



U.P. Expressways Industrial Development Authority

Setup by GoUP Under UP Industrial Area Development ACT 1976

REQUEST FOR PROPOSAL

FOR

EMPANELMENT OF CHARTERED ACCOUNTANT FIRM

UPEIDA

**C-13, 2nd Floor, PARYATAN Bhawan,
Vipin Khand, Gomti Nagar, Lucknow-226010**

Date of issue: 07/03/2024

Last date of submission: 27/03 /2024 till 05:30 PM

DISCLAIMER

- a) This Request for Proposal (RFP) is not an offer by UPEIDA but an invitation to receive offers from interested and eligible parties.
- b) The purpose of this RFP is to provide the necessary information to such interested and eligible parties that may be useful to them in formulating their proposals in response to this RFP.
- c) No contractual obligation whatsoever shall arise from this RFP process.
- d) UPEIDA reserves the right to modify or even not to proceed with the empanelment.

Terms and Conditions for empanelment of Chartered Accountants Firm

1. Background.

The Government of Uttar Pradesh has set up an Industrial Development Authority named "Uttar Pradesh Expressways Industrial Development Authority" (UPEIDA), under UP Industrial Area Development Act 1976, vide Notification Number 4246/77-4-07-94 Bha/07TC, dated December 27, 2007, issued by Industrial Area Development Department-4, Government of Uttar Pradesh having its registered office at Paryatan Bhawan, Vipin Khand, Gomti Nagar, Lucknow-226010.

A Defence corridor worth INR 20,000 crore was announced by Government of India in February 2018 at UP Investors Summit. The corridor is being developed by UPEIDA in Uttar Pradesh and to create job opportunities in the state. The UP Defence Industrial Corridor has 6 nodes, viz. Aligarh, Agra, Jhansi, Chitrakoot, Kanpur and Lucknow.

UPEIDA being the implementation agency for UP Defence Industrial Corridor (UPDIC) has been also appointed as Nodal Agency by the Infrastructure and Industrial Development Department, Government of U.P. for execution of the UTTAR PRADESH DEFENCE & AEROSPACE UNIT & EMPLOYMENT PROMOTION POLICY 2018, (first Amendment) 2019 & (Second Amendment) 2022. Under these schemes, the activities include examination, verification, and certification of eligible Capital Investment for deciding the maximum extent of admissible benefits, verification of qualifying amount of net State GST deposited by applicants, etc.

2. Scope of Work.

The following will be the broad scope of work for Empaneled CA Firm and Consultants/Valuers/Engineers:

- a) Examination and Certification of Capital Investment made by the Investor (company) as per the provisions of applicable GOs.
- b) Verification of qualifying amount of net State GST deposited by applicants.
- c) Opinion on various taxation matters, verification assignments, etc.
- d) Estimate and advise on the capex/opex incentive under Uttar Pradesh Defence & Aerospace Unit & Employment Promotion Policy.
- e) Valuation of the Assets (Movable/immovable/ Fixed Assets).
- f) Assistance in finalization of Standard Operating Procedures (SOP)/Building By-Laws /Guidelines/different Formats for implementation of Defence and Aerospace Policy/Industrial Corridor;
- g) Support in arbitration under Defence and Aerospace Policy/Industrial Policy;
- h) Valuation of incentives under Defence and Aerospace sector as per the FDI (Foreign Direct Investments) policy of Government of Uttar Pradesh.

3. Application submission guidelines.

The application shall be submitted in accordance with the following guidelines:

- i. One Applicant shall submit only a single application for applicable category, Application along with relevant annexures, must be properly indexed with page numbers.

- ii. Application shall be submitted in the format prescribed at **Annexure -A**.
- iii. The application shall be unconditional, else, it would be liable for rejection.
- iv. All the information/details are to be supported by documents duly certified by the Applicant.
- v. Those entities/individuals, who have been de-listed by the Corporation, or by State or Central Government PSU/banks/FIs are not eligible to apply.
- vi. Applications shall be submitted in a sealed envelope titled "Application for Empanelment of Chartered Accountant Firm" at the following address:

**Chief Executive Officer,
UPEIDA,
C-13, 2nd Floor, PARYATAN Bhawan,
Vipin Khand, Gomti Nagar,
Lucknow-226010.**

For any queries, please write to: upeida2@gmail.com

- vi. The last date for submission of application is 27/03/2024. Applications received after 5:30 pm on 27.03.2024 shall be rejected. The applications shall be opened on 28.03.2024 at 03:30 PM.
- vii. Following, self-attested (and/or duly stamped and signed by Authorised Signatory in case of Non-Individual) KYC documents should be submitted along with the duly filled application form:

KYC for Individuals	KYC for Non-Individuals
(i) Copy of PAN Card.	(i) Certificate of Incorporation.
(ii) Copy of Aadhaar Card.	(ii) Copy of PAN Card.
(iii) Proof of Membership or registration of the Institution of Engineers (India) ICAI/IBBI.	(iii) Copy of Memorandum & Article of Association or equivalent registration document, partnership deed (whichever applicable).
(iv.) Copy of Address Proof with valid document, e.g., latest electricity bill)	(iv) Last three years' self-certified Income Tax Return.
(v.) Last three years' Income Tax Return	(v) Last three years' Annual Report.
(vi.) GST Registration Certificate if any.	(vi) GST Registration Certificate.
(vii.) Self declaration of no criminal record.	(vii) Name of Key Managerial Person and the certificate of proof of Membership/ registration of the Institution of Engineers/valuers/ICAI/ IBBI.
(viii.) Any other details/information considered relevant.	(viii) Document for authentication of Authorized Signatory viz. Board Resolution, Power of Attorney, etc.
	(ix) Any other details/information considered relevant.

4. Schedule of Fee/Charges Payable by UPEIDA

UPEIDA shall pay fixed monthly Retainership fees of Rs. 5.00 lakhs per month for service to be rendered by the firm as per the scope of work. This retainership is for one year extendable by another year.

5. Eligibility Criteria.

The minimum eligibility criteria are provided below. The selection of the firm shall be purely on the basis of QBS.

S.N.	Criteria	Description
1.	Who may apply	Partnership, LLP, LLC Individual/sole/Company
	Individuals/Firms/other Entities who have been de-listed by the Authority are not eligible to apply.	
2.	Qualification	i. Member of the Institute of Chartered Accountant of India (ICAI) at least for preceding ten years.
3.	Essential criteria	
		i. Registered with the Institute of Engineers or institution of valuers. ii. Registered with Insolvency & Bankruptcy Board of India in the valuation category of either land & building or plant & machinery.
		i. The designated partner should be exclusively handling GST/ Indirect Tax assignments within the firm for a minimum period of preceding 5 years. ii. At least 01 partner should be DISA qualified. iii. Firm be RBI registered in Category I. The firm should be registered with CAG.
	Applicant as company	i. Registered with the Insolvency & Bankruptcy Board of India in two categories of valuers for 'land and building' and valuers for 'plant and machinery' ii. On panel of any Public sector Bank as 'Lender's Independent Engineers' iii. At least 1 full time director/partner/proprietor having Board position to be registered with the Institute of Engineers/Institute of Valuers.
4.	No. of years of experience	i. 10 years. Out of the same, the applicant should have experience of at least 5 years in GST/indirect taxes of any Government Department or state/ central PSU. ii. 10 years. Must be on the panel of at least 3 PSU/ PSU banks & FIs/ Government NBFCs iii. Working with State Governments, Industrial Development Authorities and the Government of

S.N.	Criteria	Description
		India and knowledge of government policies and programs for industrial infrastructure development including FDI, taxation etc. iv. Documentary proof for association along with brief write-up on the roles and responsibilities
5.	No. of assignments with public sector Banks/all India FIs/ other public sector entities.	10 assignments completed successfully (last 5 years orders placed to be enclosed)

6. Marking Criteria.

The Consultant shall be selected in accordance with the Quality Based Selection (QBS) procedures. The Applicant whose Technical score is highest (H1), shall be declared as the Selected Applicant. The marking criteria of Technical score shall be as under:-

S.N.	Criteria of marking	Maximum marks
1.	Member of the Institute of Chartered Accountant of India (ICAI) at least for preceding ten years. (minimum 10 years: 12 Marks; each additional two years' of experience : 1 Mark subject to maximum 3 Marks)	15
2.	The designated partner should be exclusively handling GST/ Indirect Tax assignments within the firm for a minimum period of preceding 5 years. (minimum 5 years: 12 Marks; each additional two years' of experience: 1 Mark subject to maximum 3 Marks)	15
3.	On panel of any Public sector Bank as 'Lender's Independent Engineers' (If paneled with 1 Public sector Bank: 3 Marks; for each additional panel: 1 Mark subject to maximum 2 Marks)	5
4.	At least 1 full time director/partner/proprietor having Board position to be registered with the Institute of Engineers/Institute of Valuers (1 full time director/partner/proprietor :3 Marks; for every additional member of the firm: 1 Mark subject to maximum 2 Marks)	5
5.	Minimum 10 years of experience. Out of the same, the applicant should have experience of at least 5 years in GST/indirect taxes of any Government Department or state/ central PSU. (For Experience of 10 years: 3 Marks; for every two additional year of experience: 1 Mark subject to maximum 2 Marks)	5

S.N.	Criteria of marking	Maximum marks
6.	<p>10 years. Must be on the panel of at least 3 PSU/ PSU banks & FIs/ Government NBFCs/ Working with State Governments, Industrial Development Authorities and the Government of India and knowledge of government policies and programs for industrial infrastructure development including FDI, taxation etc.</p> <p>(If paneled with 3 above Bodies: 10 Marks; for each additional panel: 1 Mark subject to maximum 5 Marks)</p>	15
7.	<p>10 assignments completed successfully (last 5 years orders placed to be enclosed) with public sector Banks/all India FIs/ other public sector entities.</p> <p>(minimum 10 assignments: 8 Marks; each additional assignment: 2 Mark subject to maximum 3 Marks)</p>	10
8.	Presentation, Interview and Discussions on the Experience, Roles and Responsibilities	30
	Total	100

APPLICATION FORMAT**I. General Information**

S.N.	Particulars	Details (enclose supporting documents, wherever required)
1.	Category	
2.	Name of the Applicant	
3.	Constitution of Applicant	
4.	Date of Incorporation	
5.	Office Address (Head Office)	
6.	Telephone	
7.	Email-id	
8.	PAN	
9.	GST No.	
10.	Membership of any other national or international body of Auditors	
11.	General Profile of the Applicant	Provide details on separate sheet
12.	Recent Photograph of the key person/s along with name/s whose credentials is being considered for satisfaction of Qualification criteria	
13.	Name of key persons, their qualification & age a) b) c)	Name of all partners with detailed CV
14.	Membership of Partners, their Qualifications and Age	
15.	Registration of key persons/applicant with various authorities	
16.	Nos. and qualifications of key professionals in employment of Audit Firm	Provide details on separate sheet
17.	Details of Pan India presence	Provide details on separate sheet
18.	List of Government Departments/State PSUs/Central PSUs where Applicant is empaneled	

II. Eligibility Criteria

S.No.	Particulars	Whether meets eligibility criteria (Yes/No) Provide necessary details and enclose documentary proof in satisfaction of each of the eligibility criteria)
1.	Constitution of Applicant for meeting eligibility criteria (Provide a copy of constitutional documents in support of this criteria)	
2.	DISA qualified support documents	
3.	RBI registration support document	
4.	Qualification for meeting eligibility criteria	
5.	No. of years of Experience for meeting eligibility criteria	
6.	No. of assignments with PSUs, Government Departments/Authorities etc. for meeting eligibility criteria	
7.	Years of Experience of the Firm	
8	Expertise in formation of Guidelines/incentives disbursement related to industrial projects	
9	Experience/Expertise in drafting and framing of SoP/Guidelines for industrial development	

(If required separate sheet may be used as enclosure for providing the details for any above columns)

CERTIFICATE FROM CA FIRM
(on the Letterhead of the Firm)

I/we hereby apply for empanelment as CA Firm in your institution and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with UPEIDA.
2. I/We understood and accept that empanelment shall be at the discretion of UPEIDA as per requirement and UPEIDA has a right to reject our application without assigning any reasons therefor;
3. I/We shall submit the reports as per standard formats prescribed by the UPEIDA with correct and full information and without negligence;
4. If my/our application for empanelment in UPEIDA is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by UPEIDA from time to time.
5. I/we understand that Empanelment as such does not guarantee award of assignments by UPEIDA.
6. I/We understand that Empanelment is subject to periodical review by UPEIDA.
7. I/We understand that UPEIDA reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever.
8. The verification/certification/valuation shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by UPEIDA from time to time.
9. I/We shall maintain secrecy of the business allotted by UPEIDA;
10. I/We shall not enter into any financial transaction with the UPEIDA's clients to the detriment of UPEIDA's interest;
11. Under no circumstances, I/we shall use the name or logo of UPEIDA in our correspondence with any other institution/agency;
12. If any wrong certification is detected, I/we hereby consent that UPEIDA may take steps as deemed fit;
13. I/We undertake to keep UPEIDA informed of any events or happenings which would make me ineligible for empanelment as a Technical Consultants/Valuer/Engineer.

14. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
15. I/We am/are a citizen/incorporated/registered in India;
16. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
17. I/We have not been found guilty of misconduct in professional capacity; neither have I been removed from the panel of any central or state PSU/ Bank or public sector FI on account of non-performance, work found below standards, or malfeasance,
18. I/We are not an un-discharged insolvent; and
19. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act, 1961, Wealth Tax Act, 1957, Gift Tax Act, 1958, Customs Act, 1962, Central Excise Act 1944 or CGST Act, 2017.
20. I/We hereby understand that UPEIDA at any point of time may discontinue the empanelment without giving any reasons, to this effect, I/we have no objection.
21. I/We undertake that if any assignment is awarded, I/we shall not sub-contract the assigned work.
22. I/We shall not deal in securities of any subject company after any time when he/it first becomes aware of the possibility of his/its association with the assessment, and in accordance with the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 or till the time the report becomes public whichever is earlier.
23. I/We while respecting the confidentiality of information acquired during the course of performing professional services, shall maintain proper working papers, for production before a regulatory authority or for a peer review. In the event of a pending case before the Tribunal or Appellate Tribunal, the record should be maintained till the disposal of the case.

Date:

Place:

SIGNATURE OF THE APPLICANT

(To be signed by authorized signatory of the firm/company)