

UPTRON POWERTRONICS LIMITED

(U.P. Government Undertaking)

E-mail: uptronpowertronics2008@gmail.com

Invitation of e-Bid for for professional services of Chartered Accountant Firm for Uptron Powertronics Limited

Registered Office:

S-55 to S-58, Site IV, Sahibabad, Ghaziabad – 201010 (U.P.)

Corporate Office:

Ground Floor, Uptron Building, Near Gomti Barrage, Gomti Nagar, Lucknow – 226010
(U.P.)

e-Bid Ref. No.: UPL/CA/2024

Availability of eBid document on e-procurement website <https://etender.up.nic.in> : 16-10-2024

eBid submission end date and time : 07-11-2024 upto 3:00 p.m.

Technical eBid opening date & time : 08-11-2024 at 3:00 p.m.

This Document Contains 22 Pages

Table of Index

Notice for Inviting Tender.....	3
(A) Invitation for e-Bid	4
(B) SECTION I : INSTRUCTION TO BIDDERS (ITB)	5
1. Cost of e-Bid	5
2. Bid Security/Earnest Money Deposit (EMD)	5
3. Documents Constituting the e-Bid	5
4. Opening of Technical e-Bids by UPL	6
5. Opening of Financial e-Bids	6
6. Evaluation of e-Bid	6
7. Award Criteria	6
8. Tendering Authority’s right to accept/reject any or all e-Bid	6
SECTION II : CONDITIONS OF CONTRACT	7
1. Termination for Insolvency	7
2. Termination for Convenience	7
3. Settlement of Disputes	7
4. Standards	7
5. Deliverables and Time Schedule for Job Completion:	7
6. Payment Terms	7
7. Prices	7
8. Contract Amendments	7
9. Assignment	8
10. Delay in the Bidder’s Performance for Job Completion.....	8
11. Liquidated Damages	8
12. Termination for Default.....	8
13. Force Majeure.....	8
14. Limitation of Liability:	9
15. Governing Language	9
16. Applicable Law	9
17. Notices.....	9
18. Taxes and Duties	9
19. Confidentiality.....	9
20. Indemnity	9
SECTION III: TECHNICAL E-BID.....	10
(1) Scope of Work.....	10
(2) Service Level Agreement	14
(3) Minimum Qualification Requirements	15
(4) Capability Statement (CS).....	16
SECTION IV: FINANCIAL E-BID	18
Annexure-1: Statement of Manpower Available in Related Areas/Field	19
Annexure-2: Statement of Experience and Competence of Similar Nature Work	20
Annexure-3: NOTARISED AFFIDAVIT	21
Annexure-4: Bid Security (Earnest Money Deposit/Performance Bank Guarantee) Format	22

UPTRON POWERTRONICS LIMITED

(U.P. Government Undertaking)

Ground Floor, Uptron Building, Near Gomti Barrage, Gomti Nagar, Lucknow – 226010

E-mail: uptronpowertronics2008@gmail.com

Notice for Inviting Tender

Online e-Bids are invited only from Chartered Accountant Firms for their professional services for three years for fulfillment of the requirements of Uptron Powertronics Limited **up to 3:00 PM on 07-11-2024**. The complete details for submission of e-bids and corrigendum, if any, in the tender document will be available on the UP-Government's e-procurement website <https://etender.up.nic.in>. **Tender processing fee is Rs. 2360/- (rupees two thousand three hundred sixty only)**. The Company reserves the right to cancel any or all the e-bids/annul the bidding process without assigning any reason.

UPL/CA/2024

MANAGING DIRECTOR

(A) Invitation for e-Bid

This invitation for e-Bid is for professional services of Chartered Accountant Firm for three years for the fulfillment of the requirements of Uptron Powertronics Limited.

Bidders are advised to study the document carefully. Submission of e-Bids against this Invitation shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the document with full understanding of its implications.

The document is available on e-procurement portal <https://etender.up.nic.in>. The e-Bid prepared in accordance with the procedures should be submitted on e-procurement portal <https://etender.up.nic.in>.

