

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण / Bid Details   |  |
|---|--|
| बिड बंद होने की तारीख/समय /Bid End Date/Time  | 13-01-2026 13:00:00  |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time   | 13-01-2026 13:30:00  |
| 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  | Cane Development (ganna Vikas Vibhag) Department Uttar Pradesh   |
| संगठन का नाम/Organisation Name  | N/a  |
| कार्यालय का नाम/Office Name   | Deputy Cane Commissioner Ayodhya Region Ayodhya  |
| वस्तु श्रेणी /Item Category   | Manpower Hiring for Financial Services - Onsite; Chartered Accountant  |
| 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)              | 30 Lakh (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 Relaxation for Years of Experience and Turnover        | No   |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation 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)<br>*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  | 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  | 2  |
| 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  | 972000   |
| मूल्यांकन पद्धति/Evaluation Method   | Total value wise evaluation  |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required   | Yes  |
| मध्यस्थता खंड/Arbitration Clause   | No   |
| सुलह खंड/Mediation Clause  | No   |

#### ईएमडी विवरण/EMD Detail

|                             |                |
|-----------------------------|----------------|
| एडवाइजरी बैंक/Advisory Bank | Bank Of Baroda |
| ईएमडी राशि/EMD Amount       | 29160          |

#### ईपीबीजी विवरण /ePBG Detail

|   |                |
|---|----------------|
| एडवाइजरी बैंक/Advisory Bank                                       | Bank Of Baroda |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)                           | 5.00           |
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 12             |

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

Deputy Cane Commissioner

Deputy Cane Commissioner Ayodhya region Ayodhya, Cane Development (Ganna Vikas Vibhag) Department  
Uttar Pradesh, N/A,  
(Up Ganna Ayukt)

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

#### एमआईआई अनुपालन/MII Compliance

|                               |     |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

#### एमएसई खरीद वरीयता/MSE Purchase Preference

|   |    |
|---|----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | No |
|---|----|

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.

#### एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Hiring of Chartered Accountant Firm - [1767248084.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required****Scope of Work:**[1767248098.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        | Certified internal auditor (ICAI) |
| Qualification of Professional/Resources required         | CA                                |
| Total Experience of Professionals / Resources (In years) | 8 - 10 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 |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | संसाधनों की मात्रा / Number of manpower deployed | अतिरिक्त आवश्यकता /Additional Requirement                             |
|---------------|--|---|--|---|
| 1             | Shailendra Kumar Chauhan                                 | 224001,H. No. 51/310, 2/9/7, Office Of Deputy Cane Commissioner, Ayodhya Region, Near Police Chauki, Hasnu Katra, Ayodhya(Faizabad) | 1  | <ul style="list-style-type: none"><li>Number of Months : 12</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

**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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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---**

**Deputy Cane Commissioner**  
**Hasanu Katra, Niyawan, Ayodhya,**  
**Uttar Pradesh-224001**

**Request for Proposal (RFP)**  
**For**

**Hiring of Chartered Accountant Firm for Providing Internal Audit Services for**

**Range Ayodhya's Concerned Sugarcane Societies and Cane Development Council**

**Email:**

**dyccfaizabad@gmail.com**

RFP FOR INTERNAL AUDIT

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## Notice Inviting Tender

For

Hiring of Chartered Accountant Firm for Providing Works/Services  
for Range Ayodhya's Concerned Sugarcane Societies And Cane  
Development Council

This notice is being publish for Hiring of Chartered Accountant Firm for Providing Works/Services for Range Ayodhya's Concerned Sugarcane Societies and Cane Development Council for-

1. Physical verification of records in person,
2. Risk Management,
3. Red flagging of serious financial matters, escalation and time-bound compliance,
4. Consultant and advisor
5. Key points for testing during the audit (Scope of Work),
6. FDR, etc.

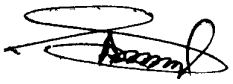
For any queries relating to the RFP and the terms and conditions contained therein should be addressed to Deputy Cane Commissioner, Range Ayodhya.during working hours (10.00 to 17.00) by taking prior appointment or by mail.

