliation statement of all account of CPF Trust.
- vii. Calculation and reconciliation of the interest on investment with bank account and official records and make entries in Tally software.
- viii. To prepare Cane Society & Federation wise details of provident fund deductions, contributions, and management expenses etc.
- ix. Preparations of working statement on excel sheet & Balance Sheet of CPF Trust. The concerned CA firm shall be responsible for resolving any audit objections/queries with respective to balance sheet, if so raised by auditor CA firm engaged by Trust.
- x. The balance sheet is to be prepared within 90 days by feeding the data in the computerized software from year wise accounts, physical registers, bill vouchers, files etc. in which the work of data feeding and reconciliation will be done by the outsourced firm.
- xi. Providing opinion on specific matters as and when required and suggestion about improvement with respect to management of CPF Trust.

**Remark:** It may please be noted that the quantum of works mentioned above are tentative which may increase or decrease during the contract period.

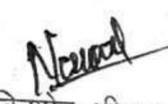
**Note:** The Managing Director of UP Cooperative Cane Unions Federation Limited reserve the right to increase, decrease or did not assign any particular job as per the UPCUFL requirement. Any such variation has to be fulfilled by the firm with the same terms & condition.

**15. Essential Terms & Conditions for completion of the Works**

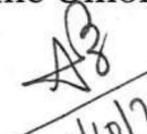
15.1 The firm has to depute at least 01 (one) qualified Article, having adequate experience of handling the aforesaid job, on full time basis at the UPCUFL. However, timely completion of job to be awarded under this tender will be responsibility of the selected C.A. firm.

15.2 The work will be done at UP Cooperative Cane Unions Federation Limited office.

  
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लिपिक  
भ.नि खण्ड

  
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बोर्ड ऑफ ट्रस्टीज (म.नि.) आई.टी. सेल, गन्ना संघ

  
नोडल अधिकारी,  
(डा. अजय सिंह)  
सहायक प्रबन्ध निदेशक

  
29/10/25

## 16. Payment Terms

16.1 The payment shall be made on the services provided by firm, subject to the following terms and conditions:

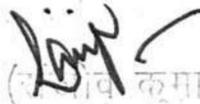
- i. The payment will be made after satisfactory completion of service by the firm. No price variation would be allowed during the initial contract period
- ii. Any increase in statutory taxes during the contract period will be borne by the UPCUFL.
- iii. TDS under Income Tax and GST will be deducted at applicable rates.
- iv. All the payment shall be made as per below criteria, upon submission of bills and work completion certificate(s) from the authorized official of the UPCUFL-
  - 50% after data feeding, reconciliation with bank account & office records and preparation of working statement of 01 financial year.
  - 25% after preparation of Balance Sheet of 01 financial year.
  - 25% after Audit of balance sheet.

## 17. Penalty

- 17.1 The UPCUFL reserves the right to deduct amount of ₹1,000/- or as decided by the UPCUFL against each default from the bill raised by the firm.
- 17.2 Further, unforeseen circumstances will be dealt separately and quantum of penalty will be decided by the UPCUFL. The decision of the Managing Director, UPCUFL will be final and binding in this regard.
- 17.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof UP Cooperative Cane Unions Federation Limited is put to any loss/obligation, monetary or otherwise, the UPCUFL will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

  
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(अ.नि.कुमार)  
नोडल अधिकारी,  
आई.टी. सेल, गन्ना संवहायक प्रबन्ध निदेशक

  
29/10/25  
(डॉ. अजय सिंह)  
प्रबन्ध निदेशक

**18. Arbitration Clause**

18.1 If at any time there should be any question, dispute or difference between the parties in respect of any matter arising out of or in relation to this Agreement, either party may give to the other party notice in writing of the existence of such question, dispute or difference and the same shall be referred to arbitration of a sole arbitrator, as the parties may mutually agree upon, or otherwise to two arbitrators, one to be appointed by each party. The two arbitrators appointed by the parties shall before proceeding with the reference, appoint a third arbitrator, who will act as the presiding Arbitrator. The award of the arbitrators shall be final and binding on the parties and be accepted by them.

