



उज्जैन सहकारी दुग्ध संघ मर्यादित
Ujjain Sahakari Dugdh Sangh Mydt.

(मध्यप्रदेश सहकारी सोसायटी अधिनियम 1960 के अधीन पंजीकृत)



मकसी रोड, पोस्ट बॉक्स 106, उज्जैन - 456001, मध्य प्रदेश
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क्रमांक
No.

दिनांक
Date

USDS/FIN/2023/

**E-TENDER NOTICE INVITING FOR INTERNAL
AUDIT WORK**

Online Tender are invited from REPUTED CHARTERED ACCOUNTANTS FIRMS for INTERNAL AUDIT WORK. Tender document, containing the terms and conditions can be seen online & downloaded through following website

<https://www.mptenders.gov.in> detailed Tender form can be seen (only for reference) at our website www.sanchidairy.com.

The Key Information is as below

Tender Download start Date & Time	Tender Download Last Date & Time	Tender Submission Last Date & Time	Tender Technical Bid Opening Date & Time	Tender Financial Bid Open Date & Time
31 Jan. 2023	21 Feb. 2023	21 Feb. 2023	22 Feb. 2023	24 Feb. 2023 at 02:00 pm to 04:00pm

Corrigendum/ amendment if any to this publication would appear only on the above mentioned website and will not be published elsewhere. The chief Executive officer has right to reject whole Tender without assigning any reasons and no explanation can be demanded of the cause of rejection of the Tender by any participant.

CHIEF EXECUTIVE OFFICER



UJJAIN SAHAKARI DUGDH SANGH
MARYADIT MAXI ROAD, P.O.BOX 106,
UJJAIN (M.P.)-456010

An ISO 9001: 2008 Certified Organization
Plant E-Mail: usdsfin@gmail.com,
udsmis@yahoo.com Phone: 0734 –
2527061 Fax : 2527063

Ref No: USDS/FIN/

Date:

The Tender notice, Tender documents, containing the terms and conditions can be seen online & downloaded through following website. <https://www.mptenders.gov.in>

TENDER FOR 'APPOINTMENT OF CHARTERED ACCOUNTANT FOR INTERNAL AUDIT WORK'
TENDER DOCUMENT

Schedule- I	:	General Terms & Conditions. Special Terms & Conditions.
Schedule- II	:	Scope of work
Schedule- III	:	Form A (TECHNICAL BID)
Schedule- IV	:	Price Schedule
TENDER Cost	:	Rs. 500/- (Rupees Five Hundred only)
TENDER Document Download/Sale Start Date & Time		31 January 2023 From 11:00 am
TENDER Document Download/Sale End Date		21 February 2023 Up to 02:00 pm
TENDER Submission Start Date		31 January 2023 From 11:00 am
TENDER Submission End Date		21 February 2023 Up to 02:00 pm
Tender Technical bid opening Date End time		22 February 2023 At 02:00 pm
Financial Bid Opening Date End Time		24 February 2023 At 02:00 pm
Place of opening of TENDER		Office of the Ujjain Sahakari Dugdh Sangh Maryadit, Ujjain.
Address for Communication		The CEO, Ujjain Sahakari Dugdh Sangh Maryadit, Maxi Road, P.O.Box 106 Ujjain 456010.

Note: - If the TENDER opening date become any govt. holiday then the next day may considered for TENDER opening.

CHIEF EXECUTIVE OFFICER

SCHEDULE - I

General Terms & Conditions for TENDER submission & Chartered Accountant services

Ujjain Sahakari Dugdh Sangh Mydt, Ujjain (USDSM), an ISO 9001:2015, 15014001:2004, 15022000:2005 certified cooperative organization, invites TENDER from bonafide Chartered Accountants firms for the services of Chartered Accountant for Internal Audit Work, strictly in adherence to the detailed specifications given in the schedule-II of the TENDER documents.

The CEO Ujjain Sahakari Dugdh Sangh Mydt., Ujjain, reserves the right to accept or reject any or all Tender, which in their opinion justify such actions, without further explanation to the Participants.

1.0 TENDER SUBMISSION:

- 1.1 Tender received by e-mail will not be considered.
- 1.2 Individuals signing on the TENDER and other related documents must specify in which capacity of the firm he/ she has signed the documents. (Copy of Present to be attached –mandatory)
- 1.3 The Participants(s) should clearly state in their offer the address, telephone, fax, e-mail, PAN and GST. Any change in the address should immediately be communicated to the Chief Executive Officer, Ujjain Sahakari Dugdh Sangh Mydt, Ujjain and correspondence thereafter will be made at the changed address.
- 1.4 Negligence on the part of renderer in filling the TENDER form offers him/her no right to withdraw the TENDER after it has been opened/Submitted
- 1.5 The acceptance of the TENDER and award of the work order will be the sole right of the Chief Executive Officer, Ujjain Sahakari Dugdh Sangh Mydt. Ujjain who does not bind himself to accept a TENDER in whole or in part or reject any or all the Tender received without assigning any reasons and no explanation can be demanded of the cause of rejection of the TENDER by any Participants.
- 1.6 The Chief Executive Officer, USDSM reserves the right to place order for whole requirement with any Participants or split the orders among one or more Participants or not to consider any firm even after rate approval.
- 1.7 Each TENDER should be accompanied with copy of PAN, Income Tax Return of the Last Three financial Yr. (2019-20,2020-21,2021-22) , GSTIN, Registration certificate and partnership deed (if any) without which the TENDER may not be entertained. (Copy to be attached –mandatory).
- 1.8 The Participants should submit the TENDER rates in the Schedule IV only. The conditional Tender are liable to be rejected.
- 1.9 No person or firm is permitted to submit more than one TENDER under different names
- 1.10 The Participants shall not sublet the contractor assign to any other party or parties, the whole or any portion of the contract.
- 1.11 Participants shall fill all the details of the unit in the enclosed form-An in schedule-III. (Copy to be uploaded – mandatory).
- 1.12 As per Company Act 2013 Sec .139(2) (a) and (B) Retiring Audit Firms. Should not participate in the TENDER if Found, the Tender of such Audit firm shall be rejected.

2.0 EARNEST MONEY DEPOSIT:

- 2.1 All the Participants are required to deposit Earnest Money Rs. 20000/- (Rs. Twenty Thousand only), through online in the TENDER Portal. Any other mode deposit shall not be acceptable and the related TENDER shall not be eligible for consideration.
- 2.2 Security Deposit :- After the selection the firm will have to deposit the security amount of Rs. 2,00,000/- (Rupees Two Lacs Only) in the form of D.D. or Online in the favour of UJJAIN SAHAKARI DUGDH SANGH MARYADIT, which will refundable without any interest after the successful completion of tenure.
- 2.3 Any Tender which is not accompanied by Earnest money deposit are liable to be rejected. Earnest money deposit of unsuccessful bidder will be returned automatically through portal. The Security deposit of the successful participants will be released on completion work.
- 2.4 Exemptions will be considered for M.P. State MSME Registration for Earnest Money Deposit Only.

3.0 Technical Bid:

- 3.1 This E-Tender is 2 Bid System. First is Technical bid and another Financial Bid. Only Bidder who qualified the Technical bid will be eligible for Financial Bid opening.

4.0 PRICES:

- 4.1 Rate should be quoted for the service as per the Specifications/ Parameter given in the schedule-II of the Tender document. In case of any doubt as to the meaning of any of the terms & conditions or the specifications. The participating Firm may set forth the particulars there of and submit them to the Ujjain Sahakari Dugdh Sangh MYDT, in writing that such doubts may be cleared before submitting the Tender.
- 4.2 Prices offered by the Participants should be firm and free from all escalations and shall be valid at least for a period of 12 months from the date of approval of rates. We would communicate our rate approval within 30 days of opening of Tender.
- 4.3 The prices charged for the services under the contract by the firm in no event shall exceed the lowest price at which the firm provides the services of identical Tender description to any other persons/ firms during the period and until the execution of all services during contract period.
- 4.4 The lowest rate shall not be the only criteria for approve the TENDER.
- 4.5 If the Participants fails to give services as per work order without any valid reason, the order Would be treated as cancelled and the firm may be blacklisted for future dealings and EMD Also would be forfeited by the management.

5.0 PAYMENT:

Payment will be done on quarterly basis after submission of audit reports.

6.0 LIQUIDATED DAMAGES:

- 6.1 If for any reason the successful tenderer refuses to accept order / fails to comply supplies as per work order / backs out at a later date for no reason, then the respective milk union(s) reserves the right to cancel the order and make purchases from other available alternate sources, at the risk and cost & expenses of the defaulting L1 tenderer/supplier and Rate contracting firms could be blacklisted for all future dealings. Also the EMD/Security deposit would be forfeited by MPCDF. Such defaulting party shall be liable for legal actions governed under approved Stores & Purchase rules of MPCDF.
- 6.2 Once firm delivery schedule is fixed then it shall be strictly adhered by the supplier. In case of supplies and services are not affected as per the schedules, the liquidated damages may be charged on the goods/services not so delivered as under.
- 6.3 If L-1 tenderer refuse / back out from agreement or supplier then L-2 may give chance to supply in L-1 rates if so then L-2 will be treated as successful tenderer. In case of non-provision of service as per the term mentioned in the tender, compensation will be payable as follows.

No.	Delay	Penalty
1	Up to 01 Month	1% the Bill Amount
2	Between 1 to 2 Month	2% Bill Amount
3	Beyond 02 Month	Up to 5% the Bill Amount.

7.0 CONSEQUENCES OF BREACH OF AGREEMENT:

If any firm under the contract commits breach of any of the conditions, it shall be lawful for the Chief Executive Officer, Ujjain Sahakari Dugdh Sangh Mydt. To cancel the contract and to give it to other firm from any other alternate sources on the risk and cost of the defaulting unit.

8.0 DISPUTE ARBITRATION & FINAL AUTHORITY:

- 8.1 It should be clearly understood that in the event of a successful Participants failing to accept and execute the work order as per tender condition, then CEO Ujjain Sahakari Dugdh Sangh Mydt. Have full power to terminate the service of successful Bidder, in the term of one month Notice.
- 8.2 For all matters of dispute, the decision of the Honorable Chairman, Ujjain Sah. Dugdh Sangh Mydt. Under Arbitration and Conciliation Act. 1996 shall be final and binding on all the concerned.
- 8.3 For all disputes, the venue for legal course shall be at Ujjain.

9.0 Other Most Important Points :-

- 9.1 Internal Auditor (Chartered Accountant) should visit the USDS office regularly & as

when required and their one subordinate should be posted at USDS office for day to day work regarding audit.

- 9.2** The agreement on Rs. 1000/- Non Judicial Stamp paper will be notarized between Tax Consultant & CEO of USDS based on above Tender terms & conditions. Agreement draft will be given by USDS.
- 9.3** The term of the Internal Auditor will be one financial year from the date of work order. Which can be extended by one financial year.
- 9.4** Work tenure will be increased if both the parties are agreed after Successfully completion of one financial year.

10.0 DECLARATION:

The submission of a TENDER by a Participant implies that he/she has read the notice and conditions of the TENDER and the terms and conditions of contract and has made himself/herself aware of scope and specifications of the work to be made and the destination where the work have to be done and satisfied himself/herself regarding the quality and specifications of the articles.

Other Terms & Conditions for Internal Auditor services

The following Qualification, Experience and Status is required from Chartered Accountant Firms for eligibility of Technical Bid to assign the Internal Audit.

- 1 The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India.
- 2 The Chartered Accountant firm must be registered with the CAG of India.
- 3 The Chartered Accountant firm must have PAN Registration.
- 4 The Chartered Accountant firm must have GST Registration.
- 5 The Chartered Accountant firm must have at least 2 partners.
- 6 The Chartered Accountant firm must have at least 1 DISA partners..
- 7 The Chartered Accountant firm must have a H.Q. in Ujjain District as per ICAI record as on 01/01/2022
- 8 The Chartered Accountant firm must have the experience of at least 10 years of Internal Audit & Pre Audit of concern(s) Registered under Co-Operative Societies Act /company act.
- 9 Annual average turnover of CA firm must be **25 lakhs or above per year** for the last 3 FY (2019-20, 2020-21 & 2021-22).
- 10 The Chartered Accountant firm must submit the undertaking for below :-
 - 10.1 They have fulfilled all the labor law & other necessary laws.
 - 10.2 That no any disciplinary action taken by ICAI against the firm.
 - 10.3 That the firm is not blacklisted in any government / co-operative Department / PSU.
- 11 It is mandatory that one C.A. visit office in working days & sit regularly in UDS Office.

Chief Executive Officer

Ujjain Sahakari Dugdh Sangh Mydt. Ujjain

SCHEDULE - II
-Scope of Work-

This function executed in following division under control chief Executive Officer.

- 1 Finance Section
- 2 Administration Section
- 3 marketing Section
- 4 Purchase Section
- 5 Field-operation Section
- 6 Production Section
- 7 Engineering Section
- 8 Quality Control Section
- 9 General Store, DCS Store, Engineering & Finished Product Store
- 10 Transport Section
- 11 Security

SCOPE OF AUDIT

1. FINANCE DIVISION :-

1. Pre-audit of all payments, receipt and accounting adjustments. This includes verification of bank guarantees and other documents of security.
2. Ensure that provision of various statutes as co- operative societies act; PF act, income tax, Goods & Service Tax, Motor vehicles act; professional tax act, as well as any regulation sales notification etc, formal under the aforementioned statutes are adequately complied with.
3. While ensuring compliance of various laws, it may please be seen that concession, if any, are fully availed.
4. Ensure that amounts recoverable from employees are properly billed and collected; also ensure proper recoveries of dues from other agencies.
5. The following types of Reconciliation are to be checked.
 - a) Reconciliation of accounts with different Unions, M.P Dairy federation and NDDB.
 - b) Reconciliation of assets as per accounts and records kept by the concerned holding division.
6. The following events/occurrences should be reparse specifically:-
 - a) If you came across losses due to theft, negligence, fraud, breach of trust, adverse legal decision etc.
 - b) Large idle balances with banks in current & other account.
 - c) Delay in processing of payment, if found, 30 days from date of receipt of bill.
 - d) Bank guarantees expired before settlement/ not honored on presentation.
 - e) Delay in recovery of dues from debtors
 - f) Improper/ inadequate utilization of funds by units.
 - g) Rejection of claims due to delay in lodging claim/USDSM compliance of procedural requirements.
7. Regular Scrutiny of cash book, Bank book, Journal Book, sale/purchase Register, Ledgers, Trial balance, periodical account etc. Should be carried out with particulars reference to large outstanding recoveries from suppliers/ contractors/ debtors /transporters, for security refunds etc.
8. Preparation of Bank Reconciliation Statement of All Bank Account on monthly basis.
9. Checking of interest including penal interest.
10. Checking of item-wise expenditure statements received from the project implementing agencies.
- 11. Certification of fund utilization report as per norms.**
12. The internal control systems including working method may be constantly reviewed and practical suggestions for improvement may be given from time to time.
13. A quarterly /half yearly reviews of compliance with regard to post facto approvals and assurance contained in the audit relied should be sent.
14. Any other work pertaining to internal audit and investigation of any matter as may be desired by the management from time to time.
- 15. To audit all payment voucher & receipt of payment.**

16. **To help in preparation of Final Accounts and balance sheet and To audit Final Accounts and balance sheet on Quarter basis**
17. To audit salary & wages, advances, medical bills, T.A bills, conveyance and any other personnel's claims etc.
18. Informing the USDSM about the any latest amendments about The Act and any other law in which the USDSM falls.
19. All the payment will be made after pre audit except advance payment on behalf of party and miscellaneous. Advances to staff for USDSM work.
20. Monthly observations on Financial Status.

2. ADMINISTRATION SECTION:-

1. Pre- Audit of data in respect of Employees with regard to leave attendance, LTC, Transfer from one place to other place, salary increments, Sanction of Loan etc. once as well as twice in an year.
2. To Audit medical bill as per MPCDF/USDSM rules.
3. To Audit labour contract bill/security contractor bill as per rate approved by the management.
4. To Audit the security/Bank guaranty deposit by contractor as per terms & conditions.
5. To Audit gratuity as per Gratuity act.
6. To Audit Bonus as per Bonus Act.
7. Ensure that E.P.F. and ESI deduction of labour and security contractor be deposited to concerning departments properly before payment of contractor bills.

3. MARKETING SECTION:-

1. To Audit the receipt of finished goods and reconcile with production division to check the receipt of demands and reconcile with the supply.
2. To Audit the record of receipt with production division report, issue with demand and challans.
3. To Audit the Bill/challan as per approved rates of product.
4. Sale of milk & milk product for dairy plant (As per quantity issued from store) & all milk chilling centers of Ujjain Sahakari Dugdh sangh maryadit, Ujjain to be reconciled with the actual cash book/ bank receipt as per financial book of accounts.
5. Amount of milk & milk product sale (local) to be reconciled with tally software as per D.M. issued by marketing section (Distribution Section) on Daily basis.
6. Reconciliation of interstate sale (milk and milk product) with related party ledger (Monthly).

7. The supply of milk & milk product from plant to dealers reconciled with marketing division & MIS report.
8. All the payment pertaining to this division will be made after pre-audit, the sales of milk & milk product against receipt of cash/DD/Cheque.
9. The Auditor has to check the realization of payment of credit sale in due period.
10. The audit will also point out the receivable amount from USDSM and institution. (Month wise)
11. Checking of all invoice/Debit Note/ Prepared by marketing division.
12. Checking of dishonored Cheque amount to be deposited with penalty by parties and to reconcile with finance section.
13. To maintain record of Bank guarantee issued/received and intimate timely regarding renewal/release.

4. PURCHASE SECTION:-

1. To Audit all the purchase of packing material, Engineering, DCS, Stationery, Equipment, Milk can, Stationery & Misc etc. made through Tender or as per approved purchase rule of MPCDF Bhopal.
2. To Audit purchase orders with approved rates.
3. To check commodity & quantity with stores Good Receipts and records as well as Purchase Orders, its calculation with approved rates reconciled with finance and store section records and ledgers;
 - To check commodity wise, P.O. wise and party wise list and records
 - To check with "Quality Control" analysis reports and as per Tender terms & condition.

5. FIELD-OPERATION SECTION:-

1. To check milk collection transportation bill with approved rate by CEO.
2. Sour milk & curdle milk deduction as per quality control report (Sour /curdle milk deduction prepare by finance section)
3. To Audit milk collection route KM distance are approved by committee and approval of CEO.
4. All expenditure payment of field operation after pre-audit.
5. Purchase of liquid nitrogen & semen bills amount reconcile with DCS deduction statement.
6. Purchase of medicine bill to be audit as per rate approved by CEO.
7. To Audit deduction list of liquid nitrogen & semen veterinary medicine etc

6. PRODUCTION SECTION -

1. To audit quantity, fat & SNF from DCS/chilling centre/other USDSM as per milk collection sheet & delivery Challan.
2. To Audit the receipt of the packing material from stores. To audit the consumption of packing material, electricity, coal, other stores material and spares .The audit of production as per capacity and norms of machine.
3. To Audit the staff overtime and justification.
4. To Audit the engagement of daily wages labour and its justification.
5. To audit the receipt of production & compare with the consumptions of raw material.
6. To audit the supply of milk and milk product for sale to reconcile with the records of marketing divisions.
7. To check the monthly/yearly statements and MIS reports.
8. To Audit milk receipts & disposals registers.
9. To audit production of milk & milk product record keeping.

7. ENGINEERING SECTION:-

1. To Audit the purchase of spare parts, engineering goods as per approved purchase (as per rule of MPCDF) Rule.
2. To check receipts of goods as per PO and issues as per indent

3. To Audit the repairs and maintenance of Bills and its justification.
4. To audit sale of scrap as per scrap stock register and proper procedure (As per MPCDF purchase rule)
5. To audit the maintenance bill of plant & machinery.
6. To audit the consumption of diesel, oil and grease and its receipts, markets and entry in log Book and stock book.
7. To audit the civil work, construction TENDER as per approved purchase procedures and policies (As per MPCDF & PWD rule) and its record keeping, other maintenance work of civil and plant.
8. To audit the gardening expenditure and its records keeping.
9. The payment of all the bills will be made after pre audits.
10. The bill of emergency expenditures will be put up for audit as early as possible.
11. Ensure that fixed assets as appearing in USDSM book are registered in name of Ujjain Sahakari Dugdh Sangh Maryadit Ujjain proper as records are maintained by the engineering division/ finance division.
12. Proper and timely accounting of material/assets shifted from one location to another location should be ensured.
13. Ensure the unusable stores/commodities and discarded assets are disposed off only after approval of the competent authority.
14. Verification of coal, spare parts, grease, etc as per stock register.

8. QUALITY CONTROL:-

1. To Audit the lab analysis report of milk & milk product, finished good & packing material as per approved norms.
2. To audit the purchase of lab chemical, glasses, wearables and equipment as per purchase procedures and policies.
3. To check the quality of purchase material as per Tender terms & Conditions.
4. To audit the lab analysis expenditure.

5. To audit the BIS expenditure.
6. To audit any other expenditure pertaining to this division.
7. To reconcile the expenditure with finance division records.

9. GENERAL STORES, DCS STORES, ENGINEERING & FINISHED PRODUCTS:-

1. To Audit sale of ghee/cattle feed/DCS equipments & stationary etc. to DCS to be reconciled with the deduction statement/books of finance division.
2. To audit all receipt of packing material/sugar/spare parts/stationary/miscellaneous articles etc and its consumption.
3. To check the material as purchase order/challans/transport billties outside weigh slip as well as with security records and its calculation and book keeping.
4. To audit material issues to production as per indent.
5. To check the methods of stock valuation and its record keeping.
6. To audit the monthly and yearly physical verification reports of committee and book.
7. To check the monthly stock statement (MIS) of raw materials and other goods.
8. To reconcile receipt of packing material/spare parts/sugar/stationary /DCS equipment etc with finance division records.
9. Verification of all stock register.

10. TRANSPORT SECTION:

1. To Audit Fuel consumption in each vehicle as per norms & K.M. running and reconcile with log book.
2. All maintenance bill of transport section will be made after pre audit.
3. To audit purchase of Tyre & Tubes as per purchase rule of MPCDF.
4. To audit the maintenance bill of ghee, butter van and other vans
5. To audit vehicles Tyre & Tubes replacement as per norms.
6. To check after replacement (spares in vehicles) that the old parts have been deposited back to transport section.
7. T.A. Bills of drivers verified by vehicles log book .To audit all log books of USDSM's vehicles, proper entry of log book and daily signature in log book by drivers/Users and in-charge transport.

11. SECURITY:-

1. To audit security records of Raw material in General store, Engineering stores, DCS store & Finished Product store with returnable challan and any other incoming function.
2. To audit outgoing records with sale of milk & milk product delivery memo/bill and any outgoing function with security personnel records.
3. To audit incoming milk from DCS (Quantity, Fat & SNF) reconcile with quality control records & finance division milk bill payment records.

MINI DAIRY PLANTS RATLAM & MANDSAUR

CHILLING CENTRES Shajapur, Agar, Shamgarh, Manasa

To Audit all activities of dairy plant & chilling center as: - marketing, Production store & security section etc.

1. Audit of each Mini Dairy plant unit be carried out once in a month and by monthly in each Chilling Center.
2. To audit all material receipt from main dairy plant as stationary, milk product with issue of main dairy plant records. (Stores, production, engineering section etc.)
3. To audit the receipt of milk from DCS (Quantity, fat & SNF) with receipt & disposal register.
4. To audit the receipt of demands for milk & milk product supply & reconcile with supply records.
5. To audit the bills/challans as per approved sale rate of CEO.
6. TO reconcile the sale of milk & milk product passbook. (daily/monthly basis)
7. To sale of stationary, DCS equipment, cattle feed, fodder seed, medical, mineral mixer, milk can etc, to our DCS to be reconciled with deduction register.
8. Sales milk & milk product for dairy plant/chilling center (as per quantity issued from store/production section) to be reconcile with the cash/bank receipt as per financial books off account.

Any Other activities of any decision of instructed by management

Note :

No extra T.A./D.A./Lodging /Boarding payment will be paid to successful bidder other than approved rate of Tender

SCHEDULE – III
(To be submitted Online)
Form – A

Chief Executive Officer
USDSM,
Ujjain

Date:

Dear Sir,

I/We hereby furnish below some particulars about our company which will form a part of our offer submission:

1. Name of the Company : _____
2. Address of the Company: _____
3. Telephone Nos. (With STD Code): _____
FAX No. : _____
Email ID : _____
4. Name of the CEO/Proprietor/Partne _____
5. Name and designation of other authorized signatory of the Company.____
6. Particulars of Regn. Certificate : _____
Issued by the competent authority
(Regn. No. & Date)
7. GST NO. _____ Dated _____
8. Details of PAN CARD (Enclosed Copy): _____
9. Income Tax return (Enclose Copy): _____
(F.Y. 2019-20, 2020-21 & 2021-22)
10. Name of Bank & DD No.: _____
Enclose cancelled cheque: _____
11. Registration No. issued by ICAI
(Attach Proof)
12. Registration No. of CAG of India _____
(Attach Proof)
13. No. of Partners _____
(Minimum No. 02)
14. No. of DISA Partners _____
(Minimum No. 01)
15. Firm Office at Ujjain _____ YES / NO
(Given Address) _____
16. Experience of Firm with Cooperative/Company/PSU ____
(Minimum 10 Year)
17. Turnover of Firm (Attach Proof) _____
(Minimum 25 Lacs per Year for 2019-20, 2020-21 & 2021-22)

18. Name of CA who will sit in UDS office on each working days _____

19. We Undertake of as below _____

19.1 We will fulfilled all the labor law & other necessary laws.

19.2 No any disciplinary action taken by ICAI against the firm.

19.3 That the firm is not blacklisted in any government / co-operative department / PSU
debarred by USDSM or its sister MilkUSDSMs or GOI /GOMP & its undertaking?

I/WE HAVE READ THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT. WHICH ARE
ACCEPTABLE TO ME/US. NO ADDITIONAL CONDITION/DEVIATION OR POINT OF DIFFERENCE
HAS BEEN GIVEN BY ME/US.

I AM PROPRIETOR / MANAGER/ DIRECTOR _____ OF THE PARTICIPATING FIRM AND
HAVE BEEN AUTHORISED TO SUBMIT THE AUTHORITY LETTER IN THIS REGARDS IS
ENCLOSED HEREWITH.

DATE:

SEAL AND SIGNATURE OF PARTICIPANTS

NAME OF
SIGNATOR
Y
DESIGNATI
ON
Mobile No.

**Seal & Signature of the
Authorised Signatory of the
Company**

NAME OF FIRM

Schedule – IV
Format For Quoting item wise rates

S.N.	Particulars	Rate Per Year in INR	
		In Figure	In Words
01	Internal Audit Fees		
02	Other Expenses		
03	Taxes & Other (if any)		
04	Total		

Note: - Lowest (L-1) bidder will be decided on the total amount (No. 04)

Date :-

(Signature of Participant)

Name.....

Address

Mobile No.....