(Sanjay Gupta)

**Deputy Cane Commissioner,**  
**Range Ayodhya.**

**Tender Schedule**

|  |  |
|--|--|
| Name of the Work   | Hiring of Chartered Accountant Firm for Providing Works/Services for Range Ayodhya's Concerned Sugarcane Societies And Cane Development Council through GeM Portal Only. |
| Bid Submission Start Date                                    | As per GeM   |
| Last Date for Submission of Bid<br>(through GeM portal only) | As per GeM   |
| Technical Bid Opening Date                                   | As per GeM   |
| Financial Bid Opening Date                                   | As per GeM   |

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RFP FOR INTERNAL AUDIT

## SECTION-I

**MINIMUM ELIGIBILITY CRITERIA****1. Minimum Eligibility Qualification for Evaluation Of Technical Bid**

| Sl. No. | Criteria  | Basis of Marks   | Maximum Marks |
|---------|---|--|---------------|
| 1       | <b>Experience of the Firm</b> The firm should be empanelled with CAG and the minimum experience is 7 years as on 01.04.2025.  | 1 mark per year above 7 years of experience (fraction of the year is ignored)  | 10            |
| 2       | <b>Peer Review</b> Peer Review Certificate of the firm issued by the Institute of Chartered Accountants of India.   | 5 marks  | 5             |
| 3       | <b>Similar Work Experience</b> The firm must have completed similar assignments in the last 3 financial years in internal audit of PSUs/Societies/Trusts/Autonomous Bodies. | 5 marks per year of audit above 3 years in similar work  | 15            |
| 4       | <b>Number of Partners</b> The firm should have at least three FCA partners with minimum 10 years' experience as on 01.04.2025.  | Above 3 FCA partners: 3 marks for each ACA partner<br>5 marks for each FCA partner   | 10            |
| 5       | <b>DISA/CISA Qualification</b> The firm must have at least one full-time partner holding DISA/CISA qualification as on 01.04.2025.  | 2 marks for each partner having DISA/CISA  | 5             |
| 6       | <b>Turnover of Firm</b> Average turnover of the firm for last 3 financial years (2022-23, 2023-24, 2024-25).  | Up to 30 lakh – 4 marks<br>30-50 lakh – 8 marks<br>50-80 lakh – 12 marks<br>80 lakh-1 crore – 16 marks<br>More than 1 crore – 20 marks           | 20            |
| 7       | <b>Location</b> Audit firm having registered office/branch office as on 01.04.2025.   | Within division – 5 marks<br>Outside division – 2 marks  | 5             |
| 8       | <b>Audit Methodology</b> What methodology the firm will adopt for conducting internal audit of UP-Cane Development Society & UP-Cane Development Council.                   | Understanding of Work – 5 marks<br>Approach & Methodology – 10 marks<br>Presentation & Clarity – 5 marks<br>Past Experience Reference – 10 marks | 30            |
|         | <b>Total</b>  |  | 100           |
|         | <b>1.To Qualify for Assignment: A CA firm must score at least Minimum Marks</b><br><b>2. Qualifying firm should not score ZERO in any Criteria</b>                          | Minimum Marks- 60 Marks  |               |

- 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 CAG. A copy of latest empanelment for confirmation is required.
- 1.2 The Firm should have been in operation for at least 7 years as on 01.04.2025 after its registration also the firm should be empanelled with CAG.
- 1.3 No close relative or family member of a Chartered Accountant or their partner should be employed by the concerned sugarcane committee/council. A self-certified certificate from the Chartered Accountant firm should be obtained to confirm this.
- 1.4 The selection of the CA firm for the aforementioned internal audit will be for a period of one year. Thereafter, based on the performance of the Chartered Accountant firm (as per the prescribed standards), the term may be extended, with the approval of the Sugarcane Commissioner/Registrar and the selection committee.
- 1.5 The Minimum average Annual Turnover of the Firm during the last 3 financial years (i.e. 2022-23, 2023-24 and 2024-25) must be equal to or more than **30 Lakhs**. Must attach duly audited/certified copy of Turnover Certificate of the Firm as per prescribed annexure – IV or its equivalent. The firm should also be a profit making firm.
- 1.6 The Firm should have experience in the last 3 financial years in internal audit of PSUs/Societies/Trusts/Autonomous Bodies i.e. 2022-23, 2023-24 and 2024-25. Must attach documentary evidence where the scope of work has been mentioned.
- 1.7 The Firm should have their registered head/branch office as on 01.04.2025 in Uttar Pradesh which should be operation during last one year. Must attached supporting document which substantiate the claim.
- 1.8 For effective conduct of internal audit, the Chartered Accountant **firm must have a minimum of three Fellow Chartered Accountant (FCA) partners**, each possessing at least ten years of professional experience as on 01.04.2025. In addition, the firm shall deploy sufficient qualified manpower with practical expertise in accounting systems and data entry, to ensure accuracy, reliability, and timely completion of audit assignments. The firm is required to furnish detailed particulars of its partners and supporting staff, along with documentary evidence, to demonstrate its audit capability and resource adequacy.
- 1.9 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.
- 1.10 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.
- 1.11 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.

