



**THE VILLUPURAM DISTRICT CO-OPERATIVE MILK
PRODUCERS' UNION LIMITED,
VILLUPURAM DISTRICT – 605 401.**

TWO PART OPEN TENDER

Annual Service Contract for Internal Audit Professional Activities at
Villupuram DCMPU Ltd., (For Registered Chartered Accountant
Firms only)

TENDER PERIOD: 2026-2028

TENDER PERIOD: 24 MONTHS

TENDER DOCUMENT SUBMITTED BY

M/S.....

.....

**General Manager
The Villupuram DCMPU Ltd.,**

PART-I TECHNICAL BID

TWO PART TENDER APPLICATION

1.

From

To

M/s.

**The General Manager,
V.D.C.M.P.U. Limited.,
495, TRICHY TRUN
ROAD,
VALUDHAREDDY,
Villupuram -605602.**

Sir,

Sub: Two part tender for the **Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only)** for 24 (Twenty Four) months period from the date of execution of agreement by the tenderer-submission of tender documents - Regarding.

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Having examined the two – part tender documents consisting of Part I pre-qualification /Technical Bid and Part II Commercial Bid with price quotation, I/we here by submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/ us on behalf of.....

In the capacity ofduly authorised to submit this two-part tender offer.

Necessary legal evidence in respect of authority assigned to me / us on behalf of the bidding firm is here with attached.

I/we submit the documents here with agreeing to all the instructions, Terms and Conditions detailed in the two-part tender.

SIGNATURE OF THE TENDERER

I/We understand that the General Manager, Villupuram D.C.M.P.U.Ltd., Villupuram-605602 reserves the right to reject any tender offer fully or partly without assigning any reasons thereof.

I / We hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of Part-I Technical bid.

I/We understand that the tender on acceptance will be valid for a period of 24 (Twenty Four) months and extendable up to 6 months on the same rate, terms and conditions from the date of execution of the agreement.

Enclosures:

1. Evidence of authority to sign
2. Part I pre-qualification-Technical bid.
3. Part-II Commercial bid with price quotation.

SIGNATURE OF THE TENDERER(S)
INCLUDING TITLE CAPACITY.

NAME:

(IN BLOCK LETTERS)
(SEAL)

2.0 INSTRUCTIONS TO THE TENDERERS

This two-part tender consists of the following documents:-

a. Part I-Pre –qualifying Technical bid.

b. PartII –Commercial bid for price – quote schedules.

- 2.01 The tenderer is requested to read all the terms and conditions of the two-part tender carefully before start filling up.
- 2.02 The tenderer is requested to inspect the work site at Villupuram Dairy during the working hours on any working day before submitting their tender offer, so as to have firsthand knowledge of the work.
- 2.03 The tenderer is requested to submit the original set of the two-part tender (both Part-I-Technical Bid and part II Commercial Bid) duly filled in, attaching necessary documents and they are advised to retain the duplicate set of documents for their reference/records.
- 2.04 The Part-1 pre-qualification cum technical bid consisting of page nos. 1 to 23 and the part-II Commercial bid consisting of page Nos. 24 to 25 should be submitted. **The tender documents duly filled can only be submitted by e-tendering through the e-procurement website “<http://www.tntenders.gov.in> for "Tender for the Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only) for 24 (Twenty Four) months period from the date of execution of agreement by the tenderer and the period of 24 months is extendable up to 3 months from the date of expiry on the same rate, terms and conditions.**
- 2.05 The tenderer is requested to kindly go through the check-list in Page No.18 and 19 to ensure compliance of the documents attested by the Notary Public

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 2.06 The tenderer is specifically informed that, all the pages in both Part I-Technical Bid and Part II- Commercial Bid should be signed at the bottom of each page without any omission by the Tenderer/ his authorized signatory with name and seal of the firm as token of acceptance of the tender.
- 2.07 The tenderer who is downloading the document from the website is instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. The tenderer is advised to download the above amendments and enclose it without fail along with the technical bid document, duly authenticating. In case of failure to submit the amended document (if any), the Union reserves the right to reject the tender offer.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

3.0. INTRODUCTION

Two part tender for the **Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only)** for 24 (Twenty Four) months period from the date of execution of agreement by the tenderer.