Interested bidder Firms may view, download the document and express their interest by submitting e-Bid up as per the timelines mentioned below:

Availability of e-Bid document on e-procurement website http://etender.up.nic.in	: 16-10-2024
e-Bid submission end date & time	: 07-11-2024 up to 3:00 p.m.
Technical e-Bid opening date & time	: 08-11-2024 at 3:00 p.m.
Financial e-Bid opening date & time	: To be communicated later
Venue of opening of Technical & Financial e-Bid	: Uptron Powertronics Limited Ground Floor, Uptron Building, Near Gomti Barrage, Gomti Nagar, Lucknow (U.P.) – 226010
e-Bid processing fee (including GST)	: Rs.2,360/- (rupees two thousand three hundred sixty only)

The e-Bid will be electronically opened in the presence of bidders' representatives, who choose to attend, at the venue on the specified date and time mentioned in the above table.

In the event of date specified for e-Bids opening being declared a holiday for Uptron Powertronics Limited office then the due date for opening of e-Bids shall be the next working day at the same venue and appointed time.

All the required documents should be submitted/uploaded by the bidder electronically in the PDF format. The required electronic documents of Technical details include details of tender processing fee, Qualification details and Scope of Work etc.

The Tendering Authority reserves the right to cancel any or all the e-Bids/annul the bidding process without assigning any reason thereof. The decision of Tendering Authority will be final and binding on all the bidders.

(B) SECTION I : INSTRUCTION TO BIDDERS (ITB)

1. Cost of e-Bid:

- (a) The Bidder shall bear all costs associated with the preparation and submission of its e-Bid and Uptron Powertronics Limited (UPL), Lucknow hereinafter referred to as "Tendering Authority", will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- (b) This e-Tender document is available on the web site "https://etender.up.nic.in" to enable the bidders to view, download the document and submits their e-Bids online up to the last date and time mentioned in the notice against this e-Tender. However, the bidders shall have to pay e-tender processing fee of Rs 2,360/- (rupees two thousand three hundred sixty only) (non-refundable) including CGST and SGST through e-payment/RTGS/NEFT transfer as per following details:

Name of Account Holder : UPTRON POWERTRONICS LIMITED
Name of the Bank : Punjab National Bank
Name of the Branch : Chandar Nagar, Ghaziabad
Current Account No : 1443002100015702
IFSC Code of Branch : PUNB0144300

No exemption will be given to CA Company in submitting tender processing fee for this tender.

2. Bid Security/Earnest Money Deposit (EMD):

- (a) The bidder shall submit the **Bid Security of Rs. 10,000** (rupees ten thousand only). All e-bids must be accompanied by a Bid Security/Earnest Money Deposit (EMD) in the form of NEFT/RTGS/Bank Guarantee in favour of " Uptron Powertronics Limited, Lucknow". The scanned copy of the Bid Security/EMD must be submitted along with the e-Bid and the original one should reach the Tendering Authority's office at Lucknow, before opening of Technical Bid. No Interest would be payable on bid security/EMD deposited with Tendering Authority.
- (b) The bid security may be forfeited if the successful Bidder fails to sign the Contract with Tendering Authority. The tendering authority would serve prior written notice to the bidder before invoking the bid security.

3. Documents Constituting the e-Bid:

(a) Technical e-Bid:

Includes copies of required documents for technical details in PDF format justifying that the Bidder is qualified to perform the contract if his/her e-Bid is accepted and that the bidder has financial, technical and professional capability necessary to perform the contract and meets the criteria outlined in the Qualification Criteria and fulfill all the conditions of the Contract and that the services to be delivered by the bidder confirm to the e-Bid document.

Includes copy of filled in Compliance with Scope of Work of e-tender document in PDF format.

Technical e-Bid consisting of Price Schedule shall be rejected.

- (b) **Financial e-Bid:** Includes Price Schedule in .xls format.

4. Opening of Technical e-Bids by UPL:

- (a) Tendering Authority will open all Technical e-Bids, in the presence of Bidders' representatives who choose to attend on the date and time for opening of Technical eBids at Uptron Powertronics Limited, Ground Floor, UPTRON Building, Near Gomti Barrage, Gomti Nagar, Lucknow - 226010. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-bid opening being declared a holiday for Tendering Authority, the e-Bids shall be opened at the appointed time and location on the next working day.
- (b) The technical e-Bids will be evaluated.
- (c) Tendering Authority will prepare minutes of the opening and evaluation of Technical e-Bids.