It is noteworthy that the entire process of appointment of arbitrator/ arbitrators shall be done within a maximum period of 30 days, from the date of receipt of notice of the intention to refer the dispute to arbitration under clause mentioned above.

18.2 This reference to the arbitrators shall be deemed to be a reference, under the provision of The Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof that may be made from time to time and actually in force at the time of reference.

18.3 The cost of arbitration shall be borne by the parties as may be decided upon by the arbitrators. Arbitration proceeding shall be held and conducted at Lucknow, Uttar Pradesh only preferably in English Language.

18.4 The High Court of judicature at Lucknow and courts subordinates there to at Lucknow (U.P.) shall alone have jurisdictions to exclusion of all other courts subject to the arbitration proceedings.

18.5 UP Cooperative Cane Unions Federation Ltd will not bear any additional costs whatsoever other than the financial bid agreed.

**19. Indemnity and Secrecy Clause**

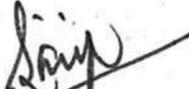
19.1 The selected firm must indemnify UP Cooperative Cane Unions Federation Limited from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.

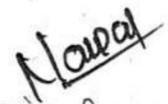
19.2 The selected firm has to pay or compensate the UPCUFL for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.

19.3 All information given to or made available to the selected C.A. firm by virtue of this tender, which is identified as proprietary or confidential information, will be safeguarded by the selected C.A. firm and shall not be disclosed to any individual or organization without the prior written approval of the Managing Director, UPCUFL.

19.4 Any points that have not been specifically addressed/ enumerated in this tender document or any points that need clarification at later stage will be decided by the competent authority of UP Cooperative Cane Unions Federation Limited and his decision in this regard shall be final and binding.

  
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भ.नि.खण्ड

  
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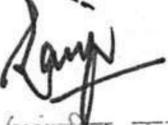
  
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सहायक प्रबन्ध निदेशक

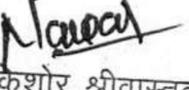
**Section – IV**

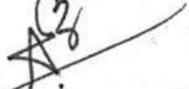
**BID OPENING; EVALUATION PROCESS; AND SELECTION CRITERIA**

- 20.1 Bid will be evaluated based on the minimum eligibility criteria and supporting documents attached by the bidders. Bidders are advised to attach all supporting documents.
- 20.2 **No document will be accepted in support of minimum eligibility criteria after the last date of submission of bids.**
- 20.3 Qualified bidder (**as per minimum eligibility criteria**) will be awarded a Technical Bid
- 20.4 UP Cooperative Cane Unions Federation Limited shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. UP Cooperative Cane Unions Federation Limited shall correspond only with the successful bidder.

  
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**Proforma for Technical Bid/Minimum Eligibility Criteria**

Sl. No.	Criterion	Details	The supporting document is placed at Page No.
1.	Names & address of Regd. Office of bidding firm/Agency with telephone No./email Id		
	Name, Address, Telephone No. and Email Id of Authorized Person.		
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (must attach copies of all the registration certificates)	Registered with ICAI, then mentioned. Registration Number (Date of Registration No.)	
		PAN of CA Firm	
		GST Registration No.	
		C&AG Empanelment No.	
3.	The CA firm should be in operation for at least <b>05 years</b> after its registration (provide necessary evidence)	Year of Registration/ starting of operation	
		Nos. of years in operation after registration (in years)	
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. <b>2022-23, 2023-24 and 2024-25 [must be equal to or greater than Rs. 50.00 Lakh (Rupees Fifty Lakh)]</b> . Provide the details as per <b>Annexure-IV or its equivalent</b> .		
5.	The Firm should have experience of <b>at least three Original assignments awarded</b> started from the Financial year 2020-21 in Preparation & Finalization of Annual Account, Internal Audit/Filing Statutory Return, etc.	<b>Please provide the details in the prescribed Annexure-V with all supporting documents</b>	
6.	Registered head/branch office in <b>Lucknow</b> (Uttar Pradesh) which should be operation during last one year. <b>Must attached supporting document in this regard.</b>	YES / NO	
7.	The Chartered Accountant Firm should have Minimum Two (02) Full time FCA. Details of the same should be attached.	YES / NO	
8.	Must attach Declaration in the prescribed <b>Annexure – III</b> .	YES / NO	
09.	Whether EMD declaration in lieu of EMD in the prescribed Annexure – III	YES / NO	