- 1.12 **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.
- 1.13 It should be noted that a CA firm selected for internal audit at one level will not be selected for the other two level. Furthermore, a firm will be eligible for selection to the Committee and Council in only one group, although a firm may participate in all groups and levels.
- 1.14 The primary objective of having chartered accountants conduct internal audits of the respective Cane Development Committees/Cane Development Councils is to establish sound financial discipline within these institutions, effectively controlling financial irregularities. This will ensure that neither financial irregularities nor embezzlement/misappropriation occur within the organization. However, if, under any circumstances, it comes to light that, in collusion with departmental personnel or out of malafide intentionally the chartered accountant has failed to uncover or disclose any irregularities or embezzlement, or has concealed such matters in his audit report, causing loss to the Sugarcane Committee/Council, then upon the discovery of such financial embezzlement/irregularities, the responsible officer/employee, as well as the chartered accountant, will be held accountable, and legal action will be taken against them as per the rules.

RFP FOR INTERNAL AUDIT

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 Demand Draft in favour of **“UP Ganna Ayukt, Faizabad”** payable at Ayodhya. 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 office of Deputy Cane Commissioner, Range Ayodhya 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 office of Deputy Cane Commissioner, Range Ayodhya 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.**

- 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 Deputy Cane Commissioner, Range Ayodhya 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 office of Deputy Cane Commissioner, Range Ayodhya shall not bear any monetary liability incurred to the affected Bidder(s). Decision of Deputy Cane Commissioner, Range Ayodhya 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, Deputy Cane Commissioner, Range Ayodhya 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.
- 10.3 Work orders will be issued to the selected firms based on the payment capacity and arrangement of fund of the institutions.

11. **Period of Contract**

- 11 The contract period for engagement of the Chartered Accountant firm to provide the desired internal audit services shall initially be for one financial year, i.e., F.Y. 2026-27. Subject to satisfactory performance and compliance with all terms and conditions, the contract may be extended for a further period of up to five financial years, covering F.Y. 2027-28, 2028-29, 2029-30, 2030-31 & 2031-32.
- 11.1 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the Deputy Cane Commissioner, Range Ayodhya in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 11.2 Notwithstanding anything contained herein above, Deputy Cane Commissioner, Range Ayodhya 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 Deputy Cane Commissioner, Range Ayodhya. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the Deputy Cane Commissioner, Range Ayodhya 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 Deputy Cane Commissioner, Range Ayodhya also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Deputy Cane Commissioner, Range Ayodhya in this regard shall be final and binding.

12.3 The Deputy Cane Commissioner, Range Ayodhya in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

**13. Clarification of Bids**

- a. During evaluation of the bids, the DYCC 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.
- b. Any effort by a Bidder to influence the official authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.



REP FOR INTERNAL AUDIT



**TERMS OF REFERENCE****14. Scope of Work/Services**

**The work/services consist of following jobs (the bidder shall quote price for all of the work listed as below:**

**Key Duties and Responsibilities of Chartered Accountants:**

The Chartered Accountant firm will play a crucial role in conducting the internal audit of sugarcane development committees/councils. They will ensure the accuracy and integrity of financial statements and reports, maintain complete transparency, and ensure compliance with regulations and guidelines. They will also provide recommendations for strengthening risk management, internal controls, and overall improvements. The key duties and responsibilities of the Chartered Accountant firm are outlined in detail below:

**1. Physical Verification of Records:** The Chartered Accountant firm will physically verify all accounting records by being present at the sugarcane committee/council offices. A thorough audit will be conducted, involving a detailed evaluation of financial and accounting processes against established standards, assessment of operational efficiency, and verification of their accuracy and transparency. The auditors will be required to formally record their attendance at the audited offices (committees/councils) using the "punch-in, punch-out" system on the SGK system. In addition, the CA firms deployed in the committees/councils/District Cane Officer offices and Deputy Cane Commissioner offices will have access to an online portal for on-site feeding of their audit reports and work performed.

