

NOTICE FOR INVITING EXPRESSION OF INTEREST UNDER TWO BID SYSTEM FROM PROFESSIONAL CA/ CWA/ ADVOCATE FOR VALUE ADDED TAX (VAT) RELATED WORKS FOR FCI UP REGION

1. Tender Notice

Food Corporation of India, Uttar Pradesh Region, Lucknow herein invites application from experienced and reputed professional CA / CWA / Advocate for empanelment for VAT related works as listed in **Para No. 6** of this document.

Date of Pre bid Meeting	08 th Sept, 2014
Sale of tender Form at Regional Office	From 19 th Aug, 2014 10:00 hours to 10 th Sept, 2014 15:00 hours
Last date of submission of Tender	11 th Sept, 2014 15:00 hours
Date of opening of Tender bid (Technical Bid)	11 th Sept, 2014 15:15 hours
Date of opening of Price bid	Intimated Later only technically qualified tenderer.

The detailed tender form detailing the expression of interest may be obtained from **FCI Regional Office (RO), TC/3V, Vibhuti Khand, Gomti Nagar, Lucknow 226 010**, from 19.08.2014 on all working days with the payment of Rs. 500/- Plus Taxes (i.e. Rs. 525/- including VAT) through separate Pay Order / Demand Draft in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow. The detailed tender form relating to expression of interest may also be downloaded from FCI websites <http://www.fcweb.nic.in>. In case of downloading, the cost of tender form have to be deposited through separate Pay Order / Demand Draft in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow with tender application for Rs. 500/- Plus Taxes (i.e. Rs. 525/- including VAT) along with technical bid only.

2. Technical eligibility

S. No.	Eligibility Criteria	Marks	Weightage Points	Maximum Weightage
1	The firm should have experience in the relevant field (VAT)	As per year of experience (Fraction of a year to be ignored)		20
		(a) One year experience	10	
		(b) Two years' experience	15	
		(c) Three years' or more experience	20	
2.	The firm should have an experience of similar type of work in PSU/Govt. Dept. including Central Govt. PSUs/State Govt. PSUs/limited Company or any Large Scale company. (The firm has to provide the list of clients for which experience is claimed.)	As per year of experience (Fraction of a year to be ignored)		20
		(a) Minimum one year experience in Vat of any large scale company in the last five years	10	
		(b) Minimum one year experience in Vat of two PSU/Govt. Dept. including Central Govt. PSUs/State Govt. PSUs/limited Company in the last five years	15	
		(c) Minimum two years' experience in Vat in three PSU/Govt. Dept. including Central Govt. PSUs/State Govt. PSUs/limited Company in the last five years	20	

3.	Gross Annual Turnover			
		(a) Minimum Gross Annual turnover of ₹ 5 lacs	10	20
		(b) Minimum Gross Annual turnover of ₹ 10 lacs.	15	
(c) Minimum Gross Annual turnover of ₹ 20 lacs	20			
4.	The professional partners of the firm must have experience in the relevant field	As per year of experience (Fraction of a year to be ignored)		20
		2 marks for each qualified partner/Director who is a CA or Advocate practicing VAT/Sales tax having minimum 2 years' experience.		
		4 marks for each qualified partner/Director who is a FCA or Advocate practicing VAT/Sales tax having minimum 5 years' experience.		
5.	No. of Articles /Assistants who are member or registered with the institute of CA/CWA.	2 marks per qualified Assistant/Individual associated with Firm/Lawyers having post-graduation degree or graduation degree with 2 years experience.		10
6.	No. of Assistants who are Inter-CA/CWA.	1 mark for inter-CA Assistant/Individual associated with Firm/Lawyers having graduation degree.		10
7.	The firm should have atleast one head office / branch in Lucknow (Uttar Pradesh).			

b) Price bid of those Firms who secure at least 40 marks in the Technical Bid evaluation would only be opened.

3. Earnest Money deposit

Tenderer may also furnish Earnest Money Deposit of Rs. 20,000/- (twenty Thousand Rupees Only) by Pay Order / Demand Draft in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow with tender application. Technical bid not accompanied by earnest money shall be summarily rejected. In case of downloading of tender form, the cost of tender form will be deposited by separate DD in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow while submitting the bid document.