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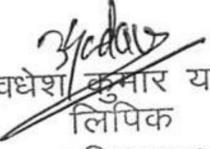
In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by UP Cooperative Cane Unions Federation Limited and EMD/SD will be forfeited. In addition to the above, UP Cooperative Cane Unions Federation Limited will not be responsible to pay the bills for any in completed/partially completed work.

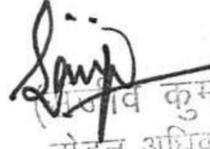
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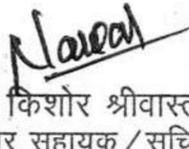
**Signature.....**

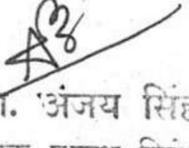
**SEAL:**

**Name and Designation.....**

  
अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड

  
अनंद कुमार)  
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**Proforma for Financial Bid**

[Please do not fill this format, this is for reference only]

Price should be quoted on the basis of Scope of Work as mentioned in **Section-III**

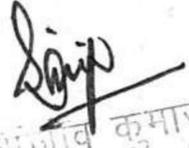
Rate of 01 Financial Year For 2021-22	Price quoted in INR, inclusive of Taxes
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**Note:**

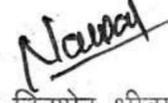
The rate should be quoted (through GeM Portal Only) in view of the quantum of work/services as mentioned at **Section-III** and the quoted fee should be all inclusive of GST. No other charges on account of travelling, accommodation, food and other expenses will be paid. However, the facility related to printing, stationery and computers etc. will be arranged by the UPCUFL for the jobs being executed in the UPCUFL premises.

**Date :****Signature.....****SEAL:****Name and Designation.....**


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भ.नि.खण्ड



(राजिव कुमार)  
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(डॉ. अजय सिंह)  
सहायक प्रबन्ध निदेशक

**ANNEXURE - I**

**(Undertaking from Bidder on their Letter Head)**

**To**

**The Managing Director**

UP Cooperative Cane Unions Federation Limited,

12- Rana Pratap Marg, Lucknow

**Subject: Undertaking for the participation in the Tender Ref**

**No.....**

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at UP Cooperative Cane Unions Federation Limited, Lucknow, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the National UPCUFL of Technology Patna. Nor do I/We have any relationship whatsoever with any of them.

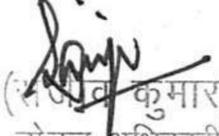
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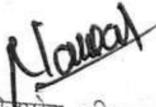
**Signature.....**

**SEAL:**

**Name and Designation.....**

  
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लिपिक  
भ.नि.खण्ड

  
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**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**  
**(On Bidders Letter head)**

Bid Security Declaration Form

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To

**The Managing Director**

UP Cooperative Cane Unions Federation Limited,  
12- Rana Pratap Marg, Lucknow

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

- have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or
- having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or(ii) thirty days after the expiration of the validity of my/our Bid.

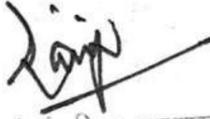
**Date:**

**Signature.....**

**SEAL:**

**Name and Designation.....**

  
अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड

  
(संजीव कुमार)  
नोडल अधिकारी,  
आई.टी. सेल, गन्ना संघ

  
नवल किशोर श्रीवास्तव  
जूनियर सहायक/सचिव  
बोर्ड ऑफ ट्रस्टीज (भ.नि.)