This Two Part tender form contains the schedules as indicated below:

i. Website for e-submission of tender	www.tntenders.gov.in
ii. a. Date of Pre-bid meeting	10.09.2026 at 11.30 AM
b. Place of Pre-bid meeting	O/o The General Manager, V.D.C.M.P.U. Limited., 495, TRICHY TRUN ROAD, VALUDHAREDDY, Villupuram -605602.
iii. Bid Submission start date and Last date, time for online submission of the Two Part Tender both Technical bid and Commercial bid	Online Bid Submission start date and time : 02.09.2026 - 11.30 AM Last date and time for online Bid Submission : 16.09.2026 at 11.30 A.M
iv. Date and time of opening of Part-1 Technical bid online	16.09.2026 at 3.30 P.M
v. Place of opening of Part1 Technical bid	O/o The General Manager, V.D.C.M.P.U. Limited., 495, TRICHY TRUNK ROAD, VALUDHAREDDY, Villupuram – 605602.
vi. Date of opening of Part-II Commercial bid.	Commercial bid will be normally Opened within 90 days from the date of opening of Part I- Technical bid on the date & time convenient to the Tender Inviting Authority and those who are qualified in the part I Technical bid of the tender will, only be intimated to participate in the opening of part II commercial bid. The date and time of opening will be intimated to the eligible tenderers through online mode.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

4.0 GENERAL TERMS AND CONDITIONS

4.01. Two part tender for the **Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only)** for the 24 month period from the date of execution of agreement by the tenderer.

4.02. The tenderer should furnish an Earnest Money Deposit of **Rs.12,000/-** (Rupees Twelve thousand only) by means of online payment only.

4.03. The tenderer should have minimum 25-year experience & 3 crore Turnover FY as on the date of opening of technical bid for having provided same nature of work on contract basis / quotation basis to any Govt. Organization or Co-operative Institutions or any reputed organization. The Federation reserves the right to inspect any organization where the tenderer had provided labourers on contract basis/quotation basis.

4.04. The tenderer should have the balance amount of Rs.5.00 lakhs on any date for the past one year either in his/her savings bank account or current bank account as on the date of submitting the tender.

4.05. The tenderer should have minimum manpower strength of 01 person who have cleared CA inter and should have deployed at Villupuram DCMPU Ltd., exclusively for all financial activities monitoring as directed by the Finance section head in all working days office hours.

(a) The tenderer shall provide 01 no of CA inter completed persons daily for office hours.

S. No	Particulars	General shift / office hours
1	Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only)	01 person (Who have successfully completed CA Inter with Five year previous experience)

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.06 The contract CA Professional should have minimum Twenty-five-year experience in relevant Field.
- 4.08 The tenderer should have Permanent Account No.
- 4.09 The tenderer should have GST Registration certificate.
- 4.10 If the pre bid day is declared as holiday, the pre bid meeting shall be held on the next working day at the same time and place.
- 4.11 The PART- I Technical Bid will be opened on the date, time and venue specified, in the presence of the tenderers or their authorized representatives who opt to be present during the opening.
- 4.12 If the tender opening day is declared as holiday, the tenders shall be received and opened immediately on the next working day at the same time and place.
- 4.13 PART I Technical bid specifies the pre-qualification based on various factors such as manpower strength, capacity, suitability, eligibility etc., of the tenderer, that will be evaluated, considered and decided prior to opening of part II commercial bids of the tenderers.
- 4.14 The tenderder(s) who do not satisfy any/ all the terms and conditions specifically so mentioned under Part-I Technical bid, are not eligible for opening of commercial bid and the Part II Commercial bid shall not be opened, treating it as non-responsive.
- 4.15 The Part – II Commercial bids shall normally be opened within 90 days from the date of opening of the Part – I Technical Bid at the convenient date and time of the Tender Inviting Authority.
- 4.16 The date of opening of commercial bid will be intimated separately to tenderers who are qualified in the Part-I Technical bid. The Part- II Commercial bid will be opened in the presence of tenderers or their authorized representative who are present at the time.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.17 The Tender forms are not transferable or assignable.
- 4.18 The successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislation in force.
- 4.19 The variation in the service tax/GST/or any other tax levied by the Government shall be effected on the end price to the benefit of either the tenderer or the Union as the case may be.
- 4.20 The signatory of the tenderer should indicate his/her status in which he/she has signed and should submit necessary legally admissible documentary proof in respect of such authority assigned to him/her by the firm.
- 4.21 No tenderer shall be allowed to withdraw the tenders after submitting the tender
- 4.22 The management reserves the right to terminate the contract at any point of time with 15 days notice (Prior intimation without assigning any reason thereof.)