5. Opening of Financial e-Bids:

- (a) The technically qualified bidders shall be informed via email the date and time for opening of financial e-bids. The Financial e-Bids of technically qualified bidders shall be opened at Uptron Powertronics Limited, Ground Floor, UPTRON Building, Near Gomti Barrage, Gomti Nagar, Lucknow - 226010 in the presence of Bidders who choose to attend. The name of Bidders, Price quoted etc. will be announced at the time of opening.

6. Evaluation of e-Bid:

- (a) All Bidder Chartered Accountant Firms having experience of ten years and above are eligible to apply. A copy of proof has to be submitted in this regard.
- (b) Bidders should at-least have one partner having DISA qualified. A copy of proof has to be submitted in this regard.
- (c) No disciplinary proceedings should be pending with ICAI against the Bidder or any partner regarding professional misconduct. An affidavit on non-judicial stamp paper of Rs 100/- (rupees one hundred only) has to be produced in this regard as per Annexure-1.

7. Award Criteria:

The Tendering Authority will award the contract to the successful Bidder that is technically qualified and has submitted the lowest price in the Financial e-Bid.

8. Tendering Authority's right to accept/reject any or all e-Bid:

UPL reserves the right to accept or reject any bid, and to annul the bidding process and reject all e-Bids at any time, without thereby incurring any liability to the affected bidder(s).

SECTION II : CONDITIONS OF CONTRACT

1. Termination for Insolvency:

UPL may at any time terminate the Contract by giving written notice to the Chartered Accountant Company, if the Chartered Accountant Company becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Chartered Accountant Company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to UPL.

2. Termination for Convenience:

UPL, by written notice sent to the Chartered Accountant Company may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for UPL's convenience, the extent to which performance of the Chartered Accountant Company under the Contract is terminated, and the date upon which such termination becomes effective.

3. Settlement of Disputes:

All disputes and differences concerning the Contract would be solved by way of arbitration through Arbitrator(s) appointed by mutual consent of both the parties and all litigations shall be subject to Lucknow jurisdiction only.

4. Standards:

The Work to be done under this Contract shall confirm to the standards mentioned in the Scope of work. When no applicable standard is mentioned, the authoritative standard appropriate to the Tendering Authority's requirements should be confirmed.

5. Deliverables and Time Schedule for Job Completion:

The deliverables and services shall be as per Section-III (1): Scope of Work.

6. Payment Terms:

- (a) Payment shall be made by UPL to the Selected CA Company on monthly basis.
- (b) The T.D.S. and any other taxes shall be deductible from the payments as per prevailing tax rules at the time of payment.

7. Prices:

Prices payable to the successful CA Company as stated in the Contract shall remain fixed during the performance of the contract. However, in the event of any increase/decrease in Government taxes/duties as applicable at the time of delivery, the prices shall be adjusted at the time of payment on submission of their proof by the selected CA Company to the UPL.

In case of discrepancy in the price quoted in words and in figures, price quoted in words shall prevail. Price shall be paid to Selected CA Company as quoted by them for services.

8. Contract Amendments:

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.

9. Assignment:

The Selected CA Company shall not assign, in whole or in parts its obligations to perform under the Contract to any other firm except with UPL prior written consent.

10. Delay in the Bidder's Performance for Job Completion:

- (a) If at any time during execution of the Contract, the selected CA Company should encounters conditions impeding timely delivery of the Services, the selected CA Company shall promptly notify UPL in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the CA Company, UPL shall evaluate the situation and may, at its discretion, extend the selected CA Company time for execution with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Work Order.
- (b) A delay by the selected CA Company in the execution of its delivery obligations shall render the selected CA Company liable to the imposition of liquidated damages pursuant to conditions of Contract unless an extension of time is agreed upon pursuant to conditions of Contract without the application of liquidated damages.

11. Liquidated Damages:

The selected CA Company will have to meet the deadline for completing the work else 'LATE PENALTY' will be imposed on the CA Company. If the selected CA Company fails to deliver the services within the period(s) specified in scope of work of the e-Bid, UPL shall, without prejudice to its other remedies under the Contract, deduct from the Contract price, as liquidated damages, a sum equivalent to 0.5% of the Contract Value for each week or part thereof delay until actual delivery, up to a maximum deduction of 10%. Once the maximum penalty is reached, UPL may consider termination of the Contract/Work Order and forfeit the security amount in full.

