

1.3 Schedule of Empanelment Process

DoT shall endeavour to adhere to the following schedule:

SI No	Event Description	Date
1.	Issue of EOI document on e-Tender Portal https://etender.up.nic.in	22/12/2025
2.	Pre-Proposal Queries Submission	29/12/2025 by 1200 Hours
3.	Pre- Proposal Conference	29/12/2025 by 1600 Hours
4.	Proposal submission Due Date	15/01/2026 by 1300 Hours
5.	Proposal Opening	15/01/2026 at 1600 Hours
SI No	Event Description	Date
		<p>Venue Details: Office of The Director General Directorate of Tourism Paryatan Bhawan, C-13, Vipin Khand, Gomti Nagar, Lucknow– 226010, Uttar Pradesh (India) Tel: (91) 522 – 2308017/2308993 E-Mail: @gmail.com website: www.uptourism.gov.in</p>
6.	Proposal Validity period	180 days from the Bid Due Date
7.	Tender/Bid Document Fee	Rs. 2,000/- (Two Thousand only +18% GST) = INR 2360/- Rupees Two Thousand Three Hundred Sixty only (Not Refundable). Demand Draft in favour of “Director General Tourism, Govt. of Uttar Pradesh” , of any Nationalized / scheduled bank, payable at “Lucknow”
8.	Earnest Money Deposit	Rs.30,000/- (Rupees Thirty Thousand Only) Demand Draft in favour of “Director General Tourism, Govt. of Uttar Pradesh” , of any Nationalized/ scheduled bank, payable at “Lucknow” .

Signature Not Verified

Digitally signed by PREETI SRIVASTAVA
 Date: 2025.12.22 18:17:03 IST
 Location: Uttar Pradesh-UP

**DIRECTORATE OF TOURISM
GOVERNMENT OF UTTAR PRADESH**

**EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF CHARTERED ACCOUNTANTS' FIRMS
IN DIRECTORATE OF TOURISM**

**E-Bid Reference: Chartered Accountants/2025-26
E-Tender Portal: <https://etender.up.nic.in>**

Date : 22/12/2025

**DIRECTORATE OF TOURISM, GOVERNMENT OF UTTAR
PRADESH PARYATAN BHAWAN, C-13, VIPIN KHAND,
GOMTI NAGAR, LUCKNOW- 226010, UTTAR PRADESH
(INDIA)**

TEL: (91) 522 – 2308017/2308993

FAX: (91) 522 2307074/2308937

E-MAIL:

uptpolicy2022@gmail.com

WEBSITE:

WWW.UPTOURISM.GOV.IN

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EOI Notice

**DIRECTORATE OF TOURISM
GOVERNMENT OF UTTAR PRADESH
PARYATAN BHAWAN, C-13, VIPIN KHAND,
GOMTI NAGAR, LUCKNOW– 226010,
UTTAR PRADESH (INDIA)
TEL: (91) 522 – 2308017/2308993
E-MAIL: uptpolicy2022@gmail.com
WEBSITE: WWW.UPTOURISM.GOV.IN**

EOI Notice

E-Bid Reference: Chartered Accountants/2025

Dated: 22/01/2025

**EXPRESSION OF INTEREST (EoI) FOR
EMPANELMENT OF CHARTERED ACCOUNTANT'S FIRMS
IN DIRECTORATE OF TOURISM**

Directorate of Tourism (DoT), Government of Uttar Pradesh to promote tourism in the state and setting up various tourism facilities has provisioned in the UP-Tourism Policy 2022, various incentives to investors. Therefore, DoT invites application/proposal to empanel Chartered Accountant Firms for Examination and Validation of Expenditures of Tourism Units for Availing Subsidy/Incentives Under UP Tourism Policy.

Interested parties may download bid document from e-tender website <http://etender.up.nic.in> and submit their applications with requisite documents on the above e-tender portal by **15/01/2026**. The submitted Application will be opened on **15/01/2026** at DoT office, Paryatan Bhawan 3rd Floor, C-13, Vipin Khand, Gomti Nagar, Lucknow– 226010 Uttar Pradesh, India.

DoT reserves the right to reject any or all the Application without assigning any reason thereof. For any queries, please respond on e-mail- uptpolicy2022@gmail.com.

All subsequent notifications, changes and amendments will be posted only on the website <http://etender.up.nic.in>.

DoT reserves the right to cancel this invitation and / or invite fresh Bid with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.

1. SECTION 1:- INTRODUCTION

1.1 Background

1.1.1 Directorate of Tourism (DoT), Government of Uttar Pradesh to promote tourism in the state and setting up various tourism facilities has provisioned in the UP-Tourism Policy 2022, various incentives to investors. Therefor DoT invites proposal to empanel Chartered Accountant Firms for Examination and Validation of Expenditure of Tourism Units for Availing Subsidy/Incentives Under UP Tourism Policy for an **initial period of two (2) year. DoT has started registration of tourism units under tourism policy and further initiated process to provide subsidy/incentives to the eligible units.** This will enhance the interest of private sector investment and boost the tourism sector at large in UP. Before disbursement of incentives DoT will go for many checks and balances of each application to create transparency in the process, DoT will select Chartered Accountant Firms for Examination and Validation of Expenditures of Tourism Units. **Empaneled firm will nominate required Chartered Accountant and they will be a part of the inspection committee.**

1.1.2 EOI document is available at the website <http://etender.up.nic.in>. Interested parties may download the EOI documents from the website and submit their application.