Noted and agreed to the above

SIGNATURE OF THE TENDERER

5.0 PAYMENT OF EARNEST MONEY DEPOSIT:

- 5.01. The tenderer shall pay an **Earnest Money Deposit** amount of **Rs.12,000/-** (Rupees Twelve thousand only) **by means of online payment only**. No other form of remittance shall not be accepted and EMD is compulsory.
- 5.02 The EMD remitted by the tenderer shall be forfeited if the tenderer,
- a) Withdraws his tender after submission but before opening of the tender, or
 - b) Following the opening of tender, withdraws its tender before expiration of the period of effectiveness of the tender ,or
 - c) Fails to furnish the required Performance Security at the stage, the tenderer is required to do so as per the tender documents.
- 5.03 The successful tenderer alone is the sole employer and it is his/her responsibility to extract work from his/her employees conforming to the stipulations in this tender document. For any commission or omission on the part of his/her employees, the successful tenderer alone is liable and shall pay damages to the Union for any damage/loss caused to the Union by his/her employees.
- 5.04 There will be no employer- employee relationship between the employees of the successful tenderer and the Union.
- 5.05 The successful tenderer alone is liable for implementation of all the Labour Laws applicable to his/her employees.
- 5.06 Incase, by chance, the Union has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Union.
- 5.07 In case of any accident involving the employees of the successful tenderer, the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Union has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer bill.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 5.08 The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Union on the ground that they have worked as a contract basis.
- 5.09 The employees of the successful tenderer cannot claim any benefits or amenities extended to Union employees.
- 5.10 All sums found due to the Union under or by virtue of these payments shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Union may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
- 5.11 The General Manager, VDCMPU Ltd., reserves the right to reject the tender offer without assigning any reasons thereof.
- 5.12 The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period up to 6 months from the date of expiry of the contract in case of delay in finalization of new tender.
- 5.13 The contract will be permanently terminated or block listed if the tenderer is not accepted for their extension period.
- 5.14 The successful tenderer should not engage persons below 18 years and above 60 years of age to do this work.
- 5.15. The successful tenderer shall be responsible to the VDCMPU for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his/her workers and the successful tenderer shall make good any such losses or damages as ascertained by the Union and such losses are liable for deduction from his/her bills/deposits etc.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 5.17 The Successful tenderer should execute the work as per requirement in the tender documents. If any serious lapse is noticed for more than 3 occasions, the Union reserves the right to terminate the contract and the Union would be at liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Union by such lapses.
- 5.18 If the contract is prematurely terminated on the part of the successful tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, the Security deposit is liable to be forfeited and if the amount of such loss is more than the security deposit, the same will be recovered from the successful tenderer by legal means, apart from forfeiture of any amount due to the successful tenderer.
- 5.19 The successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislation in force.

6.0. SECURITY DEPOSIT:

- 6.01 After evaluation and finalization of Part I Technical bids and Part II Commercial bids, successful tenderer shall furnish a Security deposit amount at 5% of the order value (including EMD) for 24 (Twenty Four months,) by means of demand draft or Bankers cheque drawn from any Nationalized/commercial Bank in favour of “The General Manager, VDCMPU Ltd., Villupuram – 605602” payable at Villupuram within 10 days from the date of receipt of work order. Failing which the successful tenderer will not be permitted to execute the work.
- 6.02 The Earnest Money Deposit already paid along with the tender shall be adjusted against security deposit to be paid by the successful tenderer.
- 6.03 No exemption will be given from payment of Security deposit by the successful tenderer under any circumstances as per TTTT Act and the same should be remitted by demand draft or Banker's cheque only drawn from any Nationalized/Commercial Bank in favour of “The General Manager, VDCMPU Ltd., Villupuram – 608 702”. Bank guarantee or any other form of remittance will not be accepted.
- 6.04 The security deposit is liable to be adjusted against any loss or damage caused by the successful tenderer to the Union by violation of the tender conditions.
- 6.05 The security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and the conditions thereof.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

6.06 No interest shall be paid on the Earnest Money Deposit or Security Deposit.

6.07 Security deposit should be paid by the successful tenderer before issuance of contract work order.

7.0. AGREEMENT:

7.01 The successful tenderer should sign an agreement on a non judicial stamp paper to the value of Rs.100/- within 10 days from the date of receipt of work order. Non execution of the agreement within the stipulated date will lead to cancellation of work order and forfeiture of Security Deposit.