The earnest money shall be liable to forfeiture if the tenderer after submitting his tender resiles from or modifies his offer and or the terms and conditions thereof in any manner even if corporation has not suffered any loss during the validity period of this tender in consideration of his agreement to this stipulation.

The earnest money is also liable to be forfeited in the event of tenderer's failure to furnish the requisite security deposit by the due date without prejudice to any other rights and remedies of the corporation under the contract and law. The earnest money will be returned to all unsuccessful tenderer without interest as soon as practicable after decision on tenders and to successful tenderer does not desire the security deposit, if the successful tenderer does not desire the same to be adjusted towards the security deposit. No interest shall be payable on the amount of earnest money in any case.

4. Security Deposit

The successful tenderer shall furnish within 15 days of the acceptance of his tender a security deposit of Rs. 50,000/- (Rupees Fifty thousand only). The successful tenderer shall, however, have the option to pay 50% of the security deposits with in the above mentioned period and remaining 50% by deduction @ 5% from running admitted bill for personnel supplied/ assignment completion under the contract.

The security shall be deposited in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow.

The corporation will not be liable for payment of any interest on security deposit or any depreciation thereof.

The successful tenderer will ensure that the necessary documents authorizing the person who has signed the tenderer to bind his firm have been filed or registered with Public Debt Office.

If the successful tenderer had previously held any contract and furnished security deposit, the same shall not be adjusted against this tender and a fresh security deposit will be required to be furnished.

The Earnest Money will be returned to all unsuccessful tenderers within a period of 30 days from the date of issue of the acceptance letter and to a successful tenderer, after he has furnished the Security Deposit, if he does not desire the same to be adjusted towards the Security Deposit. However in case, the tender is disqualified during technical evaluation, the Earnest Money will be refunded within 15 days of technical disqualification of the tenderer. No interest shall be payable on Earnest Money, in any case.

5. Brief of Accounting work in FCI:

The Food Corporation of India was setup under the Food Corporation Act 1964, in order to fulfill following objectives of the Food Policy:

- Effective price support operations for safeguarding the interests of the farmers.
- Distribution of food grains throughout the country for public distribution system
- Maintaining satisfactory level of operational and buffer stocks of food grains to ensure National Food Security

FCI has played a significant role in India's success in transforming the crisis management oriented food security into a stable security system. FCI's Objectives are:

- To provide farmers remunerative prices
- To make food grains available at reasonable prices, particularly to vulnerable section of the society
- To maintain buffer stocks as measure of Food Security
- To intervene in market for price stabilization

FCI is one of the largest corporations in India dealing in procurement and distribution of food grains and probably the largest supply chain management in Asia. FCI's Headquarter Located at New Delhi, It operates through 5 zonal offices and 26 regional offices with multiple area offices at nominated revenue districts / cities.

For the purpose of accounts each area office is a separate accounting unit. Accounts have to be completed at Regional office level including RO Unit and subsequently consolidation of accounts have been done at Headquarter level including RO / ZO (Zonal Office) and Headquarter. The accounts of FCI audited by C&AG and FCI's Internal Auditors.

6. Scope of vat work to be carried out by the Firm:

S. No.	Scope of Vat work	
1.	Preparation, Compilation and submitting of monthly VAT return of U.P. Region on TIN no. 0915000025. Consultant will collect data/details from FCI, regional Office, Gomti Nagar Lucknow. (Monthly)	
2.	In case of payment, amount with challan to be deposited in Commercial Tax Deptt. Account at SBI Main Branch Lucknow within the scheduled due date.(Monthly)	
3.	Preparation of Annual Vat return, completion of its pre-audit through notified statutory auditor for submission to Tax Deptt. with all required formalities/ document.(Annual)	
4.	To complete the annual assessment and to get assessment order.(Annual)	
5.	To obtain various types of Vat forms to be used during the year viz. Form-38, Form-F and Form-C etc. as the case may be.(As and when required)	
6.	In case of any dispute arising with assessing authority, Tribunal, he has to coordinate to sort-out the dispute, similarly in case matter is referred to High Court then he will provide all necessary assistance to our advocate as per our requirement.(As and when Required)	
7.	In case of inappropriate submission of monthly vat records from the district offices, he or his sub-ordinate(s) has to duly visit the concerned district office to eliminate the discrepancies.(As and when Required)	
8.	He has to provide 48 hours training session to FCI Officers/Officials. In case out station (other than Lucknow) training/seminar/workshop, the travelling and stay arrangement has to be managed by FCI. (As and when Required)	
9.	Other issues: <ul style="list-style-type: none">• Providing of technical consultancy for any confusion/dispute regarding UPVAT ACT provisions, rules, circulars, notifications etc.• Educating/providing latest amendments, circulars, notifications etc which are relevant for FCI.(As and When Required)	