  
(डा. अजय सिंह)  
महायुक्त प्रबन्ध निदेशक

**ANNEXURE-III**

**DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING FROM  
TAKING PART IN GOVT./PSU /CAB TENDER**

*(To be executed on Non Judicial Stamp paper of ₹100/-or above and duly  
attested by a Public Notary/ Executive Magistrate)*

I / We Proprietor/ Partner(s)/ Director(s) of M/s\_\_\_\_\_ hereby declare that the firm/company namely M/s\_\_\_\_\_ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities are pending as on the date of the declaration. Our firm has not been blacklisted in the past by any Govt. Department & PSU/State/ Central Autonomous Body/ Cooperative Department/ Cooperative Societies from taking part in such tenders.

OR

I/We Proprietor/Partner(s)/Director(s) of M/s\_\_\_\_\_ hereby declare that the firm/company namely M/s\_\_\_\_\_ was blacklisted or debarred by any Govt. Department & PSU/State/ Central Autonomous Body/ Cooperative Department/ Cooperative Societies from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f.\_\_\_\_\_. The period is over on\_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders. Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by UP Cooperative Cane Unions Federation Limited and EMD/SD shall be forfeited. In addition to the above, UP Cooperative Cane Unions Federation Limited will not be responsible to pay the bills for any completed/partially completed work.

**Date:**

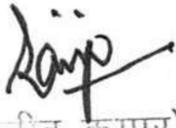
**Signature.....**

**SEAL:**

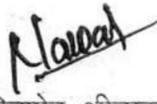
**Name and Designation.....**



अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड



(संजीव कुमार)  
नोडल अधिकारी,  
आई.टी. सेल, गंगा रांघ



नवल किशोर श्रीवास्तव  
जूनियर सहायक/ सचिव  
बोर्ड ऑफ ट्रस्टीज (भ.नि.)



(डा. अजय सिंह)  
सहायक प्रबन्ध निदेशक

## Details of CA Firm's Turnover

[to be submitted on the letterhead of the CA Firm, other than bidding C.A. firm]

Particular	Financial year			Average
	2022-23	2023-24	2024-25	
Annual Turnover				

Duly audited copy of C.A. (other than bidding CA firm) for Annual Turnover and Annual Income in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets.

Detail of auditing C.A. Firm

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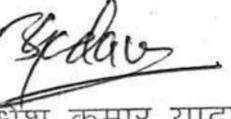
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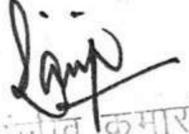
Date :

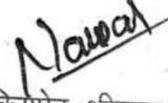
Signature.....

SEAL :

Name and Designation.....

  
अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड

  
(राजीव कुमार)  
नोडल अधिकारी,  
आई.टी. रोल, गन्ना राध

  
नवल किशोर श्रीवास्तव  
जूनियर सहायक/सचिव  
बोर्ड ऑफ ट्रस्टीज (भ.नि.)

  
29/10/24  
(डा. अजय सिंह)  
महायक प्रबन्ध निदेशक

## Format for providing details of experience of works

Sl. No.	Name & Address of the Govt. Department & PSU/State/ Central Autonomous Body in any year during the 03 years (2023, 2024 and 2025).	Number of years of Experience	Reference of page no. on which the Documentary evidence is attached
[1]	[2]	[3]	[4]
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: It may please be noted that only experience shall be considered for which supporting documents are attached.

Date:

Signature.....

SEAL:

Name and Designation.....

*Yadav*  
अवधेश कुमार यादव  
लिपिक  
भ.नि.खण्ड

*Kam*  
(संजीव कुमार)  
सोशल अधिकारी,  
आई.टी. सेना, गन्ना रांघ

*Nawal*  
नवल किशोर श्रीवास्तव  
जूनियर सहायक/सचिव  
बोर्ड ऑफ ट्रस्टीज (भ.नि.)

*AS*  
29/10/24  
(डा. अजय सिंह)  
सहायक प्रबन्ध निदेशक