12. Termination for Default:

The UPL may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the selected CA Company terminate the Contract in whole or part:

- (i) If the selected CA Company fails to deliver any or all of the Services within the period(s) specified in the Contract, or within any extension thereof granted by the UPL;
- (ii) If the selected CA Company fails to perform any other obligation(s) under the Contract. In such a case, the performance security i.e. security submitted at the time of empanelment or any extension thereto by the CA Company may be forfeited and its contract for the services will be cancelled.

13. Force Majeure:

For Purposes of this clause, "Force Majeure" means an event beyond the control of the selected CA Company and not involving the selected CA Company fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the CA Company either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. (Earthquake, Natural Disasters, Riots). Force Majeure shall not include any events caused due to acts/omissions of such selected Service Provide or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Techno-commercial Offer. It shall also not include any default on the part of a selected CA Company due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.

In case of a Force Majeure, all Parties, that is, the selected CA Company and the UPL will endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and

implementation of the obligations of selected CA Company and to minimize any adverse consequences of Force Majeure.

14. Limitation of Liability:

Except in cases of criminal negligence or willful misconduct,

- (i) The CA Company shall not be liable to UPL, whether in contract tort, or otherwise, for any indirect or consequential loss of damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the CA Company to pay liquidated damages to UPL; and
- (ii) The aggregate liability of the CA Company to UPL, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price.

15. Governing Language:

The Contract shall be written in English or Hindi language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

16. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India.

17. Notices:

Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by fax and confirmed in writing to the other Party's address. For the purpose of all notices, the following shall be the address of UPL and selected CA Company.

Tendering Authority : Uptron Powertronics Limited,
Ground Floor, UPTRON Building,
Near Gomti Barrage, Gomti Nagar,
Lucknow – 226010 (U.P.)

Selected CA Company :
(To be filled in at the time of Contract execution)

A notice shall be effective when delivered or on the notice's effective date whichever is later.

18. Taxes and Duties:

Bidders shall be entirely responsible for all Government taxes applicable.

19. Confidentiality:

The officials deployed by the CA Company shall treat as confidential all data pertaining to office records and any other information of client department (UPL), obtained during the execution of their responsibilities and thereafter, in strict confidence and shall not reveal such information to any other party. The officials to be deployed at client office for execution of the work shall not be allowed to take away the backup of data on any type of storage media or transmission mode as the same is strictly confidential in nature.

SECTION III: TECHNICAL E-BID

(1) Scope of Work

The scope of work of professional services of Chartered Accountant Company for fulfillment of the requirements of Uptron Powertronics Limited for three years includes but not limited to the followings: -

1. Overall supervision of accounting and improvements in accounting system
2. Preparation of Financial Statements along with notes forming part thereof
3. Preparation of Bank Reconciliation Statements at periodic intervals
4. Preparation of Accounts for the purpose of audit
5. Assistance in Internal Audit
6. Assistance in Tax Audit
7. Assistance in Statutory Audit
8. Assistance in AG Audit
9. Assistance in CAG Audit
10. Assistance in preparation of various reports (finance/accounts related) asked for by the Board of Directors
11. Income Tax return and related work
12. Advisory Services relating to VAT, Service Tax and GST
13. Assistance in any other work related/required to Accounts time to time.
14. Tally review/punching on monthly basis.
15. Participation in Tender Committee for evaluation of Technical and Financial Bids, if required, by UPL.
16. The professional deployed at the office of UPL shall ensure that he/she will be visiting the office of UPL for at least 2-3 hours on two working day in every week.

The detailed scope of work of professional services of Chartered Accountant Company for fulfillment of the requirements of Uptron Powertronics Limited for three years includes but not limited to the followings: -

A. Income Tax Related Service:

- Review of the computation of quarterly income for determining the advance tax liability.
- Review of the year-end tax provision working prepared for the financial statements.
- Review of audited financial statements and preparing Computation of Income determining the tax liability thereon.
- Assistance in preparation of Tax Return Form (as prescribed by the Tax Authorities for Corporates).
- Assistance in e-filing of the tax return.
- Review of intimation u/s 143(1) of the Income-tax Act and assisting with filing of the preliminary response including filing of revised return, if required.

- Review of reconciliation of Form 26AS with customer withholding tax.
- Assistance in review and filing of the Statement of Specified Financial Transactions ('SFT') in Form 61A as required under the Indian tax law.