Educational Qualification for person(s) deputed by the firm

- i) Person/s deputed by the firm for performing the work should be a commerce graduate and working experience of at least one year in Vat work.
- ii) Graduate in other disciplines, working experience of at least three or more years in accounting field in Govt. Department / PSU / Limited Company/ Large Scale Company.
- iii) Person/s retired from public sector undertaking/Govt. Department after rendering twenty years of service and have an experience of at least 15 (Fifteen) years in accounts department may also be deputed for performing the work, irrespective of his/her education level.
- iv) It will be the responsibility of the Firm that the persons engaged are well acquainted with computer usage especially Oracle Apps as computerization of accounts work is under implementation and accounting rules and regulations, with updated knowledge of statutory provisions like VAT and their compliance.

7. Price Bid:

According to scope of accounting job as mentioned in **Para No. 6** the detailed price bid has been offered and enclosed in relevant appendix V i.e. PRICE BID.

8. Payment:

- i) Payment will be made by the concerned General Manager of the Food Corporation of India on submission of bills, in triplicate duly supported by consignee receipts/or work certificate issued by the General Manager or an officer acting on his behalf as the case may be.
- ii) The Firm should submit all the bills not later than 2 months from the date of expiry of the contract so that the refund of the Security Deposit may be speeded up. In order to facilitate disposal of bills, the Firm is advised to submit his bills weekly/fortnightly/monthly.
- iii) The corporation shall not be liable for payment of any interest on any bill outstanding for payment.
- iv) The Firm should provide, within 7(seven) days of the joining of work , the Bank Account details to which all payments due to him from the FCI can be transferred electronically through RTGS/NEFT.
- v) **Billing and settlement System**
The satisfactory report of each activity has to be signed by concerned FCI's Manager (VAT) with counter sign of Assistant General Manager (VAT). The bill will be settled at regional Office Level only.

9. Liquidated Damages:

In the event of delay on part of firm in completing the work with n stipulated time as mentioned in scope of work to the entire satisfaction of FCI, the GM (UP) shall without prejudice to other right and remedy under this agreement have a lawful right to levy a liquidated damage up to 2% of the weightage for particular work for first two months and further 3% for more than two months for every delay of month or part thereof. The decision of the Corporation in regard to levy of above Liquidated Damages shall be final and binding on the parties.

10. Rejection of Application

- i) The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained herein, the FCI may reject an Application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process.
- ii) If an Applicant is found by the FCI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, such Applicant shall not be eligible to participate in any tender.

11. Summary Termination:

In the event of the Firm having been adjudged insolvent or going into liquidation or winding up his business or making arrangements with his creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, the General Manager shall be at liberty to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and law and to get the work done for the unexpired

period of the contract at the risk and cost of the Firm and to claim from the Firm any resultant loss sustained or costs incurred by the corporation.

12. Set Off:

Any sum of money due and payable to the Firm (including security deposit refundable to the contactor) under this contract may be appropriated by the Corporation and set-off against any claim of the Corporation for the payment of any sum of money arising out of, or under this contract or any other contract made by the Firm with the Corporation.

13. Period of empanelment for VAT related works:

The empanelment shall initially be for a period of One F.Y (i.e F.Y 2013-14) and can be further extended up to one year subject to the satisfactory performance and on mutually agreed terms.