**2. Risk Management:** Strict vigilance will be maintained over cases involving financial irregularities, crime, fraud, embezzlement, and corruption. Upon detection of such cases, prompt and appropriate action must be taken within a maximum of 48 hours to prevent/mitigate potential losses and negative impacts, and the matter must be reported to higher authorities.

**3. Red Flagging, Escalation & Time-Bound Compliance of Serious Financial Matters:** In cases of serious financial irregularities, discrepancies, or significant objections/issues that have persisted for years, appear sensitive or suspicious, and are causing financial loss to the committee, and require immediate action (compliance), the chartered accountant firm will be responsible for identifying these cases, formally notifying the relevant authorities immediately, and registering them as "Red Flagged." Subsequently, based on the nature and severity of the objections/issues, they will establish a timeframe for their resolution (time-bound compliance) and ensure that the necessary actions are taken according to the rules. If any negligence or laxity is observed at any stage in the resolution of Red Flagged cases, and the matter reaches the headquarters level, strict disciplinary action will be taken against those involved, including the supervisory officers.

**4. Consultants and Advisors:** The CA firm will provide appropriate and effective recommendations to improve financial processes, internal controls,

and compliance measures. They will provide their expert suggestions on any important issues, maintain effective communication for smooth interaction and dialogue with committee/council personnel and officers, and resolve objections through mobile or WhatsApp groups, while simultaneously providing training to the personnel. For this purpose, financial queries will be addressed promptly at every level through Whatsapp groups.

### **C. Key Points for Testing During the Audit (Scope of Work)**

#### **1. Accounting and Banking Controls:**

- 1) Personnel-wise allocation of duties, ensuring separate roles for the person entering data (Maker), the person verifying the data (Checker), and the person approving the data (Approver).
- 2) Verification of all vouchers by the approving officer.
- 3) Matching of purchase, sale, and closing stock entries through the Sugarcane Input App.
- 4) Daily updating of the cash book and ledger and their reconciliation with vouchers and bank statements.
- 5) Execution of accounting tasks under the double-entry system.
- 6) Separate testing and verification of accounting records and entries for each sugarcane society and sugarcane development council.
- 7) Updating and verification of employee human resource entries on the SGK portal.
- 8) Testing and verification of employee salary components and bank statements. Work flow for employee payments and SMS alerts to the competent authority for timely disbursement of benefits.
- 9) Approval of changes/modifications to employee salary components and bank accounts by the competent officer.
- 10) Reconciliation of interest income with Form 26AS, bank certificates, and ledger entries.

#### **2. Bank Fixed Deposits (FDRs):**

- 1) Compliance with updated orders/instructions issued regarding FDR investments.
- 2) Obtaining FDR Confirmation Certificates from the bank.
- 3) Security of FDRs - Maintenance of original FDRs in the joint custody of two designated officers.
- 4) Quarterly physical verification of the original FDRs and issuance of a verification certificate.
- 5) Date of remittance of funds to the bank for FDRs and the date of FDR creation by the bank.
- 6) FDR details. Audit the maturity and re-appropriation of funds.

- 7) Prepare the FDR (Fixed Deposit Receipt) register in the prescribed format, including details such as FDR number, bank name and branch, date of investment, investment amount, investment period, interest rate, maturity date, maturity amount, etc., and verify

the up-to-date entries of the invested FDRs.

- 8) Claiming TDS deducted on interest and showing it as recoverable in the accounts.
- 9) In case of premature encashment of FDRs, ensuring proper justification and approval from the competent authority, and ensuring that the uncashed amount is spent only on the designated purpose
- 10) Recording details of FDR investments in the cash book and ledger, and reconciling it with the amount received after maturity.