7.02 If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Union.

7.03 If the Union incurs any loss/additional expenditure due to the negligence of the successful tenderer or by his/her workers in connection with the work during the period of contract or on extension period, the same shall be recovered to get her with all charges and expenses from the successful tenderer.

7.04 The losses or damages, if any caused by the successful tenderer or his/her employees to the property of the Union, the cost as ascertained by the Union will be recovered from the successful tenderer.

7.05 No increase in the rate will be allowed during the period of contract or on extension period under any circumstances.

8.0.PAYMENT TERMS:

8.01. Performance of the work done by the Successful tenderer and his/her workers will be evaluated daily. Based on the fulfillment of the contractual obligations for 3 shifts, the monthly bill will be settled.

8.02 The successful tenderer should submit necessary monthly bill in duplicate along with advance stamped receipt, performance report certified by concern section in charge, work done report, copies of the EPF & ESI payment Challans with respect to wages register along with attendance register and Bank statement evidence for settlement of wages to the individual workers(03 no of workers) for the previous month and monthly or quarterly GST remittance for making payment.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 8.04 Applicable TDS under Income tax Act and GST Act will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Department concerned.
- 8.05 It is the liability of the successful tenderer to pay GST as per the rules in force.
- 8.06 The payment shall be made within 30 days from the date of receipt of the bills with all required documents, based on satisfactory performance of the work.
- 8.07 Any Changes in statutory levies and taxes by state Government/Central Government shall be effected on the Basic price to the benefit of either the contractor (or) Union as the case, it maybe.
- 8.08 The contractor must responsible to communicate the UAN and PF number to the workers or labours.
- 8.09 The contractor must responsible to provide ID and ESI card to the workers or labours.
- 8.10 The contractor is responsible to procedure of withdrawal of PF and transfer of PF.
- 8.11 It is liability of the successful tenderer to pay as per factory at rules in force.
- 8.12 It is liability of the successful tenderer to pay as per Labour's Act Rules in Force.

9.0. PENALTY:-

The following penalties will be imposed on the successful tenderer for the following lapses:-

- 9.01 As deployment of 01 CA Inter Professional by the successful tenderer is the essence of the contract and incase of short fall of stipulated number of manpower, double the minimum wages for every short fall of days shall be recovered from the contractor.
- 9.02 The CA Inter professional should be present at the works spot during working hours. Failing which, double the minimum wages will be recovered from the Contract or as penalty, for each shortfall of man days.
- 9.03 If professional is absent in the working time, Rs.100/- per hour penalty will be imposed.
- 9.04 The contract worker should follows the instructions of Finance section head, otherwise penalty of Rs.500 to be imposed for every instants.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

10.0 VIOLATION OF CONTRACT:

- 10.01. Not with-standing anything contained in the tender schedule, no obligation is cast on the Union to accept the lowest tenderer and the Union shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing market rate.
- 10.02. Time being the essence of this contract, no variation shall be permitted. If the successful tenderer fails to dispatch and execute the work in full or part of the work as per the work order, the Union reserves the right to cancel the order besides forfeiting the security deposit and the resultant loss.
- 10.03. If the successful tenderer defaults to execute agreement or to pay security depositor to execute the ordered quantity either in part or full shall be terminated from the contract and shall be debarred from participating in the subsequent any tenders for a period of 3 years in the District Union.
- 10.04. For violation of any of the Terms and conditions of the contract, the Union reserves the right to terminate the contract.
- 10.05. In the event of termination of contract, the Security Deposit will be forfeited and the resultant loss to the Union and District Union shall be recovered from the successful tenderer.

11.0. LEGAL JURISDICTION:

- a) The successful tenderer shall become an Associate Member of VDCMPU Ltd. By paying the requisite fees under the Tamilnadu Co-operative Societies Act & Rules.
- b) If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co- operative Societies Act before the Deputy Registrar (Dairying) Villupuram whose decision shall be accepted as final.
- c) In case of dispute, the relevant court in Villupuram alone will have jurisdiction.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

12.0.PRE-QUALIFICATION

The Part – I Pre-qualification cum technical bid contain the undermentioned aspects pertaining to the prospective contractor about his/her suitability, capacity, financial status, antecedents, past performance etc. The tenderer should furnish all the Photostat copies of the following documents duly attested by a Notary Public and enclose them along with the part-I technical bid of the tender.

