

उत्तर प्रदेश राज्य औद्योगिक
विकास प्राधिकरण



यूपीसीडा कॉम्प्लेक्स
A-1/4, लखनपुर
कानपुर - 208024
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चेयरमैन,
सेन्ट्रल इण्डिया रीजनल काउन्सिल,
ऑफ द इन्टीट्यूशन ऑफ चार्टर्ड एकाउन्टेन्ट ऑफ इण्डिया,
लखनपुर, कानपुर।

सन्दर्भ संख्या 1427 / यूपीसीडा / लेखा /

दिनांक 07/07/2025

विषय: चार्टर्ड एकाउन्टेन्ट को चयन के सम्बन्ध में सूचना पट/वेबसाइट पर अपलोड करने।

महोदय,

अवगत कराना है कि प्राधिकरण द्वारा निम्न कार्य हेतु अनुभवी चार्टर्ड एकाउन्टेन्ट की आवश्यकता है :-

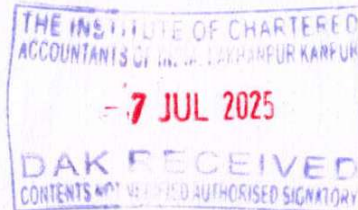
1. जीएसटी सम्बन्धी कार्य।
2. आयकर सम्बन्धी कार्य।

प्राधिकरण द्वारा निर्धारित प्रारूप पर आवेदन पत्र/अर्नेस्ट मनी/अन्य प्रपत्रों सहित प्रत्येक कार्य के लिए पृथक-पृथक आवेदन पत्र हस्ताक्षर सहित प्राधिकरण में प्रस्तुत करना अनिवार्य है।

समस्त आवेदन पत्र यूपीसीडा, मुख्यालय, ए-1/4, लखनपुर, कानपुर-208024 में व्यक्तिगत/पंजीकृत डाक/स्पीड पोस्ट के माध्यम से लेखानुभाग में दिनांक 15.07.2025 को सांय 06:00 बजे तक उपलब्ध कराया जाना निर्धारित किया गया है।

अतः आपसे अनुरोध है कि चार्टर्ड एकाउन्टेन्ट चयन सम्बन्धी सूचना अपने सूचना पट/इंस्टीट्यूट की वेबसाइट पर उक्त कार्य हेतु समस्त प्रपत्रों सहित अपलोड कराने का कष्ट करें।

संलग्नक: उपरोक्तानुसार।



भवदीय,

(दिनेश कुमार)
वित्त नियंत्रक

UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY KANPUR

Performa of Technical Bid & financial Bid for work of Income Tax Compliance

Sl. No.	Particulars	Details
1	Name of Firms	
2	Name of Partners	
3	Name and address of the person legally authorized to sign the agreement in case of partnership firm.	
4	Permanent Address:	
5	Telephone and mobileNo.(Head and branch Office)	
6	Email id:- Website:-	
7	Name and mailing address of partners with their mobile nos.	
8	PAN No.	
9	Registration Certificate of GST	
10	Bidders must upload the Acceptance in the format given in tender document	
11	Details required for refund of EMD:	
	UTR No.	
	Date	
	Banker's Name	
	Branch Name	
	IFSC Code	
	Bank Account No.	
12	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India at least 10 year or more. Registration certificate from ICAI should be submitted.	
13	CA firm should have One fellow Chartered Accountant who should have an experience of similar work as mentioned in scope of work. Membership certificate from ICAI should be submitted.	
14	CA Firm should have cumulative turnover of Rs. 30.00 Lacs in last two financial year i.e.FY 2023-24 & 2024-25. Copy of ITR Should be submitted	
15	CA firm should have an experience of working in UPSIDA or in similar organization like development authority /municipal corporation/ Central government/State Government/State Government Undertaking. Copy of work order should be submitted.	

16	CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organization like development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.	
17	CA firm should have a well established office with dedicated staff before the awarded of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.	
18	The firm should deposit Rs. 10,000.00 (Ten Thousand) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar Kanpur A/cno.63041096387 IFSC-SBIN0030173. The proof of submission should be duly attached with the proposal.	
19	CA firm for above work required the remuneration in quarterly basis.	
20	Bidder is not blacklisted in any form by ICAI/ Comptroller and Auditor General of India or any other Competent Authority. This should be submitted on notarized affidavit on Rs.10/- non judicial stamp paper.	

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Date

Signature of the Bidder
With Address and Seal

**UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY,
KANPUR**

BID Proposal for appointment of chartered accountant firm

Annexure: The detail of the practicing chartered accountants on the rolls.