### 3. Cash and Bank Controls

- 1) Confirmation of joint custody of cash and checkbooks
- 2) Verification of cancelled checks in the check issuance register.
- 3) Filing of FIR for lost checks.
- 4) Use of RTGS system for receiving sugarcane development contributions.
- 5) Approval from the competent authority for opening bank accounts.
- 6) Bank Reconciliation Statement: Monthly reconciliation statements for all bank accounts (physical and SGK portal), identification of discrepancies, measures for their resolution/rectification, and reconciliation with the general ledger.
- 7) Bank Balance Confirmation: Monthly confirmation of bank balances and reconciliation with the ledger.
- 8) Matching each bank payment entry with the original bills and vouchers of payment, including check number, voucher number, purpose of payment/bill details, etc.
- 9) Ensuring adherence to the petty cash limit.
- 10) Secure storage of checkbooks and proper cancellation and safekeeping of spoiled and unused checks.
- 11) Obtaining account-wise bank balance confirmation certificates for all bank accounts of the committee/council at the end of each financial year (March 31st) and reconciling the accounts.

### 4. Control of Unpaid Claims:

- 1) All unpaid claims should be maintained in a separate register (SGK and manual) with proper details and reconciled monthly with bank accounts.
- 2) A separate register for deceased farmers should be maintained, and the death should be confirmed through records and information received from the family. This information should be updated on the SGK system.
- 3) Necessary documents for payment to deceased farmers, such as death certificate, succession certificate, farmer ID, and Aadhaar card of the nominee, should be verified
- 4) Pending claims should be maintained separately in a register, and appropriate follow-up actions, including issuing notices, should be taken.
- 5) Claims older than one year should be transferred to the Unclaimed Liability Account after approval from the competent authority.
- 6) Compliance with the guidelines issued for the payment of unpaid sugarcane price.

### 5. Budgetary Controls

- 1) 100% compliance with the guidelines issued from time to time for the committee budget.

2) Ensure that all budget heads are clearly displayed on the portal and that the system generates an alert in case of any overrun or inter-head adjustment.

#### **6. Sugarcane Development Contribution**

- 1) Calculation of the quantity of sugarcane supplied fortnightly during the crushing season and the corresponding sugarcane development contribution.
- 2) Matching the total quantity of sugarcane supplied at the end of the crushing season with the sugar mill records and calculating the committee's contribution accordingly.
- 3) Updating the daily sugarcane supply information from the Sugarcane Committee/Council level on the SGK portal.
- 4) Proper recording of income details from the sugarcane development contribution in the accounting records.

#### **7. Agri Inputs Distribution and Loan Control -**

- 1) Agri inputs should be distributed on credit only to registered and eligible members. No assistance should be provided to members with outstanding liabilities or those who are defaulters.
- 2) The quantity of agri inputs distributed to each member should be within their loan limit, which is based on their verified sugarcane area (SGK data).
- 3) Review the allocation list and approval documents to ensure that the distribution is fair and transparent.
- 4) Maintain a proper loan ledger recording all transactions including opening balance, distribution, recovery, interest calculation, repayment, and closing balance.

#### **8. Other Records & Documentation -**

- 1) "Paid by me" status in records other than the prescribed standards and items.
- 2) Up-to-date entries in the dead stock register in the correct format and their verification.
- 3) Status of implementation of the write-off policy for dead stock.
- 4) Finalization of the balance sheet only after the working statement and all bank reconciliations are completed at the end of the financial year.

#### **9. General and Special Audit Procedures:**

- 1) Processing of general and special audit reports.
- 2) Preparation of a report on financial irregularities or suspicious entries.
- 3) Comparison of approved budget, actual income, and expenditure.
- 4) Reconciliation and reporting of expenditure exceeding the approved budget.
- 5) Preparation of details of unrecorded transactions and resolution of discrepancies.
- 6) Financial losses due to negligence.
- 7) Recovery against sanctioned advances.
- 8) Status of bank recoupment/recovery of loans disbursed by the committee.
- 9) Preparation of records of embezzlement/irregularities/negligence committed by responsible personnel.

- 10) Cooperation during external audits.
- 11) Training of committee and council personnel according to their assigned tasks.
- 12) Providing any other suggestions to protect the financial interests of cooperative sugarcane societies and sugarcane development councils.

It will be the duty/responsibility of the chartered accountant firm appointed for internal audit work in sugarcane societies/councils to independently and impartially evaluate the overall financial activities and accounting processes and systems of the sugarcane society/council in a systematic, disciplined, and corrective manner, and to immediately report any irregularities or cases of embezzlement discovered during the audit to higher authorities.

