

# **NOTICE FOR INVITING EXPRESSION OF INTEREST FROM PROFESSIONAL CA/ CWA FIRMS FOR ACCOUNTING JOB IN FCI UP REGION FOR AREA OFFICE GONDA & SITAPUR**

## **1. Tender Notice**

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

Date of Pre bid Meeting	30 <sup>th</sup> July, 2012 at FCI Regional office, Lucknow at 15:00 Hrs.
Sale of tender Form at Regional Office	16 <sup>th</sup> July, 2012 to 04 <sup>th</sup> August, 2012 from 10:00 Hrs to 15:00 Hrs.
Last date of submission of Tender	06 <sup>th</sup> August, 2012 at 15:00 Hrs at Regional Office, Lucknow
Date of opening of Tender bid (Technical Bid)	06 <sup>th</sup> August, 2012 at 15:15 Hrs by FCI's nominated Committee.
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 226010**, from 16<sup>th</sup> July, 2012 to 04<sup>th</sup> August, 2012 from 10:00 Hrs to 15:00 Hrs. on all working days with the payment of Rs. 500/- Plus Taxes (i.e. Rs. 575/- 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.fciweb.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. 575/- including VAT) along with technical bid only.

**Firm(s) applying for more than one Area Office have to apply and pay separate fee for each Area Office with separate tender form along with separate EMD and other documents.**

## **2. Technical Eligibility**

- i) The firm should be registered with Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
- ii) The firm should have at least 3(Three) years of experience in the relevant field.
- iii) The firm should have atleast one head office / branch in the State of Uttar Pradesh.
- iv) The firm should have at least two professionals *i.e.* (CA/CWA), as a fulltime practitioner and active partner with certificate of practice, issued by the concerned professional body.
- v) The professional partners of the firm must have at least 2(Two) years of experience.
- vi) The firm should have an experience of at least 2(Two) years in similar type of work in PSU/Govt. Dept. including Central Govt. PSUs/State Govt. PSUs/Limited Company. The firm has to provide the list of clients for which experience is claimed along with self attested copy of experience certificate issued by concerned agency.
- vii) The firm has to provide an undertaking as given in Appendix II.

### **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 with in 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 is 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.

At present we are maintaining manual accounts with basic day books B1 to B10 along with ledger / subsidiary ledgers up to the level of Trial Balance at different accounting units however finalization of financial statements is being done at Headquarter level.

At present FCI is under the age of transformation from manual to computerization therefore presently we are maintaining books both manually as well as through computer. Certain books of accounts but for finalization purpose our basic records are manual books of accounts only. The details of books of accounts from B1 to B10 are as under:

BE-1	Receipt Cash Book	BE-6	Register of Transfer In Invoices
BE-2	Payment Cash Book	BE-7	Register of Transfer out Invoices
BE-3	Petty Cash Book	BE-8	Register of Rly. Credit Notes
BE-4	Purchase Day Book	BE-9	Register of Rly. Claims & Claims on others
BE-5	Sales Day Book	BE-10	Journal

### **6A. Scope of accounting job is carried out by the Firm:**

S. No.	Scope of Accounting Job	Weightage Points	Frequency and Scheduled Time
1.	Updation of Purchase / sales Day Book / ledger in order by entering relevant vouchers as certified by FCI's Manager (A/cs) with proper heads of accounts and narration on day to day basis. The work completion has to be verified by FCI officers/officials by co-relating the purchase / sales ledger	30	On day to day basis and complete monthly ledger latest by 3 <sup>rd</sup> of the following month.

	with relevant transaction vouchers. The unit of work will be counted in terms of completion of monthly purchase and sales ledger. Updation of Purchase Ledger : 25 Updation of Sales Ledger : 05		
2A.	Daily filing of purchase vouchers in sequence of system generated transactions voucher numbers. (The unit of work will be counted in terms of completion of monthly basis).	05	On Daily Basis
2B.	Daily filing of sales vouchers in sequence of system generated transactions voucher numbers. (The unit of work will be counted in terms of completion of monthly basis).	05	On Daily Basis
3.	Preparation of Monthly MIS at area Office for filing of monthly VAT return at Regional office within stipulated time.	10	Up to 10 <sup>th</sup> day of the subsequent month (Monthly basis)
4.	Filling of E-returns	05	As per provision of IT Act
5A.	Reconciliation between Part II Monthly Stock Account (MSA) with purchase register including inter transfer in register.	20	Within 7 working days from the date of receipt of Part II- MSA. (Monthly basis)
5B.	Reconciliation between Part III Monthly Stock Account (MSA) with sales register including inter transfer out register.	05	Within 3 working days from the date of receipt of Part III- MSA. (Monthly basis)
6.	Preparation of schedules as per requirement of FCI (Every 20 schedules count as a unit)	05	At the time of finalization of accounts.
7.	Bank Reconciliation Statement (BRS) on weekly basis (The unit of work will be counted in terms of completion of monthly basis).	10	2 <sup>nd</sup> working day of subsequent week. (Weekly Basis)
8.	Preparation of Daily Payment position in prescribed format. (The unit of work will be counted in terms of completion of monthly basis).	05	On Daily Basis
<b>Total</b>		<b>100</b>	

**6B. 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 two years in accounting field.  
Or
- ii) Graduate in other disciplines, working experience of at least six or more years in accounting field in Govt. Department / PSU / Limited Company.  
Or
- 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.