(Signature and seal of the authorized signatory)

Date:

Place:

Terms & Conditions

1. The empanelment shall initially be for a period of one F.Y (i.e F.Y 2013-14) can be further extended up to further one year subject to the satisfactory performance and on mutually agreed terms.
2. Working hours in the office will be as per the FCI's guidelines.
3. It will be the responsibility of the Firm that the persons engaged are well acquainted with computer usage and accounting rules and regulations, with updated knowledge of statutory provisions like VAT and their compliance.
4. FCI reserves the right to cancel or reject all or any of the tender without assigning any reason.
5. The firm should ensure that, their employees are not alcoholic / drug addict while posted for duties in FCI.
6. **Confidentiality:** The empanelled Firm and their personnel shall not, either during the term or after expiration of this empanelment, disclose any proprietary or confidential information relating to the services, contract or business or operations of the FCI, without the prior consent of the FCI.
7. **Subletting:** The empanelled Firm shall not outsource the work to any other associate/franchisee/third party under any circumstances.
8. **Jurisdiction:** This agreement shall be governed by and construed by in accordance with the laws of India and the Courts of Uttar Pradesh shall have jurisdiction.
9. The FCI, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - 9.1 Suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
 - 9.2 Consult with any applicant in order to receive clarification or further information;
 - 9.3 Retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any applicant; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any applicant.
10. The bills for hiring the services shall be submitted by the Firm to the Corporation by 5th of succeeding month duly supported with the satisfactory work completion certificate about the performance of the personnel so deployed, from their controlling officers.
11. The agency shall be held responsible for the delay in the completion of job work & the payment shall not be released until the work is completed by the agency before the stipulated time.
12. Besides withholding the remuneration for delay in accounting job, penalty as per Liquidated Damages clause as may be deemed fit may also be imposed for any financial loss suffered by the FCI on account of such delays.
13. The staff engaged by the Firm shall not accept any illegal gratification or reward in any shape.
14. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the staff / visitors. Especially with female staff / visitors and should project an image of utmost discipline. The department shall have right to have any person moved in case of complaints or as decided by representative of the firm if the person is not performing the job satisfactory or otherwise. The firm shall have to arrange the suitable replacement in all such cases at the earliest.
15. In the event of any loss occasioned to the department as a result of any lapse on the part of the Firm, the said loss can be claimed from the Firm up to the value of the loss.
16. Firm shall also be responsible to provide authenticated details with regard to the personnel so deployed with corporation like proof of age, residential address (Permanent / temporary), educational and professional qualifications, experience etc. they are also require to submit

two passport size photograph of the personnel deployed, duly attested by gazzetted officer / notary.

17. **Force majeure:** If at any time during the currency of the contract, either party subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of god etc. which may prevent either party to discharge the obligation, the effected party shall promptly notify the other party about the happening of such event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligation under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.
18. All partners of the firm shall be jointly and severally liable to the department for the fulfillment of the term of contract.
19. If any money shall, as a result of any instructions from the authority or claim or application made under any of the regulation, be directed to be paid by the department, such money shall be deemed to be payable by the firm to the department within seven days. The department shall be entitled to recover the amount from the firm by deduction from money due to the firm or form the security.
20. The firm shall indemnify and hold the department harmless from and against all claims, damages, losses, and expenses arising out of, or resulting from services under the contract provided by the firm.
21. The department shall not be under any obligation for providing employment to any of the employee of the firm after the expiry of the contract. The department does not recognize any employee employer relationship with any of the employee of the firm. Further, form need not make any fake promises to their employee in any manner what so ever.
22. The firm shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The firm shall submit copy of acknowledgements evidencing filling of returns in time and shall keep the employer fully indemnify against liability of tax, interest, penalty etc of the firm in respect thereof, which may arise.
23. The department will deduct the Income Tax at source under Income Tax Act from the firm at the prevailing rates of such sum as income tax on the income comprised therein.
24. The firm shall be the employer of the personnel so deputed in the corporation and shall have the liberty to call back any of them supplied to the confirmation of the FCI and with condition that immediate replacement shall be provided to the corporation.
25. The firm shall nominate/authorize& notify at least one representative to act on its behalf. Such representative shall be responsible to keep in touch with GM (Region) or any officer on his behalf at least once in a week, for attending to issues arising from time to time.

(Signature and seal of the authorised signatory)

Date:

Place:

Tender No.....