12.01.The tenderer should furnish an earnest money deposit amount of **Rs.12,000/-** (Rupees Twelve thousand only) by means of online payment only. **No other form of remittance shall not be accepted.**

12.02 The tenderer should have minimum Five year experience as on the date of submitting the tender for having provided labourers on contract basis /quotation basis to any Govt. organization or Co-operative Institutions or any reputed organization along with performance certificate. The Unions reserves the right to inspect any organization where the tenderer provided labourers on contract basis basis / quotation basis. The Photostat copies of work order or any other relevant documents should be closed as documentary evidence.

12.03.The tenderer should have financial capacity of meeting one month bill approximately for Rs.5.00 lakhs. In this regard the tenderer should furnish documentary evidence by way of statement of account, either Savings Bank account Current Bank account showing the monthly or transaction balance amount of Rs.5.00 lakhs for the past 1 year as on the date of submitting the tender.

12.04. The tenderer should furnish the Photostat copy of previous work order.

12.06. The tenderer should furnish the Photostat copy of Permanent Account No.

12.08. The tenderer should furnish the Photostat copy of GST certificate.

12.09. The tenderer should produce all the above mentioned documents in original for verification when called for.

12.10. The Union reserves the right to reject the offer of a tenderer who had either been black listed or charged for non-performance of any work either in part or full in any Federation/District milk unions previously during the last 3years.

THE TENDER NOT COMPLYING WITH THE ABOVE TENDER REQUIREMENT IS LIABLE FOR REJECTION.

Noted and enclosed the above

SIGNATURE OF THE TENDERER

13.0.TENDER EVALUATION CRITERIA:

- 13.01. The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.02. The tender will be evaluated as per TNTT Act.
- 13.03. The tenderer should offer per year professional charges plus GST and all other costs in the BOQ while uploading the tender as mentioned in the tabular column of the commercial bid.
- 13.04. No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 13.05. All inclusive end rates shall be considered for evaluation of the lowest offer.

14.0 VALIDITY

- 14.01. The tender offer shall be valid for acceptance for a period of not less than 180 days from the date of opening of Part I Technical bid.
- 14.02. The tenderer shall agree to extend the validity of the bids without altering the substance and prices of his bid for further period, if required by Union.

15.0 DEVIATION:

- 15.01. The offers of the tenderer with deviations on technical/commercial bids of the tender will be rejected.
- 15.02. No alternate offer will be accepted after the opening of Part-I Technical bid.

Noted and enclosed the above

SIGNATURE OF THE TENDERER

16.0 CHECK LIST:

Kindly ensure compliance of the under mentioned documents attested by the Notary public enclosed with part-I Technical bid only as per Tender terms & conditions mentioned in pre qualification.

1. Whether the EMD amount of Rs.12,000/- (Rupees Twelve thousand only) by means of online payment only .Remitted or not?	Yes/No
2. Whether the photo stat copy of the work order or any other certificates obtained from any work in any Govt. organization or any co-operative Institution or any reputed organization for having minimum one year experience as on the date of Submitting the tender for having provided professional on contract basis/ Quotation basis enclosed?	Yes/No
3. Whether the Photostat copy of bank account showing the balance amount of Rs.5.00 lakhs in his/her account an any dates for the past 1 year as on the date of submitting the tender enclosed?	Yes/No
4. Whether the Photostat copy of the work order or attendance register or wage Register or EPF or ESI Challan or any other relevant documents containing a minimum manpower enclosed?	Yes/No
5. Whether the photo state copy of any document evidence for having minimum one year experience, provided not less than 01 Nos CA Professional in a single organization on contract basis/quotation basis to any Govt. organization or co-operative institution or any reputed organization within the period of past 5 years from the Date of submitting the tender enclosed?	Yes/No

Noted and enclosed the above

SIGNATURE OF THE TENERER

6. Whether the Photo stat copies of the following certificates enclosed? If so, the details: a) E.P.F registration No..... b) E.S.I registration No..... c) PAN Account No..... d) GST registration No.....	Yes/No
7. Whether the tenderer either had been black listed or charged for non -Performance in executing any of the contractual obligations either partly or fully in the past 3 years in the Federation or it's District Union dairies.	Yes/No.
8. Whether the price schedule of the Commercial Bid Part-II(BOQ) tender Duly filled up for 24 Month Professional charges while submitting online?	Yes/No.
9. Whether all the pages in the Part-I Technical bid and Part II Commercial bid Have been duly signed by the tenderer or by his/her authorized signatory?	Yes/No.