1.1.3 **Earnest Money Deposit (EMD)** cum Performance Security amounting to **Rs.30,000/- (Rupees Thirty Thousand Only)** in the form of a Demand Draft in favour of **“Director General Tourism, Govt. of Uttar Pradesh”**, of any Nationalized/ Scheduled bank, payable at **“Lucknow”** along with bid documents valid for a period of 180 days.

1.1.4 **Tender/Bid/EOI document fee of Rs. 2,000/- + 18% GST = INR 2,360/- Rupees Two Thousand Three Hundred Sixty only (Not Refundable)** in the form of a Demand Draft in favour of **“Director General Tourism, Govt. of Uttar Pradesh”**, of any Nationalized / scheduled bank, payable at **“Lucknow”** along with bid documents valid for a period of 180 days.

1.1.5 The scope of services to be provided by the Agency/Bidder are general and the list is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall be governed by the provisions of the EOI and work order. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The scope of services shall be as stated in Clause **no. 2.11**.

1.1.6 The statements and explanations contained in this EOI are intended to provide a proper understanding to the Bidders about the subject matter of this EOI and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Agency set forth in EOI or DoT's rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this EOI or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this EOI are to be noted, interpreted, and applied

appropriately to give effect to this intent, and no claims on that account shall be entertained by DoT.

1.1.7 DoT shall receive Application pursuant to this EOI in accordance with the terms set forth in this EoI and any addenda issued subsequent to this EoI, as modified, altered, amended, and clarified from time to time by DoT, and all Application shall be prepared and submitted in accordance with such terms.

1.2 Brief Description of Empanelment Process

1.2.1 DoT has adopted a single stage Empanelment Process (referred to as the "**Empanelment Process/ Selection Process**") for identifying suitable firms. DoT invites eligible Bidders to submit their Proposals online only in the 'Submission' Module of the e-tender Portal <http://etender.up.nic.in> in accordance with the terms of this EOI document.

Contact Information & Address for communication:

Office of The Director General

Directorate of Tourism Paryatan Bhawan, C-13, Vipin Khand, Gomti Nagar, Lucknow– 226010, Uttar Pradesh (India) Tel - +91-522-2308017/2308993

Email - uptpolicy2022@gmail.com

1.2.2 During this EoI Stage, interested parties are invited to carry out, at their cost, such studies as may be required for submitting their respective Application for award of the Right.

1.2.3 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Empanelment Process.

1.3 Schedule of Empanelment Process

DoT shall endeavour to adhere to the following schedule:

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8.	Earnest Money Deposit	Rs.30,000/- (Rupees Thirty Thousand Only) Demand Draft in favour of “Director General Tourism, Govt. of Uttar Pradesh” , of any Nationalized/ scheduled bank, payable at “Lucknow” .

2. SECTION 2:- INSTRUCTIONS TO BIDDERS

2.1 Eligible Bidders

2.1.1 In order to participate in the Empanelment Process, the Bidder's should be a single business entity (the "**Single Business Entity**"). The term Bidder used herein would apply to a Single Business Entity.

A Single Business Entity shall mean a firm duly registered with Institute of Chartered Accountants of India (ICAI).

Note:

1. No Consortium or Joint Venture is allowed to participate in the Empanelment Process.
2. Bidder Should furnish copy of the registration certificate, Partnership deed executed between the partners, GST, and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.

2.1.2 Empanelment Category

There will be Empanelment of Chartered Accountants with Directorate of Tourism. Firms can participate in for Empanelment – Category B for projects costing above Rs. 1 Cr. but upto Rs. 10 Cr.

Here 'project costing' means the detailed Estimate of investment amount of the project by investor applying for subsidy disbursal and must not be misunderstood as Consultancy fees of empaneled Chartered Accountants.

The EOI issued with Ref. No. Chartered Accountants/2025, dated 03/01/2025 is for empaneling more Chartered Accountants into different categories.

2.1.3 An empaneled Chartered Accountant can be assigned any number of projects falling under their Category. No consultant shall have any right or claim for assignment of a particular project or a particular number/amount of work. The discretion of the assigning authority in these regards shall be final and binding on all empaneled accountants.

2.1.4 A Bidder is required to fulfill the criteria specified below. Any Bidder who does not meet the criteria set out below shall be disqualified.

- a) The bidder should be an Indian firm having independent legal existence, registered under the applicable Act. The bidder should be **registered with Institute of Chartered Accountants of India (ICAI) since last five (5) years** as on 01.12.2025. Copy of registration certificate issued by ICAI to be submitted and copy of membership card of the Partners (in case of partnership firm) and owner (in case of proprietorship) issued by ICAI to be submitted.
- b) The Bidder should have at least 3 full time partners with at least 1 full time Fellow Chartered Accountant (FCA) for applying in "B" category.