Appendix - I

To,
THE GENERAL MANAGER,
FOOD CORPORATION OF INDIA
R.O LUCKNOW

Dear Sir,

1. I have thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to tender, General Information to Tenderer and its annexure & appendix and agree to abide by them.
 2. I agree to keep the offer open for acceptance up to and inclusive of _____ and to the extension of the said date by 30 days in case it is so decided by the General Manager. I/We shall be bound by communication of acceptance of the offer dispatched within the time. I/we also agree that if the date up to which the offer would remain open is declared a holiday for the Corporation the offer will remain open for acceptance till the next working day. The General Manager (UP) region may at his discretion, extend this day by 30 days and such extension shall be binding on the tenderer.
 3. Demand draft no. / Electronic Clearing System (ECS) Ref. _____ dated _____-drawn on the _____ for Rs _____ Rupees _____ (in words) is enclosed as Earnest Money. In the event of my/our tender being accepted, I/We agree to furnish within fifteen working days of acceptance of the tender Security Deposit as stipulated in the Tender.
 4. I do hereby declare that the entries made in the tender and Appendices/Annexure attached therein is true and also that I/We shall be bound by the act of my/our duly constituted Attorney.
 5. I hereby declare that my Firm/Company has not been blacklisted or otherwise debarred during the last Three years by the Food Corporation of India, or any department of Central or State Government or any other Public Sector Undertaking, or any other client, for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions. (*).
- Or**
6. I hereby declare that I, my Firm/Company was blacklisted/debarred by _____ (here give the name of the client) for a period of _____, which period has expired on _____. (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(*).
 7. I hereby declare that no contract entered into by me, my Firm/Company with the Food Corporation of India, or any department of Central or State Government or any other Public Sector Undertaking or any other client, has been terminated before the expiry of the contract period at any point of time during the last Three years.
 8. I hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any Contract entered into by me/my firm/company/us with the Food Corporation of India, or any department of Central or State Government or any other Public Sector Undertaking during the last Three years.
 9. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of two years or more.
 10. I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the Food Corporation of India shall have the right to disqualify me/us without giving any notice or reason therefore or summarily terminate the contract, without prejudice to any other rights that the Corporation may have under the Contract and Law.

Yours faithfully,

SIGNATURE OF AUTHORISED APPLICANT
Name and seal of the applicant

PLACE:

DATE:

(*) (Strike out whatever is not applicable)

Application for Empanelment

To,
The General Manager (Region),
Food Corporation of India,
Regional Office,
Lucknow (U.P.)

Dear Sir/ Madam,

With reference to your Request for Empanelment document dated, we, having examined the said document and understood its contents, hereby submit our Application for Empanelment. The Application is unconditional and unqualified.

We acknowledge that the Authority will be relying on the information provided in the Application and the documents accompanying such Application for empanelment of the Applicants, and we certify that all information provided in the Application and in its Appendices is true and correct; nothing has been omitted, which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.

I/we hereby submit our application for empanelment with Food Corporation of India, Regional Office, Lucknow (U.P.). All documents have been enclosed. I/we have carefully perused the application documents and I/we hereby give our unqualified acceptance to the procedure adopted by FCI for Empanelment. I also understand that FCI reserves the right to with hold my application for empanelment, issue Tender documents to any empanelled vendor, and also annul the empanelment process without assigning any reasons whatsoever.

I/we shall submit additional documents whenever asked for by FCI. I hereby certify that all information and data furnished by me with regard to Vendor Registration/Empanelment are true and complete to the best of my knowledge.

We certify that in the last two years, we or our Associates¹ have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree and undertake to abide by all the terms and conditions of this document.

In witness thereof, we submit this Application under and in accordance with the terms of the Request for Empanelment document

Yours faithfully,

PLACE:

DATE:

SIGNATURE OF AUTHORISED APPLICANT
Name and seal of the applicant

TENDER APPLICATION FORM

1.	Name of the Firm / Company																
2.	<p>(a) Address of the Firm /Company Registered Office / Head Office Location Tel No Fax No Email Web site</p> <p>(b) Branch Office: located at Tel No Fax No Email Web site</p>																
3.	Registration No. & Date of Registration (self attested copy of the Certificate is to be provided by the Applicant along with its Application)																
4.	<p>Details of atleast two Partners / individuals who will serve as the point of contact/ communication for the FCI:</p> <table border="1" data-bbox="360 886 1091 1577"> <thead> <tr> <th data-bbox="360 886 433 1003">Sr. No.</th> <th data-bbox="433 886 651 1003">Name</th> <th data-bbox="651 886 766 1003">Details of practice since</th> <th data-bbox="766 886 932 1003">Qualification</th> <th data-bbox="932 886 1091 1003">Certificate of Practice – if applicable</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1003 433 1262"></td> <td data-bbox="433 1003 651 1262"></td> <td data-bbox="651 1003 766 1262"></td> <td data-bbox="766 1003 932 1262"></td> <td data-bbox="932 1003 1091 1262"></td> </tr> <tr> <td data-bbox="360 1262 433 1577"></td> <td data-bbox="433 1262 651 1577"></td> <td data-bbox="651 1262 766 1577"></td> <td data-bbox="766 1262 932 1577"></td> <td data-bbox="932 1262 1091 1577"></td> </tr> </tbody> </table>	Sr. No.	Name	Details of practice since	Qualification	Certificate of Practice – if applicable											
Sr. No.	Name	Details of practice since	Qualification	Certificate of Practice – if applicable													
5.	Turnover since last three financial years																
6.	INCOME TAX PERMANENT ACCOUNT Number. (self Attested)																

Detailed List of Govt. Department / PSU / Public Limited Companies / Large Scale Companies of Clients information.

S. No.	Name of Client	Status i.e. CG / SG / PSU / Limited Company / Large Scale Company
1.		
2.		
3.		

Note:

1. All columns are to be filled up. Do not leave any column blank. If a particular item is not pertinent to your Organisation, please write "Not applicable" or "N.A".
2. Please fill up the form properly and legibly.
3. Kindly provide correct, complete and precise information in the designated column or space provide therein. Please attach separate sheet in case the space provided is insufficient.
4. Incomplete, partially complete, not clearly filled forms giving in correct information are liable to be rejected without any consideration.
5. Any information/clarification required by FCI during evaluation must be provided expeditiously.
6. Submission of this empanelment forms do not automatically guarantee for empanelment in FCI. FCI also does not take any responsibility for loss of any Application form in transit.
7. FCI reserves the right to reject applications on the basis of unsatisfactory performance of ongoing job or any similar job in the last Two (2) years or for furnishing false information/declaration in the application.
8. FCI reserves the right to reject any or all the applications without assigning any reasons whatsoever.
9. FCI's decision shall be final on all matters
10. No Applicant shall submit more than one Application for tender.
11. FCI shall not entertain any correspondence with any Applicant in relation to the acceptance or rejection of any Application.

SIGNATURE OF AUTHORISED APPLICANT
Name and seal of the applicant

PLACE:
DATE:

Appendix - IV

Checklist

The bidders should drop the following Documents / Supporting in the tender box kept in the Regional Office, Lucknow with the application form;

S. No.	Documents to be attached with Empanelment Application	Tick √
1.	Account Payee Demand draft of Rs. 525/- in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow in case of downloading of tender form.	
2.	Earnest Money Deposit of Rs. 20,000/- (twenty Thousand Rupees Only) by Pay Order / Demand Draft in favour of Sr. Regional Manager FCI Lucknow payable at Lucknow.	
3.	Signed Copy of Vendor Empanelment Document Issue form (if documents obtained from FCI Office).	
4.	APPLICATION FOR EMPANELMENT (signed by Authorised Applicant).	
5.	Copy of terms and conditions duly signed and stamped.	
6.	Certificate of Registration. (self Attested)	
7.	Partnership Deed or Certificate of Incorporation. (self Attested)	
8.	Partner/Owner Information furnished. (self Attested)	
9.	INCOME TAX PERMANENT ACCOUNT Number. (self Attested)	
10.	Service Tax Registration Number. (self Attested)	
11.	Proof of address like self attested copy of electricity, water, telephone bill, copy of rent agreement etc.	
12.	Copy of IT returns since last two years	
13.	An undertaking with reference to experience.	

I / we have gone through the terms and conditions of FCI and the same are acceptable to me / us.