B. Withholding Tax Compliance:

- Provide inputs on withholding tax rates as applicable.
- Review of monthly withholding tax workings (Salary and non-salary payments) and providing comments on appropriateness of thereof.
- Review of tax paid challans i.e. date of payment, amount of payment, section, assessment year.
- Review of the quarterly withholding tax workings based on the monthly workings.
- Assistance with preparation of quarterly e-TDS return along with Form no. 27A for non-salary payments.
- Assisting in E-Filing of Quarterly Withholding tax returns.
- Assistance in review of the quarterly withholding tax returns.
- Support in generation of Form 16A and Form 16.
- Assisting in resolving the TDS Notices issued by Income Tax department.

C. Assistance in Goods and Service Tax Compliance:

The scope of services is to assist the client in preparation of returns and assisting on operational aspects in the filing of returns. It is imperative to understand that under the GST regime there are monthly compliances required and there is a change in the process of filing returns. The following returns are presently required to be submitted for each "Registered Presence" and for each "State":

Return	Return	Due Date	Periodicity	Minimum No of Returns Per Annum
Outward Supplies	GSTR-1	11 th Succeeding Month	Monthly	12 per "Registered Presence"
Monthly Return	GSTR-3B	20 th Succeeding month	Monthly	12 per "Registered Presence"
Monthly Return	GSTR-7	10 th Succeeding month	Monthly	12 per "Registered Presence"

D. Monthly GST Compliance:

- Assistance in preparation, finalization and submission of GST returns as mentioned above.
- Assistance in computation of Output GST Liability on Outward Supplies.
- Assistance in computation of eligible input tax credit, input tax credit reversed, ineligible input tax credit as per section 17(5). Based on data provided by client a draft Input Tax Register for each month would be prepared.
- Review of E-Invoices raised by client's software and whether the same have been disclosed in Form GSTR-1.
- Assistance in computation of liability on reverse charge basis and for availing of input tax credit for tax paid on reverse charge.
- Assistance in computation of withholding GST tax liability.

- Verification of sample tax invoices, payment challan and data captured in the system to check various aspects pertinent to filing of GST returns; (monthly basis only – samples are selected).
- Review of tax liability to be discharged by the client monthly in relation to each registered presence after considering outward supplies and eligible input tax credits.
- Assistance in GSTR–2B vs GSTR–3B matching on monthly basis for ascertaining eligible input tax based on rules; GSTR 1 vs 3B reconciliation on monthly basis.
- Annual GSTR–2B vs ITC reconciliation (to be taken up at time of filing GSTR – 9 and/ or GSTR – 9C)
- Routine Advisory not involving complex matters.

E. Company Law and Secretarial Services:

- Attending any Board Meetings or Annual General Meetings at the request of the Company.
- Assisting in preparation and/or Review of Agenda of the Board and General Meetings of the Company.
- Assistance in Preparation of the Directors report.
- Assistance in Preparation of the Management comments to qualification issued by the Statutory auditors appointed by CAG.
- Assistance in Preparation of Management comments to qualification issued by the C & AG.

F. Assistance in Accounting Services:

- Assistance in regular review of books of account in Tally ERP accounting Software in accordance with a mutually agreed framework.
- Assistance in Review of reconciliations viz.
 - Bank Statements
 - accounts receivables and accounts payable balances with account statement of the parties
- Assistance in preparation of draft un-audited financial statements-annually.
- Assistance in preparation of schedules of financial statements.
- Assistance in obtaining actuarial valuation in respect of Gratuity and Leave encashment.
- Assistance in verification of vendors payment related to GST, TDS and GST-TDS.
- Assistance to Auditors by providing required data for Statutory Audit.

G. Legal Representation Services:

- Assisting in preparation of response in respect of the notices issued by the Income Tax Department including assessment notices, penalty notices and show cause notices.
- Assisting in preparation of response in respect of the notices issued by the GST department including assessment notices, penalty notices, show cause notices and GST Audit.
- Visit to Ghaziabad for representation before GST and Income Tax authorities on regular basis attending GST notices and Income tax notices.

H. Certification/Attestation work except specifically mentioned herein above:

- Assisting in preparation of certificates for tenders and customer requirements from time to time.

I. Preparation and filing of appeals or representing before the appellate/judicial authorities in case of Assessments, Appeals, etc.