Sl. No.	Name of Address	Professional Registration Number	Length of Experience (In Years & Months)
A			
1			
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**UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY
KANPUR**

ACCEPTANCE

- 1- I-----Son of-----resident of -----
-----Who is partner of M/s-----
have read and understood the contents of the foregoing sections with sound
mind and without any pressure from any quarter. if any document or
information uploaded with tender/bid is found forged or fabricated at any
time, up industrial development authority kanpur.
- 2- I am putting my signature and seal of the organization, as a token of
acceptance to the above.

Signature-----

Name-----

Designation-----

Seal-----

Date:-----

Place:-----

UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY

KANPUR

Compliance to Scope of Work

2- INCOME TAX

The details of scope of work in given below:

Scope of Service :-

1. Working of advance Tax on due dates and its deposit.
2. Filing of Income Tax Returns.
3. Preparing of reply relating to notices etc. issued by Income tax authorities.
4. Follow up and Liason with income tax authorities in relation to queries & notice issued by income tax authorities.
5. Handling income tax proceedings upto the stage of CIT (Appeals).
6. Any other work assigned by Finance Controller regarding ACEO/CEO Income Tax.

Technical Eligibility Criteria :-

1. Chartered Accountant firm should be registered with Institute of Chartered Accountants Of India at least 10 year or more registration certificate from ICAI should be submitted.
2. CA Firm should have one fellow Chartered Accountant, who should have an experience of similar works as mentioned in scope of work. Membership certificate form ICAI should be submitted.
3. CA Firm should have cumulative turnover Up to Rs. 30 lakh in last two financial years i.e. FY 2022-23 and 2023-24. Copy of ITR should be submitted.
4. CA Firm should have an experience of working in UPSIDA or in similar organizations like development authority/municipal corporation/Central Government/State Government/State Government undertaking. Copy of work order should be submitted.
5. CA firm must have senior partner who must posses the experience of Income Tax practice & should have ten year experience of working in similar organizations like Development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.
6. CA firm should have a well established office with dedicated partner in Kanpur before the award of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.
7. The firm should deposit Rs. 10000.00 (Ten Thousand only) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar, Kanpur Nagar, **SB Account Number 63041096387 IFSC SBIN0030173**. The proof of submission should be duly attached with the proposal.
8. The scope of work can be changed/revised as per the requirement of the authority.
9. The authority reserved all the rights to cancel the work order or forfeit earnest money in case of any delay/unsatisfactory work by the CA firms.
10. PAN number is mandatory, should be submitted with the proposal.

UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY

KANPUR

Performa of Technical Bid & financial Bid for work of GSTIN Compliance

Sl. No.	Particulars	Details
1	Name of Firms	
2	Name of Partners	
3	Name and address of the person legally authorized to sign the agreement in case of partnership firm.	
4	Permanent Address:	
5	Telephone and mobileNo.(Head and branch Office)	
6	Email id:- Website:-	
7	Name and mailing address of partners with their mobile nos.	
8	PAN No.	
9	Registration Certificate of GST	
10	Bidders must upload the Acceptance in the format given in tender document	
11	Details required for refund of EMD:	
	UTR No.	
	Date	
	Banker's Name	
	Branch Name	
	IFSC Code	
	Bank Account No.	
12	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India at least 10 year or more. Registration certificate from ICAI should be submitted.	
13	CA firm should have One fellow Chartered Accountant who should have an experience of similar work as mentioned in scope of work. Membership certificate from ICAI should be submitted.	
14	CA Firm should have cumulative turnover of Rs. 30.00 Lacs in last two financial year i.e.FY 2023-24 & 2024-25. Copy of ITR Should be submitted	
15	CA firm should have an experience of working in UPSIDA or in similar organization like development authority /municipal corporation/ Central government/State Government/State Government Undertaking. Copy of work order should be submitted.	

16	CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organization like development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.	
17	CA firm should have a well established office with dedicated staff before the awarded of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office in Kanpur Nagar.	
18	The firm should deposit Rs. 10,000.00 (Ten Thousand) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar Kanpur A/cno.63041096387 IFSC-SBIN0030173. The proof of submission should be duly attached with the proposal.	
19	CA firm for above work required the remuneration in quarterly basis.	
20	Bidder is not blacklisted in any form by ICAI/ Comptroller and Auditor General of India or any other Competent Authority. This should be submitted on notarized affidavit on Rs.10/- non judicial stamp paper.	

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Date

Signature of the Bidder
With Address and Seal

**UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY
KANPUR**

Compliance to Scope of Work

GSTIN COMPLIANCE

The details of scope of work in given below:

Scope of Service:-

1. Collection of details for GST Returns viz. GSTR3B, GSTR 1 & GSTR 7 on monthly basis from all divisions viz RM Offices, PO Offices, Construction Division, Head Office and Estate Office.