Noted and enclosed as above

SIGNATURE OF THE TENDERER

17.0 PARTICULARS OF THE TENDERER:

1	Registered name of the tenderer:	
2	Registered address of the tenderer:	
3	Address for all communications	
4	Telex/Fax No.	
5	Telephone Nos.	
6	Mobile Nos. /e-Mail id (Must).	
7	Name/Names of persons whom to be contacted regarding this tender with Telephone Nos. & Mobile Nos.	
8	Is the tenderer a registered Firm? If so, the details including registration& enclose a copy of the registration Certificate.	

Noted and enclosed as above

SIGNATURE OF THE TENDERER

18.SCOPE OF WORK:

Pre-Audit of all payments (one person required to be positioned on all working day) Auditing of all payments to ensure conforming as to adherence to statutory procedural requirements, correctness of accounts heads and codes, budget provision and compliance with the taxation and other statutory requirements as to levies deduction recovery including tax deduction at sources GST on TDS and all other requirements governing the payments. scrutiny of tender/ other files and records for purchase by verifying and ensuring the correctness of purchase by cross reconciling with appropriate bills, quotation, purchase order, goods receipt note and consignee bill.

Verifying and ensuring correctness of sales by cross reconciling with appropriate invoices, quotation, sales order, delivery challan, the bills raised and payments released to the contractors/- vendors are in accordance with the terms of payments as stipulated under the contract and backed with sufficient and appropriate documents.

Pre-auditing of payments has to be carried out all working days in Villupuram union.

II-Vouching:

Vouching in Tally software and correction the same all receipts/cash vouchers/journal vouchers/bank vouchers with reference to the entries in the day book to audit the correctness of the receipts /journal vouchers/bank vouchers in all aspects.

III. Verification of books of accounts:

- 1.Verification of books of accounts, trial balance/receipts& charges, statements of schedule etc to general ledger/subsidiary ledgers accounts and monthly bank reconciliation statements.
- 2.Authenticate the statements / utilization certificate etc., required by government/ funding authorities etc.
- 3.Communication of the changes in statutory requirements/provisions/procedures under taxation and other laws .as applicable to the union and there by ensure that there is no deviation/default committed in this discharge of statutory obligations while conducting the internal audit.
- 4.Furnishing opinion on taxation and other matter connected with chartered accountants profession as and when required
- 5.Review of rectifications carried out on the defect pointed out in the internal audit reports.
- 6.Confirming the adequacy of existing internal control procedures while conducting the internal control procedures and any improvement in the existing procedures.
- 7.Ensuring that accounting treatment for acquisition/disposal/impairment of fixed assets is in the line with generally accepted accounting policies and the procedures.
- 8.Physical verification of fixed assets and its reconciliation with the books of accounts on periodical basis as required by the management.
- 9.Guidance and support in preparation of monthly profit and loss statements annual budget and costing statement for each and every product produced in the union.
- 10.Obsolete items and others abnormalities in procurement and stocking of stores
- 11.Verification of accounts and records relating to procurement and disposal of milk and products, ingredients, packing materials and major consumables, verification of sales - product wise and agent

Month wise.

12.Verification of conversion charges statements and storage cost statements

13.Verification & Preparation of records relating to discharge of statutory obligation and filing of TDS, TCS, EPF, SALES TAX, ESI, EDLI, GST on TDS(GSTR7), GSTR-1 MONTHLY RETURNS, GSTR2B, GST-RETURNS-3B and 9&9c All GST Show Cause Notice and Scrutiny work, Portal Return and Reply for if any, etc including e-filing TDS, GST on TDS(GSTR7), Verification of correctness in the claims of TDS, GST on TDS(GSTR7), and GST input.

14.Verification and preparing statement on disposal of scraps quantity and rate.

15. Milk Purchase / Product purchase

- Periodic reconciliation of the Daily Milk Receipts (DMR) produced by the primary cooperatives with the acknowledgement received from our receipt centers.
- Verifying the recoveries made to the primary cooperatives in regard to the mineral mixtures, cattle feeds and other AI deductions.
- Quantity wise reconciliation of milk received and milk dispatched. Monthly statement to be prepared.