- c) The Bidder should have achieved an Average Annual Turnover as per category (B) during preceding 3 (three) years. To calculate the average turnover, the total turnover achieved by the Bidder during last any 3 years shall be divided by 3. i.e., FY (2022-23, 2023-24 & 2024-25). CA Certificate

as per the format given in this document and copy of supporting documents are to be submitted. Average Annual Turnover required as per Category B – Rs. 50 Lakhs

- d) The Bidder **in last 3 years** i.e. (2022-23, 2023-24 & 2024-25) should have been in **panel of minimum 4 (four) Govt. Department/ Public Sector Bank in totality for Statutory Audit work**. Copy of work order to be submitted.
- e) The Bidder should have **GST and PAN Registration**. Copy of PAN and GST Registration certificate to be submitted.
- f) The bidder should be single entity. Consortium/Joint Venture are not allowed to participate in the selection process.
- g) **Tender/Bid Document Fee** and **EMD** must be furnished along with technical bid.

2.1.5 The Applicant in the last 3 (three) years should 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 against the Applicant, nor been expelled from any project/provision of service or contract nor have had any contract terminated for breach by such Applicant. If during the empanelment tenure the selected consultants is blacklisted / terminated / debarred by any state or central government or their consultants, the empanelment of the selected CA Firms shall stand cancelled.

2.1.6 The Bidder should submit a Power of Attorney as per the format enclosed as **Appendix-VI**, authorizing the signatory of the proposal to commit the Bidder. The Application must be properly signed by the authorized representative (the "**Authorized Representative**") as detailed below:

- (a) In case the sole proprietor himself is signing the Application, the Power of Attorney is not required to be submitted. However, if the Application are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required to be submitted in the format at **Appendix- VI**
- (b) by a partner or a duly authorized person holding the Power of Attorney, in case of a limited liability partnership; or a partnership firm or company.

2.2 Number of Application

Each Bidder shall submit only one (1) Proposal, in response to this EOI. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

2.3 Proposal Preparation Cost

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Empanelment Process. DoT will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

2.4 Right to Accept any Proposal and to Reject any or all Application

2.4.1 DoT reserves the right to accept or reject any Proposal and to annul the Empanelment Process and reject all Application at any time, without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reasons thereof.

2.4.2 DoT reserves the right to verify all statements, information and documents

submitted by the Bidder in response to the EOI. Failure of DoT to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DoT thereunder.

2.5 Conflict of Interest

2.5.1 A Bidder shall not have a conflict of interest that may affect the Empanelment Processor the Services (the “**Conflict of Interest**”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, DoT shall forfeit and appropriate the EMD as mutually agreed genuine pre-estimated compensation and damages payable to DoT for, inter alia, the time, cost and effort of DoT including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to DoT hereunder or otherwise.

2.5.2 Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Empanelment Process, if:

- a constituent of such Bidder is also a constituent of another Bidder; or
- such Bidder has the same legal representative for purposes of this Proposal as any other Bidder; or
- such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other’s information about, or to influence the Proposal of either or each of the other Bidder.

2.6 Clarifications

2.6.1 Bidders requiring any clarification on the EOI may notify DoT in writing and e-mail. The subject line for communication must clearly bear the following: **Queries/Request for Additional Information: EOI for “Empanelment Of Chartered Accountants Firms In Directorate Of Tourism”.**

2.6.2 The responses will be uploaded on the Website by DoT without identifying the source of the enquiry. However, DoT reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring DoT to respond to any question or to provide any clarification.

2.6.3 All clarifications and interpretations issued by DoT shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by DoT, or its employees or representatives shall not in any way or manner be binding on DoT.

2.7 Instruction for E-Tendering

2.7.1 The bidding process for this tender will be completed online through e-tender portal. The tender document can be downloaded free of cost from the e-tender portal.

2.7.2 The bidder has to register with his/her digital signature certificate (dsc) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the digital signature certificate (dsc) is a one-time activity. Before proceeding to register his/her dsc, the bidder should first log on to the e-tendering system using the user login option on the home

page with the login id and password with which he/she has registered.

- 2.7.3 For successful registration of dsc on e-procurement portal <http://etender.up.nic.in>, the bidder must ensure that he/she should possess class-2/class-3 dsc issued by any certifying authorities approved by the controller of certifying authorities, government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting dsc issued by these authorities only. The bidder can obtain user login id and perform dsc registration exercise even before e-bid submission date starts. The bidder shall be required to use own digital signature while uploading its bid. The bidder shall be required to upload the bid using its digital signature only. Failure to comply or usage of digital signature of other firm shall be liable for rejection of the bid.
- 2.7.4 The bidders must upload all the required documents (which would form the technical proposal) electronically in the pdf format which will be electronically uploaded only on the e-tender portal <https://etender.up.nic.in>. It is suggested that the pdf files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal <https://etender.up.nic.in>. The required electronic documents for each document label of technical (project details, annexures, etc.) schedules/packets can be clubbed together to make single label file. the size of single label file should not exceed 40 mb size.
- 2.7.5 Along with uploading the e-bids online, the demand draft towards the **Tender Fee and the Earnest Money Deposit (EMD)** has to be submitted in **original (hard copy) in a separate envelope on or before the last date & time** of the tender submission date at the address given below. The demand drafts should be drawn in favour of 'Director General Tourism, Government of Uttar Pradesh', and payable at 'Lucknow'.

2.8 Amendments to EOI

- 2.8.1 At any time prior to the Proposal Due Date, DoT may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the EOI by the issuance of Addenda on the Website. Any Addenda issued would be published in the Website (s) and the same shall be binding on the Bidders.
- 2.8.2 In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, DoT may, at its discretion, extend the Proposal Due Date.

2.9 Allocation of Work

- 2.9.1 The Charted Accountant must strictly adhere to the schedule, as may be specified in the letter, for performing the assignment including submission of reports.
- 2.9.2 Empanelment does not guarantee award of assignment. The work would be allocated on rotation basis and adherence to the quality norms.
- 2.9.3 The empaneled agencies would be eligible for participation in the next stage comprising quotation for the services. A separate work order will be issued to the Empaneled Agency for each assignment.

2.10 Independence and Objectivity

2.10.1 The Bidder shall be governed with independence, integrity, and objectivity. They shall undertake all valuation work unbiasedly and shall not have any influence. The Bidder shall also not be related to any of the personnel in the department / project dealing with valuation.

2.11 Scope of Work

2.11.1 Uttar Pradesh Tourism has launched Tourism Policy in 2022 and is also in the process of few amendments keeping pace with changing tourism landscape. Under the policy, various subsidies/ incentives have been offered to boost investment in the State of Uttar Pradesh. For details bidders are advised to refer the Tourism Policy 2022, which can be accessed at <http://www.uptourism.gov.in/pages/top/about-up-tourism/new-tourism-policy-2018>. Various tourism units are coming up under this Policy to whom subsidies/ incentives would be provided. Thus, to validate the values/ expenses claimed by these tourism units in the application for subsidy/ incentive the empanelment is being done.

2.11.2 The selected firm will have to provide qualified manpower for carrying out following activities under the scope of work on per assignment basis. The broad scope of work to be performed by the Chartered Accountants have been enumerated below. These are tentative and non-exhaustive.

- i. To examine the application, books of accounts, invoices & other documents submitted by the tourism units for availing subsidy/incentives under UP Tourism Policy 2022 and to validate the correctness and adequacy of such statements.
- ii. To visit the project site as part of the inspection committee constituted under the Operational Guidelines for Implementation of UP Tourism Policy 2022.
- iii. Scrutiny of accounts, ledger, and records of the tourism units for validation of the expenditure claimed in application for availing subsidy/incentives under UP Tourism Policy 2022.
- iv. To submit a report on the outcome of the above activity. CA report will be finalized in consultation with DoT.
- v. Any other miscellaneous work and special work as may be assigned by the Directorate of Tourism concerning the accounts/ financial statements of the tourism units registered under UP Tourism Policy 2022.

2.11.3 The Selected Bidders must strictly adhere to the schedule, as may be specified in the letter, for performing the assignment including submission of reports.

2.11.4 Mere empanelment does not guarantee award of assignment. The work would be allocated on rotation basis and adherence to the quality norms.

2.12 Terms of Payment

2.12.1 *The payment will be linked in the terms of a fixed advisory fee and the*

prescribed amount of applicable taxes as outlined upon successful rendering of services. The below mentioned payment terms are approved by Director General, Department of Tourism for evaluation of subsidy for projects received under the ambit of Tourism Policy, 2018 and Tourism Policy, 2022.

S.No.	Project Cost (Slabs)	Fixed Rates (Exclusive of GST)
1.	Rs. 10 Lakhs to Rs. 10 Crores	Rs. 1,50,000 /-

3. SECTION 3: PREPARATION AND SUBMISSION OF PROPOSAL

3.1 Language and Currency

3.1.1 The Proposal and all related correspondence and documents shall be written in English language, supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

3.2 Validity of Proposal

I. The Proposal shall be valid for a period not less than 180 days from the Proposal Due Date ("Proposal Validity Period"), in the format set out in **Appendix- I**. DoT reserves the right to reject any Proposal that does not meet this requirement.

3.2.2 Prior to expiry of the Proposal Validity Period, DoT may request the Bidders to extend the period of validity for a specified additional period.

3.2.3 The Selected Bidder shall, where required, extend the validity of the Proposal till the date of completion of services as per scope of work.

3.3 Earnest Money Deposit

3.3.1 The Bidder shall furnish an **Earnest Money Deposit of Rs.30,000/- (Rupees Thirty Thousand Only)** (the "Earnest Money Deposit" or "EMD") in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of "**Director General Tourism, Govt. of Uttar Pradesh**", of any Nationalized / scheduled bank, payable at "**Lucknow**" along with bid documents. DoT shall not be liable to pay any interest on the EMD so made and the same shall be interest free.

3.3.2 The EMD amount shall remain valid for a period of 180 days from the Proposal Due Date, or beyond any period of extension subsequently as determined by DoT from time to time. The Proposal shall be summarily rejected if it is not accompanied by the EMD.

3.3.3 The EMD shall be returned to the unsuccessful Bidders after empanelment process. The EMD submitted by the Empaneled Bidder shall be retained as

Performance Security. As per instruction of DoT, the Empaneled Bidder shall be required to extend the validity of the demand draft.

3.3.4 The EMD shall be forfeited, if the Bidder furnishes any information or document which is misleading or untrue in any material respect; engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified.

3.4 Bidder's Responsibility

3.4.1 It shall be deemed that prior to the submission of Proposal, the Bidder has:

- made a complete and careful examination of terms & conditions/requirements, and other information set forth in this EOI document.
- received all such relevant information as it has requested from DoT ; and
- made a complete and careful examination of the various aspects of the Assignment.

3.4.2 DoT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

3.5 Format and Signing of Proposal

3.5.1 Bidders would provide all the information as per this EOI in the specified format(s). DoT would evaluate only those Application that are received in the required format and complete in all respects. Incomplete and/or conditional Application shall be liable to rejection.

3.5.2 All the documents of the Proposal under this EOI shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The person signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal. The Application must be properly signed by the Authorized Signatory as detailed below:

- by the proprietor or a duly authorized person holding the Power of Attorney, in case of a sole proprietary firm.

3.6 Submission of Application

3.6.1 The bidder shall provide all the information as per this EOI document. The DoT will evaluate only those proposals that are received in the required format and are complete in all respects. The bidder shall prepare the electronic copy for the e-bids (in PDF format) and upload the e-bids on e-tender portal <http://etender.up.nic.in>. Through the bidder's digital signature certificate (DSC).

3.6.2 The bidders should submit their bids online only in the 'submission' module of the e-tender portal <https://etender.up.nic.in>. The bids shall be submitted only from the bid submission start date till the bid submission end date and time given in the e-tender portal <https://etender.up.nic.in>.

3.6.3 Therefore, bidders are advised to submit the e-bids well in time. The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. being in a language other than English, a certified translation should accompany the documents as part of the tender. All proposals and accompanying documentation will become the property of the DoT and will not be returned. The bidders should submit their e-bid considering the server time displayed on the e-tender portal <https://etender.up.nic.in>. The server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission of e-bids indicated in the e-tender schedule. Once the e-bid submission date and time is over, the bidders cannot submit their e-bid. The bidders shall only be held responsible for any delay and whatsoever reason in submission of e-bid. The procedure for submission of e-bids by the bidders on the e-tender portal <https://etender.up.nic.in> is already available on the portal and has also been explained in the tender document under 'instructions for e-tendering' section.

3.6.4 The application along with requisite documents should be submitted through online mode (<http://etender.up.nic.in>) by the Proposal Due Date as indicated. The documents accompanying the Proposal(s) submission shall include:

Proposal/Application consisting of the following:

- a) Letter of Proposal in the prescribed format at **Appendix - I**;
- b) Details of Bidder in the prescribed format at **Appendix - II**;
- c) Financial Capacity of the Bidder in the prescribed format at **Appendix - III**;
- d) Experience of the Bidder in the prescribed format at **Appendix - IV**.
- e) Self-declaration in the prescribed format at **Appendix - V** for not being blocklisted.
- f) Power of Attorney for signing of Proposal in the prescribed format at **Appendix - VI**.
- g) **Affidavit - Appendix -VII**
- h) In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of either the registration certificate or IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
- i) In case of a registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date, copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.
- j) Copy of the Bidder's duly audited annual reports for the preceding 3 (three) Financial Years.
- k) Copy of Tender/Bid Document Fee and EMD.

3.6.5 Bidders may note that DoT will not entertain any deviations to the EOI at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders should have to be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the EOI. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

3.6.6 Each page of the technical e-bid shall be numbered and signed by an authorized signatory of the bidder.

3.6.7 DoT reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the Bidding Documents.

3.6.8 Please note that financial proposal must not be shared or quoted in the proposal.

3.7 Application Due Date

3.7.1 Application should be submitted through online mode (<http://etender.up.nic.in>) in the manner and form as detailed in this EOI Document. Application submitted by either facsimile transmission or telex or e-mail will not be accepted.

3.7.2 DoT, at its sole discretion, may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this EOI.

3.8 Late Application

3.8.1 The server time indicated in the bid management window on the e-tender portal <https://etender.up.nic.in> will be the time by which the e-bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bids submission date and time is over, the bidder cannot submit his/her bid. Bidder has to start the e-bid submission well in advance, so that the submission process passes off smoothly. The bidder only, will be held responsible if his/her e-bids are not submitted in time due to any reasons. it shall be deemed that prior to the submission of the proposal, the bidder has:

- a) Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this tender document;
- b) Received all such relevant information as it has requested from the dot, and;
- c) Made a complete and careful examination of the various aspects of the project.

The dot shall not be liable for any mistake or error or neglect by the bidder in respect of the above

3.9 Modifications/ Substitution/ Withdrawal of Application

3.9.1 **Withdrawal:** at any point of time, a bidder can withdraw his/her e-bids submitted online before the e-bids submission end date and time. For withdrawing, the bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-procurement portal <https://etender.up.nic.in>. The bidder should then select 'my bids' option in the 'bid submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'view' to see the details of the bid to be withdrawn. after selecting the 'bid withdrawal' option, the bidder has to click 'yes' to the message "do you want to withdraw this bid?" displayed in the 'bid information' window for the selected bid. The bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the 'submit' button. The bidder has to confirm again by pressing 'ok.' button before finally withdrawing his / her selected bid. Once the bidder has withdrawn his/her bid he/she cannot re-submit this bid again.

3.9.2 **Resubmission:** the bidder can resubmit his/her e-bids as and when required

till the bid submission end date and time. The new bid will replace the e-bids submitted earlier. The payment made by the bidder earlier will be used for revised e-bids and the new bid submission summary generated after the successful submission of the revised e-bids will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-tender procurement portal <https://etender.up.nic.in>. The bidder should then select 'my bids' option in the 'bid submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'view' to see the details of the bid to be resubmitted. After selecting the 'bid resubmission' option, click 'encrypt & upload' to upload the revised e-bids documents by following the methodology provided in clause submission of e-bids above. The bidders can submit their revised bids as many times as possible by uploading their e-bids documents within the scheduled date & time for submission of e-bids. No e-bids can be resubmitted subsequently after the deadline for submission of e-bids. The DoT may, in exceptional circumstances, and at its sole discretion, extend the above proposal due date by issuing a corrigendum.

3.10 Confidentiality

3.10.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising DoT in relation to, or matters arising out of, or concerning the Empanelment Process. DoT will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. DoT may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or DoT.

3.10.2 The empaneled Firm shall not disclose the terms of acceptance or any provision thereof, or any specification or information furnished by or on behalf of the DoT in connection therewith, to other person or entity unless legally required to do so.

3.11 Clarifications

3.11.1 To assist in the process of evaluation of Application, DoT may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder. The request for such clarification or substantiation and the response shall be in writing or by facsimile. No material change in the substance of the Proposal would be permitted by way of such clarification / substantiation.

3.12 Duration of Engagement

3.12.1 The empanelment will be for a period of **two (2) years** on project-to-project basis from the date of agreement/LoA. It may be extended for a year or so. The extension will be the discretion of the DoT on the basis of performance and mutually agreed upon terms & conditions.

4. SECTION 4: EVALUATION OF APPLICATION

4.1 Opening and Evaluation of Proposal

- 4.1.1 DoT shall open the Application on the date specified in **Clause 1.3**, in the presence of the Bidders who choose to attend.
- 4.1.2 DoT will examine and evaluate the Application in accordance with the provisions set out in this **Section 3**.
- 4.1.3 To facilitate evaluation of Application, DoT may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.
- 4.1.4 Any information contained in the Proposal shall not in any way be construed as binding on DoT, its agents, successors, or assigns, but shall be binding against the Bidder if the Services are subsequently awarded to it under the Empanelment Process on the basis of such information.

4.2 Tests of Responsiveness

- 4.2.1 Prior to evaluation of Application, DoT will determine whether each Proposal is responsive to the requirements of the EOI. A Proposal shall be considered responsive only if:
 - a) It is received by the Proposal Due Date including any extension thereof pursuant to **clause 3.7**;
 - b) It is uploaded on the e-bids on e-tender portal <http://etender.up.nic.in> as stipulated in **Clause 3.6**.
 - c) It is accompanied with the EMD amount as set out in **Clause 3.3**;
 - d) It contains the information and documents as requested in the EOI (set out in **Clause 3.7**).
 - e) It provides the information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by DoT without communication with the Bidder). DoT reserves the right to determine whether the information has been provided in reasonable detail;
 - f) It does not contain any condition or qualification; and
 - g) It is not non-responsive in terms hereof.
 - h) Proposal as per instruction.
- 4.2.2 DoT reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by DoT in respect of such Proposal.
- 4.2.3 Bids of a single business entity which are found to be non-responsive shall be rejected.

4.3 Application Evaluation Criteria

- 4.3.1 The Application/Application received will be scrutinized to assess their eligibility

based on the qualifying criteria. Those Application/Bids which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

- 4.3.2 This assessment will be done by the Evaluation Committee of DoT.
- 4.3.3 All the Applicants whose Applications are found to be responsive as per the clause mentioned in this document and have fulfilled the Conditions of Eligibility specified in this document shall be ranked on the basis of the marks obtained in accordance with the parameters set out in the table below:

Category B – for Projects costing above Rs 1 Cr upto 10 Cr

SI No	Parameter	Evaluation Criteria	Maximum Marks
1.	Turnover		15 Marks
	<p>The Bidder should have achieved an Average Annual Turnover (X) of Rs.50 Lakhs (Rupees Fifty Lakhs) during the preceding 3 (three) years. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3. i.e. (2022-23, 2023-24 & 2024-25).</p> <p>Certificate of statutory auditor/ turnover certificate with UDIN and copy of supporting documents to be submitted.</p> <p>Documentary evidence: Certificate in original in the prescribed format in the RFP and Copy of supporting documents to be submitted.</p>	<ul style="list-style-type: none"> • Upto Rs.50 Lakhs: 5 marks • Above Rs. 50 Lakhs and Upto Rs. 75 Lakhs: 10 marks • Above Rs. 75 Lakhs: 15 marks <p>(Where "X" is average turnover during the preceding 03 years)</p>	
2	Experience – Number of Years		20 marks
	<p>The bidder should be registered with Institute of Chartered Accountants of India (ICAI) since last 05 (five) years as on 01.12.2025.</p> <p>Documentary evidence: Copy of registration certificate issued by ICAI to be submitted and copy of membership card of the Partners (in case of partnership firm) and owner (in case of proprietorship) issued by ICAI to be submitted. (where 'X' is years of experience as on 01.12.2025)</p>	<ul style="list-style-type: none"> • Upto 05 years: 05 marks • Above 05 years and Upto 10 years: 10 marks • Above 10 years and Upto 20 years: 15 marks • Above 20 years : 20 marks 	
3	Experience – Number of Projects		15 marks
	<p>The Bidder in last 3 years i.e. (2022-23, 2023-24 & 2024-25) should have been in panel of minimum 4 (four) Govt. Department/ Public Sector Bank in totality for Statutory Audit work.</p> <p>Documentary evidence: Copy of Work Order Duly Certified by the authorized signatory to be submitted. (If the Chartered Accountants have conducted the statutory audit for a bank/PSU for Multiple consecutive years, it be considered as a separate statutory audit.)</p>	<p>1 assignment = 5 Marks (Up to a Maximum of 15 Marks for 3 assignments)</p> <p>For instance, If a CA has undertaken statutory audit for ABC Bank in 2022-23, 2023-24 & 2024-25, then they would be counted as three separate statutory audit/separate work.</p>	

4	Similar Experience – Number of Projects	40 marks
	<p>The Bidder should have experience in similar assignment. (Examination & Validation of expenditures for disbursement of subsidy/ incentives under any Policy)</p> <p>*These assignments should be different from point number 3.</p> <p>Documentary evidence: Copy of Work Order Duly Certified by the authorized signatory to be submitted.</p>	<p style="color: red;">1 assignment = 10 Marks (Up to a Maximum of 40 Marks for 04 assignments)</p>
	TOTAL	100 marks

4.3.4 There shall be no limit on the total number of Chartered Accountants (CAs) empaneled in each category. The bidder who scores a minimum 60 marks out of 100 marks according to application evaluation criteria shall be qualified for empanelment. All eligible CAs meeting these prescribed criteria shall be onboarded by the Department of Tourism.

*The department reserves the right to review and rationalize the number of empaneled CAs in each category at a later stage, as deemed necessary.

*The department also reserves the right to review and decide the cut-off mark for each category at a later stage, as deemed necessary.

4.4 Letter of Empanelment

4.4.1 The Authority will issue a letter to all Qualified Applicants for the empanelment with the DoT for initial period of 1 year.

4.4.2 The Empanelled Agencies would be eligible for participation in the next stage comprising quotation for the Services. Shortlisted bidders shall be invited for the submission of the financial quote.

4.5 Terms of Empanelment

4.5.1 The empanelment shall be valid initially for a period of two (2) years. DoT reserves the right to extend the same on yearly basis subject to satisfactory performance.

4.5.2 DoT will reject the Application of an Applicant, if it determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices.

4.5.3 DoT also reserves the right to empanel any other Agency or employ any Agency outside the list of Empaneled Agencies, if required after carrying out a competitive bid process.

4.5.4 DoT reserves the right to invite Bid / RFP from the empaneled agencies or from open market.

- 4.5.5 DoT reserves the right to drop any Applicant from the empaneled list without assigning any reason whatsoever. DoT also reserves the right to modify the terms and conditions of empanelment.
- 4.5.6 All decisions taken by DoT regarding empanelment shall be final and binding on all Empaneled Agencies.
- 4.5.7 The DoT will be the final authority for award of projects among the Empaneled Firms. Assignment of project would be communicated in writing to the firm.

- 4.5.8 DoT shall invite Tender/RFP/Notice from the empaneled agencies for each work with detailed terms and conditions. A separate work order will be issued to the Empaneled Agency for each assignment. If the empaneled firm does not execute the assignment, satisfactorily, then DoT may revoke/ forfeit the Performance Security.
- 4.5.9 Empanelment with DoT does not guarantee allocation of work.
- 4.5.10 The DoT reserves the right to de-empanel any Firm at its sole discretion without giving any reason by giving 30 days' notice. Similarly, the empaneled firm may choose to de-empanel by giving 30 days' notice to the DoT.

4.6 Fraud and Corrupt Practices

The Bidders 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 in this EOI, DoT shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "**Prohibited Practices**") in the Empanelment Process. DoT, UP may also, in its sole discretion, debar the Bidder (including its Associates) in participating in any of the bidding/ tender processes in the state for any time period determined by it.

5. SECTION 5:- FORMATS FOR SUBMISSION OF PROPOSAL

5.1 Appendix – I – Letter of Proposal

(On the letterhead of the Bidder)

Dated:

To,

The Director General Directorate of Tourism Paryatan Bhawan,
C-13, Vipin Khand, Gomti Nagar,
Lucknow– 226010, Uttar Pradesh (India) Tel: (91) 522 –
2308017/2308993

Dear Sir,

Sub: Proposal for “Empanelment Of Chartered Accountants Firms In Directorate Of Tourism”

- 1 With reference to your EOI document dated ____/____/____, I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Service. The Proposal is unconditional and unqualified.
- 2 All information provided in the Proposal and in the Appendices is true and correct.
- 3 I/We shall make available to DOT any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 I/We acknowledge the right of DOT to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
- 5 I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to bid for the Services, without incurring any liability to the Bidders.
- 6 I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by DOT in connection with the Empanelment of the Bidder, or in connection with the Empanelment Process itself, in respect of the above-mentioned activities and the terms and implementation thereof.
- 7 I/We offer a EMD of **Rs.30,000/- (Rupees Thirty Thousand Only)** to DOT in accordance with the EOI Document.
- 8 I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the activities/ Right is not awarded to me/us or our Proposal is not opened.
- 9 I/We agree to keep this offer valid for 180 days from the Proposal Due Date specified in the EOI.
- 10 I/We agree and undertake that the authorised signatory in Appendix- VI shall represent the company in all matters pertaining to the Empanelment Process. No third person,

consultant, agency shall represent the company in all matters pertaining to the Empanelment Process.

11 I/We agree and undertake to abide by all the terms and conditions of the Bidding Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI document.

Yours faithfully,

Date: (Signature of the Authorised signatory)

Place: (Name and designation of the of the Authorised signatory)

Name and seal of Bidder

5.2 Appendix – II- Details of Bidder

(On the letterhead of the Bidder)

1. (a) Name:
(b) ICAI Membership Number:
(c) Place of incorporation:
(d) Address of the corporate headquarters and its branch office(s), if any, in India:
(e) Date of Registration and/ or commencement of business:
2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities for providing the Service
3. Details of the Authorised Signatory of the Bidder:
(a) Name:
(b) Designation:
(c) Company:
(d) Address:
(e) Telephone Number:
(f) E-Mail Address:
(g) Fax Number:
4. **Total Number of Employee having membership of ICAI (Provide CV with relevant qualification details)**
5. Note:
The Bidder must submit the following document to establish the legal status alongwith this Form:
 - a. In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of the registration certificate and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
 - b. Copy of the Bidder's duly audited financial Statement for the preceding 3 (three) Financial Years.

5.3 Appendix – III – Financial Capacity

Sl. No.	Financial Years	Annual Turnover (Rs.)
1	2022-23	
2	2023-24	
3	2023-24	
	Average Turnover	

This is to certify that (name of the
Applicant) has annual Turnover is as shown above the respective years.

Date:

(Signature, name, and designation of the authorized
signatory) Name and seal of the audit firm (CA
Letterhead)

(Supporting financial statements and relevant documents are to be furnished.)

5.4 Appendix – IV – Experience of the Bidder
(On the letterhead of the Bidder)

Sl. No.	Particulars	Description
1	Name of the Organization	
2	Address of the contact details of Organization	
3	Details of Work Experience (2020-21, 2021-22, 2022-23, 2023-24, & 2024-25).	
	Sl. No. -01	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	Sl. No. -02	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	Sl. No. -03	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	(Project details to be furnished in similar Format) Separate sheets may be added.	

Name of the Bidder

.....
 Signature of the Authorised Person

.....
 Name of the Authorized Person

5.5 Appendix –V- Self Declaration
(Should not have been blacklisted)

*((On Stamp paper of relevant
value))*

I / We agree that the decision of the Authority in relation to EOI for
**“EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR
EXAMINATION AND VALIDIATION OF EXPENDITURES OF TOURISM
UNITS FOR AVAILING SUBSIDY/INCENTIVES UNDER UP
TOURISM**

POLICY”, addition or deletion will be final and binding to me / us. I / We
confirm that we have not been blacklisted by Central or State
Governments & PSUs in the last 5 years.

Name of the Bidder

.....
Signature of the Authorised Person

.....
Name of the Authorized Person

5.6 Appendix –VI- Format for Power of Attorney for Signing of Proposal

(On Stamp paper of relevant value)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms

(Name), son/daughter/wife of _____ and presently residing at _____

_____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds, and things as are necessary or required in connection with or incidental to submission of our Proposal for "**EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS IN DIRECTORATE OF TOURISM**", proposed by the Directorate of Tourism, Government of Uttar Pradesh (the "DoT") including but not limited to signing and submission of all applications, Application, bids and other documents and writings, participate in Bidders' and other conferences and providing information / responses to DoT, representing us in all matters before DoT, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing DoT in all matters in connection with or relating to or arising out of our Proposal and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF ___,

20**.

For _____
(Signature)
(Name, Title, and Address)

Witnesses

s:1

2

Accepted

[Notarized]

(Signature)

(Name, Title, and
Address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

5.7 Appendix –VII- Affidavit

(On Stamp paper of relevant value)

Date:

To:

Ref: **EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS IN
DIRECTORATE OF TOURISM**

Dear Sir,

I/We _____ hereby declare that statements, project documents, credentials, documentary evidences, financial statements and other tender documents in the proposal are true, authentic to the best of my/our knowledge. I/we have not incorporated any information not undertaken by us, in the proposal. I/We, for the purpose of the said tender, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, the Directorate of Tourism, Government of Uttar Pradesh, has the right to verify the authenticity of the proposal submitted by us.

I/We fully understand that in case of furnishing any false documents or statements, forging, misrepresentation & producing misleading information in the proposal, and failure to abide by the terms and conditions of the tender, I/we are liable to any actions that may be taken against us by the Directorate of Tourism, Government of Uttar Pradesh.

- a) Not dismissed or removed from Govt. Service.
- b) Not convicted of an offence connected with any proceeding under the Income tax, wealth tax or Gift tax acts.
- c) No Penalty has been imposed on him under the sections of above Acts.
- d) Not an un-discharged insolvent.
- e) Not convicted of any offence and sentenced to a term of imprisonment.
- f) Not found guilty of misconduct in his professional capacity.

All above mentioned point are true, authentic to the best of my/our knowledge.

Yours faithfully,
Name of the Bidder

.....
Signature of the Authorized Person

.....
Name of the Authorized Person