(Signature and seal of the authorised signatory)

Date:

Place:

Note:

Notice inviting tender along with terms and condition, appendix I,II,III & IV along with EMD, cost of tender form have to put in separate envelope super scribed "DOCUMENT FOR TECHNICAL BID IN SEPARATE SEALED ENVELOPE"

PRICE BID PUT IN SEPARATE SEALED ENVELOPE**Price Bid**

From:

Full Address of the tenderer:

.....

To,
 The General Manager,
 Food Corporation of India,
 Regional office,
 Lucknow, (UP)

Dear Sir,

I/ we submit the Price Bid of the tender for accounting job work on monthly basis.

As explain in technical bid, I have understood the scope of work, I/ we offer the rates as mentioned below:

S. No.	Scope of Vat work	
1.	Preparation, Compilation and submitting of monthly VAT return of U.P. Region on TIN no. 0915000025. Consultant will collect data/details from FCI, regional Office, Gomti Nagar Lucknow. (Monthly)	
2.	In case of payment, amount with challan to be deposited in Commercial Tax Deptt. Account at SBI Main Branch Lucknow within the scheduled due date.(Monthly)	
3.	Preparation of Annual Vat return, completion of its pre-audit through notified statutory auditor for submission to Tax Deptt. With all required formalities/ document.(Annual)	
4.	To complete the annual assessment and to get assessment order.(Annual)	
5.	To obtain various types of Vat forms to be used during the year viz. Form-38, Form-F and Form-C etc. as the case may be.(As and when required)	
6.	In case of any dispute arising with assessing authority, Tribunal, he has to coordinate to sortout the dispute, similarly in case matter is referred to High Court then he will provide all necessary assistance to our advocate as per our requirement.(As and when Required)	
7.	In case of inappropriate submission of monthly vat records from the district offices, he or his sub-ordinate(s) has to duly visit the concerned district office to eliminate the discrepancies.(As and when Required)	
8.	He has to provide 48 hours training session to FCI Officers/Officials. In case out station (other than Lucknow) training/seminar/workshop, the travelling and stay arrangement has to be managed by FCI. (As and when Required)	
9.	Other issues: <ul style="list-style-type: none"> • Providing of technical consultancy for any confusion/dispute regarding UPVAT ACT provisions, rules, circulars, notifications etc. • Educating/providing latest amendments, circulars, notifications etc which are relevant for FCI.(As and When Required) 	

The satisfactory report of each activity has to be signed by concerned FCI's Manager (VAT) with counter sign of Assistant General Manager (VAT). The bill will be settled at regional Office Level only.

Declaration:

I/we have thoroughly examined and understood all the terms and conditions as contained in the tender document, invitation to tender and its annexure & appendices and agreed to abide by them.

I / we on behalf of the Firm is hereby is also certify that the tender rate is one of the complete rate considering practical and pragmatic view including the inflation trend, volume of work etc. this is the final rate and the firm is also agree with the application of liquidated damage clause.

Yours faithfully,

(Signature and seal of Partner (s) on behalf of Firm)

Note:

Appendix V i.e. Price Bid has to put in separate envelope super scribed "DOCUMENT FOR PRICE BID IN SEPARATE SEALED ENVELOPE"

NOTICE FOR “INVITING EXPRESSION OF INTEREST FROM PROFESSIONAL CA/ CWA/ ADVOCATE FOR VALUE ADDED TAX (VAT) RELATED WORKS FOR FCI UP REGION”

Sealed tenders are invited under two bid system from experienced and reputed professional CA / CWA/ Advocate having business competency for empanelment for VAT related works in FCI UP Region for One F.Y (i.e. F.Y 2013-14) and can be further extended up to one year subject to the satisfactory performance and on mutually agreed terms. The terms and conditions and other details are available on the FCI Websites <http://www.fcweb.nic.in>. The tender forms can be obtained at Regional Office, TC/3V, VibhutiKhand, Gomti Nagar, Lucknow 226 on all working days from 19th Aug, 2014 10:00 Hrs to 10th Sept, 2014 15:00 Hrs. The tenders will be received up to 15:00 Hrs. on 11th Sept, 2014 and shall be opened on same day at 15:15 Hrs. To clarify any doubt of participants, we are going to organise a pre-bid meeting on this subject on 08th Sept, 2014 at FCI Regional office, Lucknow at 15:00 Hrs.

General Manager (UP)