- Assisting in preparation of appeal in respect of Income Tax Assessment.
- Assisting in preparation of appeal in respect of GST Assessment.
- Representation before the Appellate in respect of Income Tax appeal preferred against Assessment orders including submission of written arguments and personal hearing from time to time.
- Representation before the Appellate in respect of GST appeal preferred against Assessment orders including submission of written arguments and personal hearing from time to time.
- Visit to Ghaziabad for representation before GST and Income Tax authorities on regular basis attending GST notices and Income tax notices.

J. Assistance in Finalization of the Statutory Audit:

- Assisting in preparation of various schedule and information in respect of finalization of statutory audit.
- Assisting in preparation of response to statutory auditors comments and queries from time to time.
- Coordinating with Statutory Auditors from time to time.
- Visit to Ghaziabad for meeting with statutory auditors for the completion of the audit.

K. Assistance in Finalization of the Tax Audit:

- Assisting in preparation of various schedule and information in respect of finalization of Tax audit.
- Assisting in preparation of response to Tax auditor's comments and queries from time to time.
- Coordinating with Tax Auditors from time to time.

L. Assistance in Finalization of the GST Audit:

- Assisting in preparation of various schedule and information in respect of finalization of GST audit.
- Assisting in preparation of response to GST auditors comments and queries from time to time.
- Coordinating with GST Auditors from time to time.

M. Assistance in Finalization of the C & AG Audit:

- Assisting in preparation of various schedule and information in respect of finalization of C & AG audit.
- Assisting in preparation of response to C & AG auditors comments and queries from time to time.

N. Assistance in Finalization of the information to C & AG:

- Assisting in preparation of various information to C & AG from time to time as required by C & AG Office.

O. Assistance in other information as desired by management:

- Assisting in preparation of information to management from time to time including draft legal notices in respect of GST defaulters etc.

(2) Service Level Agreement:

- A fine of Rs. 500.00/- (rupees five hundred only) per day will be imposed if the professional deployed at the office of UPL remains absent on the working day.
- If the professional deployed at UPL remains absent for a day or so, the CA company may deploy any other resource of his company at UPL in order to avoid any penalty or so.

SECTION-III

(3) Minimum Qualification Requirements

The minimum qualification requirements of Chartered Accountant Company for fulfillment of the requirements of Uptron Powertronics Limited include the followings:

- (a) The Bidder should be a Chartered Accountant Firm having experience of 20 years and above.
- (b) The Bidder should have average annual turnover of minimum Rs 50 lac (rupees fifty lacs only) in last three years.
- (c) The Bidder should be empanelled in CAG.
- (d) The Bidder should have its Headquarter in Lucknow.
- (e) The Bidder should at-least have one partner having DISA (Diploma in Information System Audit) qualified.
- (f) The Bidder should have at-least 05 semi-qualified staff.
- (g) The Bidder should have adequate knowledge and experience in carrying out assignments related to accountancy in fully computerized environment.
- (h) The Bidder should have experience and competence of similar nature work.
- (i) No disciplinary proceedings should be pending with ICAI against the Bidder or any partner regarding professional misconduct.

SECTION-III

(4) Capability Statement (CS)

Particulars of Applicant Chartered Accountant Firm:

1. Name of the Bidder CA Firm :

Address of the Bidder CA Firm:

Telephone No. :

Email :

2. Name of Contact Person :

Telephone/ Mobile No. of Contact Person:

Email of Contact Person:

3. Date of incorporation of Firm:

4. Location of Headquarter:

5. PAN No. of Firm:

6. GST Registration No. & Date:

7. Details of Empanelment in CAG:

8. Balance Sheet for Annual Turnover:

Sr. No.	Financial Year	Annual Turnover (Rs. in lakh)
(i)	2023-24	
(ii)	2022-23	
(iii)	2021-22	

9. Details of Tender Processing Fee (Non-refundable):

RTGS/NEFT UTR No :

Date :

Amount (Rs.) :

Bank Name :

10. Bidder's Bank Account details for refund of EMD/Security if the EMD/Security is submitted through RTGS/ NEFT (attach copy of cancelled cheque):

Name of Account Holder :

Name of Bank :

Address of Branch :

Type of Account (Savings/Current) :

Bank Account No. :

IFSC Code :

Signature with date, name and designation of authorized signatory
of bidder Chartered Accountant Firm

SECTION IV: FINANCIAL E-BID

Price Schedule / BoQ

(This should not be uploaded along with the Technical e-Bid)