**6C.** 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, TDS 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 have to be signed by concerned FCI's Manager (A/cs) with counter sign of Area Manager. The bill will be settled at regional Office Level.

**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 accounting job:**

The empanelment shall initially be for a period of two years from the date of execution of this agreement can be further extended up to further 3 months subject to the satisfactory performance and on mutually agreed terms.

**(Signature and seal of the authorised signatory)**

**Date:**

**Place:**

## Terms & Conditions

1. Firm(s) applying for more than one Area Office have to apply and pay separate fee for each Area Office with separate tender form along with separate EMD and other documents.
2. The empanelment shall initially be for a period of two years from the date of execution of this agreement can be further extended up to further 3 months subject to the satisfactory performance and on mutually agreed terms.
3. Working hours in the office will be as per the FCI's guidelines.
4. 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, TDS and their compliance.
5. FCI reserves the right to cancel or reject all or any of the tender without assigning any reason.
6. The firm should ensure that, their employees are not alcoholic / drug addict while posted for duties in FCI.
7. **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.
8. **Subletting:** The empanelled Firm shall not outsource the work to any other associate/franchisee/third party under any circumstances.
9. **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.
10. The FCI, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - 10.1 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;
  - 10.2 Consult with any applicant in order to receive clarification or further information;
  - 10.3 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.
11. The bills for hiring the services shall be submitted by the Firm to the Corporation by 5<sup>th</sup> of succeeding month duly supported with the satisfactory work completion certificate about the performance of the personnel so deployed, from their controlling officers.
12. 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.
13. 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.
14. The staff engaged by the Firm shall not accept any illegal gratification or reward in any shape.
15. 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.

16. 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.
17. 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 gazed office / notary.
18. **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.
19. All partners of the firm shall be jointly and severally liable to the department for the fulfillment of the term of contract.
20. 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.
21. 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.
22. The department shall not be under any obligation for providing employment ot 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.
23. 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.
24. 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.
25. 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.
26. 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

Dated-----

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 Associates<sup>1</sup> 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																
2.	<p>(a) Address of the Firm 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"> <thead> <tr> <th>Sr. No.</th> <th>Name</th> <th>Details of practice since</th> <th>Qualification</th> <th>Certificate of Practice – if applicable</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></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 of Clients information (for at least two years).**

S. No.	Name of Client	Status i.e. CG / SG / PSU / Limited 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;

<b>S. No.</b>	<b>Documents to be attached with Empanelment Application</b>	<b>Tick</b> √
1.	Account Payee Demand draft of Rs. 500/- 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 Accounting Job	Weightage Points	Frequency and Scheduled Time
1.	Updation of Purchase / sales Day Book / ledger in order by entering relevant vouchers as certified by FCI's Manager (A/cs) with proper heads of accounts and narration on day to day basis. The work completion has to be verified by FCI officers/ officials by co-relating the purchase / sales ledger with relevant transaction vouchers. The unit of work will be counted in terms of completion of monthly purchase and sales ledger. Updation of Purchase Ledger : 25 Updation of Sales Ledger : 05	30	On day to day basis and complete monthly ledger latest by 3 <sup>rd</sup> of the following month.
2A.	Daily filing of purchase vouchers in sequence of system generated transactions voucher numbers. (The unit of work will be counted in terms of completion of monthly basis).	05	On Daily Basis
2B.	Daily filing of sales vouchers in sequence of system generated transactions voucher numbers. (The unit of work will be counted in terms of completion of monthly basis).	05	On Daily Basis
3.	Preparation of Monthly MIS at area Office for filing of monthly VAT return at Regional office within stipulated time.	10	Up to 10 <sup>th</sup> day of the subsequent month (Monthly basis)
4.	Filling of E-returns	05	As per provision of IT Act
5A.	Reconciliation between Part II Monthly Stock Account (MSA) with purchase register including inter transfer in register.	20	Within 7 working days from the date of receipt of Part II- MSA. (Monthly basis)
5B.	Reconciliation between Part III Monthly Stock Account (MSA) with sales register including inter transfer out register.	05	Within 3 working days from the date of receipt of Part III- MSA.

			(Monthly basis)
6.	Preparation of schedules as per requirement of FCI (Every 20 schedules count as a unit)	05	At the time of finalization of accounts.
7.	Bank Reconciliation Statement (BRS) on weekly basis (The unit of work will be counted in terms of completion of monthly basis).	10	2 <sup>nd</sup> working day of subsequent week. (Weekly Basis)
8.	Preparation of Daily Payment position in prescribed format. (The unit of work will be counted in terms of completion of monthly basis).	05	On Daily Basis
<b>Total</b>		<b>100</b>	

Rate for one unit office is Rs .....(In Words .....)  
**for 100 weightage points as mentioned above** and for each unit offices is Rs.  
.....(In Words .....)

The claim of bill will be done according to number of units where accounting job is being done. The bill will be preferred unit wise along with the satisfactory impart for each activity of FCI's Manager (A/cs) with countersign of Area manager of concerened unit as proforma given in appendix.

Payment will be released according to weightage point of every satisfactory completion work.

**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 completive 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 have to put in separate envelope super scribed "DOCUMENT FOR PRICE BID IN SEPARATE SEALED ENVELOPE"**