Currently, all finance and accounting work of sugarcane societies/councils is being carried out with complete transparency through Modules 04 and 05 of the Smart Sugarcane Farmer Portal (SGK). In this regard, the "Internal Audit System" of sugarcane societies/councils will be developed within Modules 04 and 05 of the SGK portal, and all audit processes will be automated to minimize manual errors and enable real-time data monitoring under risk management, thereby facilitating the quick resolution of deficiencies/errors. Therefore, the "Internal Audit System" should be implemented with full effectiveness at the sugarcane committee/council, district, and regional levels, ensuring strict adherence to the guidelines described above. In addition to the instructions issued as mentioned above, all audit panels/CA firms at all levels may be directed from time to time to perform other related tasks as necessary, considering contemporary circumstances. The concerned audit panel/CA firm will be obligated to complete these tasks.

#### At District Level

1. At the district level, a district level audit panel will be formed consisting of a Chartered Accountant firm, an outsourced accountant and one knowledgeable accounting clerk from the office of the District Sugarcane Officer.
2. The audit firm, under the supervision of District Cane Officer, will physically verify all the bill vouchers, bank reconciliation, balance sheet prepared through manual and SGK, fertilizer business and expenditure against budgetary provision of the subordinate cane development committees and cane development councils on a quarterly basis and will review the implementation of the above mentioned accounting works through SGK and the quarterly report sent to the Deputy Cane Commissioner. For Physical documentary verification, cane development committees and cane development councils will have to provide all their desired financial records to the District Cane Officer's Office on date fixed in advance at the level of District Cane Officer.
3. The CA firm will insure quality disposal of General and Special Audit objections received from Audit Department.
4. Every month, the monthly reports received from the cane development committees and cane development councils will be thoroughly studied by the district level CA firm and the online available reports of cane development committees and cane development councils of the districts will also be reviewed on SGK module 04 & 05. After review, on the basis of serious deficiencies/objections found in the report, surprised inception of at least 01 cane development committee and 01 cane development council as decided by DCO will be done and after surprise inception, the report along with recommendations will be compulsorily send to DCO and DYCC.

#### At Division Level

1. At the division level, a division level audit panel will be formed consisting of a Chartered Accountant firm and one knowledgeable accounting clerk from the office of the Deputy Cane Commissioner.
2. The CA firm will insure quality disposal of General and Special Audit objections received from Audit Department.
3. Every month, the CA firm thoroughly study the monthly reports submitted by all the cane development committees and cane development councils within the region, as well as the quarterly audit reports received from the district level, it will also review the reports of the region's cane development committees and cane development councils available online on SGK module 04 and 05. Based on the serious deficiencies/objections found in the report, the DYCC will conduct surprised inception of at least 02 cane development committees and 02 cane development councils as designated by DYCC every month and submit the audit report to the DYCC. The region level CA firm will also submit a half-yearly inspection report to the Headquarter.

**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:** Deputy Cane Commissioner, Range Ayodhya reserve the right to increase, decrease or did not assign any particular job as per the Deputy Cane Commissioner, Range Ayodhya 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**

- a. The firm has to depute at least 01 (one) qualified Chartered Accountant & Article staff, having adequate experience of handling the aforesaid Audit work. However, timely completion of job to be awarded under this gem-tender will be responsibility of the selected C.A. firm.
- b. The work will be done at Cane Development Societies/Councils/DCO office/DYCC Office. Co-operative Cane Development Societies or Councils of Sugar Industry & Cane Department

**16. Payment Terms**

- a. Payment shall be made to the firm for services rendered, subject to the following terms and conditions:
- b. Payment will be released only after satisfactory completion of Monthly Audit services by the firm.
- c. No price variation shall be allowed during the initial contract period.
- d. Any increase in statutory taxes during the contract period will be borne by the Deputy Cane Commissioner, Range Ayodhya.
- e. TDS under Income Tax and GST will be deducted at applicable rates.
- f. These terms shall apply exclusively to Internal Audit services rendered under this agreement.
- g. The professional service charges are **fixed and pre-approved**.
- h. No escalation, variation, or revision of rates shall be entertained during the contract period.
- i. The approved fixed rates shall remain binding on both parties for the entire duration of

the contract.

17. **Penalty**

- a. The Deputy Cane Commissioner, Range Ayodhya reserves the right to deduct amount of **₹1,000/-** or as decided by the Deputy Cane Commissioner, Range Ayodhya against each default from the bill raised by the firm.
- b. Further, unforeseen circumstances will be dealt separately and quantum of penalty will be decided by the Deputy Cane Commissioner, Range Ayodhya. The decision of the Deputy Cane Commissioner, Range Ayodhya will be final and binding in this regard.
- c. In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof Concerning offices are put to any loss/obligation, monetary or otherwise, the Deputy Cane Commissioner, Range Ayodhya will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

18. **Arbitration Clause**


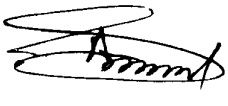
- a. If at any time there should be any question, dispute or difference between the parties in respect of any matter arising out of or in relation to this Agreement, either party may give to the other party notice in writing of the existence of such question, dispute or difference and the same shall 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.

- b. 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.
- c. 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 Ayodhya, Uttar Pradesh only preferably in English Language.
- d. The High Court of judicature at Lucknow and courts subordinates there to at Ayodhya (U.P.) shall alone have jurisdictions to exclusion of all other courts subject to the arbitration proceedings.
- e. Concerning offices will not bear any additional costs whatsoever other than the financial bid agreed.

19. **Indemnity and Secrecy Clause**

- a. The selected firm must indemnify Deputy Cane Commissioner, Range Ayodhya from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.
  - b. The selected firm has to pay or compensate the Deputy Cane Commissioner, Range Ayodhya 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 Deputy Cane Commissioner, Range Ayodhya.
- 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 Deputy Cane Commissioner, Range Ayodhya and his decision in this regard shall be final and binding.



RFP FOR INTERNAL AUDIT



Annex-IV

**BIDOPENING: 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 empanelled.
- 20.4 Deputy Cane Commissioner, Range Ayodhya shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. Deputy Cane Commissioner, Range Ayodhya shall correspond only with the successful bidder.

RFP FOR INTERNAL AUDIT

**Section-V****Proforma for Technical Bid/Minimum Eligibility Criteria**

| Sr 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  |   |   |
| 2     | Name, Address, Telephone No. And Email Id of Authorized Person.   |   |   |
| 3     | 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.  |   |
| 4     | The CA firm should be in operation for at least 07 years after its registration (provide necessary evidence)  | Year of Registration/starting of operation  |   |
|       |   | Nos. of years in operation after registration (in years)                            |   |
| 5     | Average Annual Turnover of the CA Firm for the last3 (three) financial years i.e. 2022-23, 2023-24 and 2024-25 [must be equal to or greater than Rs. 30.00 Lakh (Rupees Thirty-Lakh)].Provide the details as per Annexure-IV or its equivalent. |   |   |

|   |   |   |  |
|---|---|---|--|
|   | The firm must have completed similar assignments in the last 3 financial years in internal audit of PSUs/Societies/Trusts/Autonomous Bodies.                          | Please provide the details in the prescribed Annexure-V with all supporting documents |  |
| 7 | Registered head/branch office in Lucknow or Ayodhya (Uttar Pradesh) which should be operation during last one year. Must attached supporting document in this regard. | YES/NO  |  |
| 8 | Must attach Declaration in the prescribed Annexure-III.   | YES/NO  |  |
| 9 | Whether EMD declaration in lieu of EMD in the Prescribed Annexure-III   | YES/NO  |  |

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

Date:

Deputy Cane Commissioner, Range  
Ayodhya

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

**To**

Deputy Cane Commissioner,

Range Ayodhya

**Subject: Undertaking for the participation in the Tender Ref No.....**

Sir,

1. I/We here by 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 Concerning Location of Range Ayodhya, 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 Cane Development Department of Range Ayodhya. Nor do I/We have any relationship whatsoever with any of them.

**Date:**

**Signature.....**

**SEAL:**

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







ANNEXURE- II

**FORM AT OF BID SECURITY DECLARATION FROM BID DERSINLIEU OF EMD**  
**(On Bidders Letterhead)**

Bid Security Declaration Form

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

To

Deputy Cane Commissioner,

Range Ayodhya,

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

- a) 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
- b) 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.....

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

***(To be executed on NonJudicial 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 \_\_\_\_\_ here by 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.