16. Milk sales / Product sales:

- Verifying the sales made is correct with the invoices, delivery challans.
- Periodic reconciliation of the receipts and disbursement of the products to the dealers and verification of statement of accounts.
- Verifying the calculation of commission to agents, tax deducted at source under section 194H,194I,194C,194Q, TCS 206AB of the Income tax act, 1961
- Periodic verification of purchases and sales of products made from the other unions and payments and stock verification of the products once in a month.
- Monthly statement of sale of milk and Products.

17. Milk Powder:

- Periodic verification of the powder produced and the amount of milk utilized for the production.
- Verification of the tax invoices and the reconciliation of those tax invoices with the production.
- Verification of the goods inward and outward movements for the powder along with the gate entry and goods received note.

18. Purchase Bills:

- Verification of the purchase bills with the purchase orders. Whether the purchase orders are made after proper approval of quotations or tenders by the appropriate authority.
- Verification of the goods received note with the invoices and if high value goods worth of more than 50,000.
- Verification of the tax invoices for the purchase with the GST no, HSN code, rate variations, quantity variations.

- Monthly reconciliation of the purchase bills with the GSTR 2B from the Goods and service tax portal.
- Consolidated purchase register to be maintained monthly abstract to be furnished

19. Transport Bills:

- Verification of the bills produced and the correctness of the bills made in regard to the No of kilometers and rate allowed for that route and vehicle and for the contract Vehicles.
- Deduction of Tax deducted at source for the transportation Bills, EPF Payments by Contractors.

20. GSTR 9 AND 9C:

- Annual Return GSTR 9 and GSTR 9C Preparing and Filling work.
- All GST Show Cause Notice and Scrutiny work, Portal Return and Reply for if any.

Furnishing internal Audit Report:

Quarterly internal audit reports covering the quarters ending, June 30th September 31st, December and march 31st have to be furnished before the end of the month subsequent to the respective quarter. In case of any delay in furnishing the quarterly report due to any default on the parts of the employee of the union or otherwise. the auditors shall communicate in writing the exact reason for the delay in furnishing of the quarterly report with in 15 days from the last day of the quarter concerned.

The quarterly reports shall be specific on each item of scope here in included (unit wise) in case of no adverse comment on any terms/items of scope, then the fact of no adverse comment under the relevant items of scope shall be recorded in the report.

Any other works related to Accounts Section assigned by Head Office and General Manager, Villupuram.

Noted and enclosed as above

SIGNATURE OF THE TENDERER

AAVIN

THE VILLUPURAM DISTRICT CO-OPERATIVE MILK PRODUCERS'

UNION LIMITED, VILLUPURAM -605 602.

PART – II

COMMERCIAL BID

QUALIFICATION

The Commercial offers of such of those tenderer who qualify themselves for being considered for the tender for the **Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only)** for 24 (Twenty Four months) period from the date of execution of agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in Part I “Technical Bid” of this tender will be considered for the finalization of the tender.

SIGNATURE OF THE TENDERER

**THE VILLUPURAM DISTRICT CO- OPERATIVE MILK PRODUCER'S
UNION LIMITED, VILLUPURAM-605 602.**

PART-II COMMERCIAL BID

**PRICE QUOTATIONS: RATE QUOTED FOR 24 MONTHS
PROFESSIONAL CHARGES**

Contract work for The Commercial offers of such of those tenderer who qualify themselves for being considered for the tender for the **Annual Service Contract for Internal Audit Professional Activities at Villupuram DCMPU Ltd., (For Registered Chartered Accountant Firms only)** for the 24 month period from the date of execution of agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in Part I "Technical Bid" of this tender will be considered for the finalization of the tender.

**BIDDER SHOULD QUOTE RATE FOR 24
MONTHS PROFESSIONAL CHARGES IN THE
EXCEL FORMAT BOQ THROUGH E-
PROCUREMENT PORTAL ONLY.**

NOTE:

- A. The successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislation in force and should take care of other statutory dues like ESI, EPF and GST etc.
- B. The rate should be quoted for the above work both in figures and in words without correction. If any corrections are made, the same should be attested by the tenderer or his/her authorized signatory.
- C. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.
- D. After quoting the rate, if the tenderer goes back, the Earnest Money Deposit remitted by the Tenderer shall be forfeited fully.
- E. The lowest end rate per year will be considered for award of contract.
- F. If Bidder quoted the price at this page by Numerical figure or wordings apart from MS Excel BOQ Format, the Bid will be rejected at the earlier stage of the Tender without any consideration.

NOTED AND AGREED TO THE ABOVE

SIGNATURE OF THE TENDERER