Timeline of details for GSTR 1 & 3B:-

Details form 1 st to 15 th of the month.	By 20 th of that month
Details from 16 th to 30 th /31 st of the month	By 5 th of next month

Timeline of details for GSTR 7:-

Details form 1 st to 15 th of the month.	By 20 th of that month
Details from 16 th to 30 th /31 st of the month	By 5 th of next month

2. Follow up for obtaining details from RMs Offices/Constructions Divisions within time limit.
3. Preparation of tracker for status of details received on day-to day basis from 5th of next month to 8th of next month and submitting to GSTIN Consultant/GST officer of Authority for follow up.
4. Checking and Compilation of details and validating details like GSTIN of party, GST amount as per rate applicable etc.
5. Follow up from division for correction in data on the basis of validation done and obtaining revised data.
6. Preparation of excel sheet on the basis of final details received from RMm/ Construction Divisions on prscribed format.
7. Preparation of summary sheet & checking of summery sheet with details received form branches.
8. Checking of summery sheet/Excel sheet by the authorized Chartered Accountant with details received from branches & sign by CA.
9. Feeding of Data on GST portal viz GSTR 7, GSTR 1 and GSTR 3B and checking of the same.
10. Generation of challan from portal for payment of GST (GSTR 7 and GSTR 3B).
11. Handing over of challan to concerned GST officer for preparation of cheque and noting sheet.
12. Submission of return after updation of cash ledger balances.

13. Invoice preparation in accounting software for B2B payment received by authority and periodic submission of invoices to authority and sending it to division to distribute to parties.
14. Generation of TDS certificate for deductees on periodic bases and sending to division for distribution to deductees.
15. Sending follow up list to divisions containing details of deductees whose certificate not generated due to non-acceptance of details by deductees.
16. Updating authority about relevant changes in GST Laws, Rules etc. and providing assistance to divisions for change in working, format, data etc. if any regarding this.
17. Replying to correspondence of all branches regarding GST Query/Requirement through letter/Telephonically/in person.
18. Organizing meeting from time to time to update authority about recent changes in GST Law, irregularities continuing in data if divisions etc.
19. Obtaining correction from divisions like change in GSTIN of party, change in taxable value, change in GST Amount etc. on annual basis in the month of July August.
20. Preparation of GST reconciliation and GSTR 9 (Annual Return) on annual basis.
21. Filing of GSTR 9 and submission of GSTR 9 along with reconciliation to GST Auditor.
22. Preparation of E-Invoices.
23. Preparing of reply relating to notices etc. issued by GST Authorities.
24. Follow up and liasoning with GST Authorities in relation to queries & notice issued by GST Authority.
25. Preparation of reply related to CAG Audit and Statutory Auditor during the Audit.
26. Any other work assigned by Finance Controller regarding GST realized & TDS on GST.

3.2 Technical Eligibility Criteria

1. Chartered Accountant firm should be partnership firm registered with Institute of Chartered Accountants Of India at least 10 year or more registration certificate from ICAI should be submitted.
2. CA Firm should have one fellow Chartered Accountant, who should have an experience of similar works as mentioned in scope of work. Membership certificate form ICAI should be submitted.
3. CA Firm should have cumulative turnover Up to Rs. 30 lakh in last two financial years i.e. FY 2023-24 and 2024-25. Copy of ITR should be submitted.
4. CA Firm should have an experience of working in UPSIDA or in similar organizations like development authority/municipal corporation/Central Government/State Government/State Government undertaking. Copy of work order should be submitted.
5. CA firm will have to provide full time 2 experienced Assistants having good knowledge of working in similar organizations like Development Authority/municipal corporation/State Government/State Government undertaking. Copy of work orders/experience certificate should be submitted.
6. CA firm should have a well established office with dedicated staff in Kanpur before the award of agreement so that services of CA firm can be obtained as and when required in the interest of Authority. Before signing of the agreement, it is mandatory for successful bidder to open a well established office/Branch office in Kanpur.

7. The firm should deposit Rs. 10000.00 (Ten Thousand only) as earnest money. The money should be deposited through RTGS/NEFT in State Bank of India, R.K. Nagar, Kanpur Nagar, **SB Account Number 63041096387 IFSC SBIN0030173**. The proof of submission should be duly attached with the proposal.
8. The scope of work can be changed/revised as per the requirement of the authority.
9. The authority reserved all the rights to cancel the work order or forfeit earnest money in case of any delay/unsatisfactory work by the CA firms.
10. PAN number is mandatory, should be submitted with the proposal.

**UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY,
KANPUR**

BID Proposal for appointment of chartered accountant firm

Annexure: The detail of the practicing chartered accountants on the rolls.

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**UP STATE INDUSTRIAL DEVELOPMENT AUTHORITY
KANPUR**

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- 1- I-----Son of-----resident of -----
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- 2- I am putting my signature and seal of the organization, as a token of
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Name-----

Designation-----

Seal-----

Date:-----

Place:-----