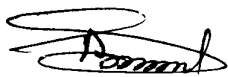
In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by Deputy Cane Commissioner, Range Ayodhya and EMD/SD shall be forfeited. In addition to the above, Deputy Cane Commissioner, Range Ayodhya will not be responsible to pay the bills for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

Date:

Signature.....

SEAL:

Name and Designation.....



## ANNEXURE- IV

## Details of CA Firm's Turnover

[to be submitted on the letter head 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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Date:

Signature.....

SEAL:

Name and Designation.....

REP FOR INTERNAL AUDIT

## 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:

Name and Designation.....

SEAL: Signature.....








## ANNEXURE-VI

**Grouping of Cane Development Societies and Councils as per their Grading, Keeping in view the Financial Conditions and Cane Supply**

**GROUP NO 01**

| District  | Society/ Council                   | Grade |
|-----------|------------------------------------|-------|
| Barabanki | Cane Development Society Barabanki | D     |
|           | Cane Development Society Budhwal   | D     |
|           | Cane Development Society Dariyabad | D     |
|           | Cane Development Council Budhwal   | D     |
| Ayodhya   | Cane Development Society Faizabad  | B     |
|           | Cane Development Society Ganauli   | C     |
|           | Cane Development Council Rauzagaon | B     |

**GROUP NO 02**

| District              | Society/ Council                                      | Grade |
|-----------------------|---|-------|
| Ambedkarnagar         | Cane Development Society Akbarpur                     | A     |
|                       | Cane Development Council Mijhora                      | A     |
| Sultanpur             | Cane Development Society Belwai                       | D     |
| Jaunpur               | Cane Development Society Shahganj                     | D     |
|                       | Cane Development Council Shahganj                     | D     |
| Gazhipur/<br>Varanasi | Cane Development Society Nanganj, Aurai and Chandauli | D     |
|                       | Cane Development Council Nanganj and Aurai            | D     |

**GROUP NO 03**

| District  | Society/ Council                    | Grade |
|-----------|-------------------------------------|-------|
| Ayodhya   | Cane Development Society Masodha    | B     |
|           | Cane Development Council Masodha    | A     |
| Barabanki | Cane Development Society Haidergarh | D     |
|           | Cane Development Council Barabanki  | D     |
|           | Cane Development Council Haidergarh | D     |
| Sultanpur | Cane Development Society Sultanpur  | D     |
|           | Cane Development Council Sultanpur  | D     |

**Note:-** It should be noted that a CA firm selected for internal audit at one level will not be selected for the other two level. Furthermore, a firm will be eligible for selection to the Committee and Council in only one group, although a firm may participate in all groups and levels.

**Grouping of Cane Development Districts, Keeping in view the Financial Conditions and Cane Supply**

| Districts                          | No of Socities+Councils |
|------------------------------------|-------------------------|
| Ayodhya                            | 5                       |
| Ambedkarnagr,<br>Barabanki         | 9                       |
| Sultanpur,<br>Jaunpur,<br>Gazhipur | 10                      |

**Note 1:- Group of Districts will be treated as one districts.**

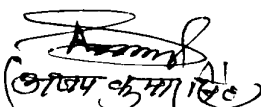
**Note 2:- It should be noted that a CA firm selected for internal audit at one level will not be selected for the other two level. Furthermore, a firm will be eligible for selection to the Committee and Council in only one group, although a firm may participate in all groups and levels.**

RFP FOR INTERNAL AUDIT


**Jurisdiction of Ayodhya Range**


| Range         | Districts                          | No of Societies+Councils |
|---------------|------------------------------------|--------------------------|
| Ayodhya Range | Ayodhya                            | 5                        |
|               | Ambedkarnagr,<br>Barabanki         | 9                        |
|               | Sultanpur,<br>Jaunpur,<br>Gazhipur | 10                       |

**Note:-** It should be noted that a CA firm selected for internal audit at one level will not be selected for the other two level. Furthermore, a firm will be eligible for selection to the Committee and Council in only one group, although a firm may participate in all groups and levels.

  
(अनंद कुमार सिंह)  
स. ग. वि. स. 1 को.  
मक. 6 (क)

31.12.25  
(रम प्रताप)  
व्यवस्थापक निदेशक  
म.स. 11

  
31.12.25  
(राजेश्वर यादव)  
D.C.O. Ayol.

  
31.12.25

RFP FOR INTERNAL AUDIT