Tender Reference No.-UPL/CA/2024

Charges for professional services of Chartered Accountant Firm for fulfillment of the requirements of Uptron Powertronics Limited:

Bidder Name: _____

Sl. No.	Work Description	No. of Months	Rate Per Month	Total Amount (Rs)
			(Rs)	(Col.3 x Col.4)
(1)	(2)	(3)	(4)	(5)
1	Professional services of Chartered Accountant Firm for Uptron Powertronics Limited (Quote Rate per month)	36		0.00
2	Total Amount			0.00
3	GST@18%			0.00
4	Total Amount including GST			0.00

Note:

- 1. Selection of the bidder shall be done on the basis of lowest quoted (L1) Total Amount (Col.5).**
- 2. If the L1 bid value of two or more bidders remains the same then the older (having earlier date of incorporation) Chartered Accountant Company will be the successful bidder.**

Signature with date, name and designation of authorized signatory
of bidder Chartered Accountant Firm

Statement of Manpower Available in Related Areas/Field
(Document in support of employees is to be Annexed)

Sr. No.	Name of Employee	Permanent / Temporary (Please Specify)	Total Experience (in Years)	Year of recruitment	Qualifications with Year of Passing	Specialization area/field

Signature with date, name and designation of authorized signatory
of bidder Chartered Accountant Firm

Statement of Experience and Competence of Similar Nature Work

(Job award and successful job completion certificates and Job in process are essential and to be Annexed)

SN	Name of Project successfully completed	Name of the Client	Year of		Value (Rs in lakhs)	Contact Person and Contact No. of Client
			Job awarded	Job Completed Successfully		

Signature with date, name and designation of authorized signatory of bidder Chartered Accountant Firm

NOTARISED AFFIDAVIT
(On Non Judicial Stamp Paper of Rupees One Hundred only)

I, aged aboutyears, Son of Sri
....., Resident of, the
Deponent, do hereby solemnly affirm and state on oath as under:-

1- That the Deponent is the authorized representative of M/s
.....(Name and address of Firm) and holding the position of
..... in the above Firm. Deponent is duly authorized to sign and
swear this Affidavit on behalf of M/s.....
.....

2- That the Deponent declares that above named Firm/their Associated Company/Firm
..... was Blacklisted by
..... (Name of Department of State/Central Govt./Public/
Private Limited Company/Firm/ Society/Any other Agency (please specify the name of Agency)
(If not Blacklisted, "NIL" information may be filled-in, otherwise furnish the detail)

3- That the Deponent declares that above named Firm/their Associated Company/Firm and/or
any or all of their Partners/Promoters trialed or under trial by the
Court/Govt. Investigating Agencies/ICAI
(If no enquiry is pending or contemplated, "NIL" information may be filled in)

4- That the Deponent declares that the Police/Vigilance/CBI/ICAI enquiry is pending against
above named Firm/their Associated Company/Firm and/or any or all of their Partners/Promoters, is
being conducted by the following Department of State/Central Government
.....

5- That the Deponent declares that above named Firm/their Associated Company/Firm and/or
any or all of their Partners/Promoters has disciplinary
proceedings pending with ICAI regarding professional misconduct.
(If no disciplinary proceedings is pending or contemplated, "NIL" information may be filled in)

DEPONENT

Date:
Place:

VERIFICATION

Deponent above named do hereby verifies that the contents of Paragraphs 1 to 5 of this
Affidavit are true and correct to the best of my knowledge. No part of it is false and nothing material
information is concealed there from. So help me God. Verified on Day of
..... (Month and Year) at (Name of place).

DEPONENT

Date:
Place:

Bid Security (Earnest Money Deposit/Performance Bank Guarantee) Format

Bank Guarantee No. :

Issue Date:

To:
UPTRON POWERTRONICS LIMITED,
Ground Floor, Uptron Building,
Near Gomti Barrage,
Gomti Nagar,
Lucknow - 226010

Bid Reference: **UPL/CA/2024**

WHEREAS (Name of Bidder)

WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of Rs (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand and without cavil or argument, any sums within the limit of Rs (Amount of the Guarantee) as aforesaid, without needing to prove or to show grounds or reasons for your demand.

This guarantee is valid up to _____.

Signature and Seal of Guarantors

.....
.....
.....

Date: