

उत्तर प्रदेश सरकार
सूचना एवं जन सम्पर्क विभाग
(फिल्म बन्धु)

संख्या:-465/सू0एवंज0सं0वि0(फि0बं0)- 50/2026

लखनऊ: दिनांक: सितम्बर, 2026

01 अक्टूबर

**फिल्म बन्धु, उत्तर प्रदेश में सनदी लेखाकारों (चार्टर्ड एकाउण्टेंट) की फर्म को
सूचीबद्ध किये जाने हेतु ई-निविदा**

फिल्म बन्धु, उत्तर प्रदेश द्वारा फिल्म नीति, उत्तर प्रदेश में दी गयी व्यवस्थानुसार उत्तर प्रदेश में निर्मित होने वाली फीचर फिल्मों/वेब फिल्मों/वेबसीरीज को अनुदान दिये जाने की व्यवस्था है। फीचर फिल्म/वेब फिल्म/वेबसीरीज के निर्माताओं द्वारा उपलब्ध कराये गये फिल्मों के बजट व लागत संबंधी अभिलेखों का परीक्षण वित्त विशेषज्ञ समिति द्वारा किया जाता है, जिसमें सनदी लेखाकार (चार्टर्ड एकाउण्टेंट) की सहायता ली जाती है। चूंकि सनदी लेखाकार (चार्टर्ड एकाउण्टेंट) किसी फर्म के माध्यम से कार्य करते हैं, के दृष्टिगत सनदी लेखाकार (चार्टर्ड एकाउण्टेंट) की फर्म को वित्त विशेषज्ञ समिति की सहायता हेतु सूचीबद्ध किये जाने हेतु ई-निविदा आमंत्रित किया जाना है। सनदी लेखाकार (चार्टर्ड एकाउण्टेंट) की फर्म को सूचीबद्ध किये जाने हेतु ई-टेण्डरिंग की वेबसाइट <http://etender.up.nic.in> पर ऑनलाईन दिनांक 03 अक्टूबर, 2026 के प्रातः 11.00 बजे से दिनांक 13 अक्टूबर, 2026 के अपराह्न 03.00 बजे तक डाउनलोड/अपलोड किया जा सकता है। ऑनलाईन प्राप्त समस्त निविदाओं की तकनीकी बिड दिनांक 13 अक्टूबर, 2026 को अपराह्न 04:30 बजे खोली जायेगी। ऑनलाईन निविदा हेतु फर्म द्वारा निविदा शुल्क हेतु ₹0 5,000/- (रूपये पांच हजार मात्र) (गैर-वापसी) एवं अर्नेस्ट मनी के रूप में देय ₹0 10,000/- (रूपये दस हजार मात्र) (वापसी) को ऑनलाईन ई-टेण्डरिंग की वेबसाइट पर जमा करना होगा। चयनित होने वाली सफल सनदी लेखाकार की फर्म को चयन होने के 03 दिवस के भीतर वित्तीय गारंटी धनराशि के रूप में ₹0 1,00,000/- (रूपये एक लाख मात्र) की एफडीआर 36 महीनों की वैधता के साथ "निदेशक, सूचना एवं जनसंपर्क विभाग, लखनऊ" के पक्ष में देय को जमा करना अनिवार्य होगा, अन्यथा की दशा में सनदी लेखाकार की फर्म के चयन को निरस्त किया जा सकेगा।

उक्त आमंत्रित निविदा का विस्तृत विवरण, नियम व शर्तें ई-टेण्डरिंग की वेबसाइट <http://etender.up.nic.in> और फिल्म बन्धु, उत्तर प्रदेश की वेबसाइट filmbandhuup@gmail.com पर उपलब्ध है। निविदा डालने हेतु निविदाताओं के पास वैध डिजिटल सर्टिफिकेट होना अनिवार्य है। एक अथवा समस्त निविदा को निरस्त/अस्वीकार करने का अधिकार निदेशक/सदस्य सचिव, फिल्म बन्धु का होगा।


Digitally signed
by SANJAY
KUMAR SINGH
(विशाल सिंह)
Date: _____

निदेशक, सूचना/

सदस्य सचिव, फिल्म बन्धु

REQUEST FOR PROPOSAL (RFP)

FOR THE
EMPANELMENT OF CHARTERED ACCOUNTANT (CA) FIRMS /
COMPANIES TO ASSIST THE FINANCIAL EXPERT COMMITTEE, FILM
BANDHU, IN THE EXAMINATION AND FINANCIAL SCRUTINY OF SUBSIDY
/ GRANT APPLICATIONS FOR FEATURE FILMS, WEB FILMS AND WEB
SERIES UNDER THE UTTAR PRADESH FILM POLICY, 2023



FILM BANDHU
DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS
GOVERNMENT OF UTTAR PRADESH

E-BID REFERENCE: Empanelment of Chartered Accountant (CA) Firms / Companies to Assist the Financial
Expert Committee, Film Bandhu

E-TENDER PORTAL: [HTTPS://ETENDER.UP.NIC.IN](https://ETENDER.UP.NIC.IN)

September 2026

INVITING AUTHORITY
DIRECTOR OF INFORMATION AND MEMBER SECRETARY, FILM BANDHU,
DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS,
GOVERNMENT OF UTTAR PRADESH

Pt. Deen Dayal Upadhyay Soochna Parisar,
16, Park Road, Hazratganj, Lucknow – 226001, Uttar Pradesh

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Disclaimer

This Request for Proposal (RFP) is issued by Film Bandhu, Department of Information and Public Relations, Government of Uttar Pradesh (hereinafter "Film Bandhu"), for the sole purpose of inviting technical bids for the empanelment of Chartered Accountant (CA) Firms/Companies as described herein. This document does not constitute an offer or invitation to contract and confers no legal rights or remedies on any bidder or other person.

While this RFP has been prepared in good faith, Film Bandhu makes no representation or warranty, express or implied, as to the accuracy, completeness, or currency of the information contained herein. Prospective bidders are required to conduct their own independent verification and due diligence and to satisfy themselves on all matters prior to submission of their bids.

Film Bandhu reserves the right, at its sole and absolute discretion and without assigning any reason whatsoever, to modify, amend, supplement, withdraw, cancel, or annul this RFP or any part thereof, or to reject any or all bids, or to terminate the empanelment process at any stage, without incurring any liability towards the bidders in this regard.

No bidder shall be entitled to claim any cost, expense, or compensation towards the preparation and submission of its bid pursuant to this RFP, irrespective of the outcome of the empanelment process.

This RFP and any empanelment/engagement arising therefrom shall be governed by the laws of India, and the Courts at Lucknow, Uttar Pradesh, shall have exclusive jurisdiction over all matters arising out of or in connection with this RFP.



Instructions for E-Tendering

Mode of Submission

This procurement follows a Single-Cover Online Technical Bid System. Bidders shall submit only a Technical Bid; there is no Financial Bid, no Cover-2, no Price Bid, and no Bill of Quantities (BOQ) applicable to this RFP, in view of the fixed, pre-determined professional remuneration prescribed herein. All bids must be submitted exclusively online through the e-tender portal at <https://etender.up.nic.in>. Bids or documents submitted physically, by post, by e-mail, or by facsimile shall not be considered under any circumstances.

Digital Signature Certificate (DSC)

Every bidder is required to possess a valid Class-3 Digital Signature Certificate (DSC), issued by a licensed Certifying Authority in India, in the name of the authorised signatory of the bidding entity. All schedules, affidavits, and forms uploaded on the portal must be digitally signed using this DSC.

Document Format

All supporting documents shall be self-attested by the authorised signatory, scanned in legible condition, and uploaded strictly in PDF format against the corresponding schedule/annexure on the e-tender portal. Documents in any other format, or illegible scans, are liable to be treated as non-submitted.

Registration and Payment

- Bidders must complete one-time registration on the e-tender portal and enrol their DSC prior to bid submission.
- The Tender Processing Fee and the Earnest Money Deposit (EMD) shall be paid strictly online through the payment gateway integrated with the e-tender portal, as prescribed in the Tender Data Sheet.
- No exemption from payment of the Tender Fee or the EMD shall be admissible under any scheme whatsoever, as set out in the Tender Data Sheet.
- Bids not accompanied by confirmed online payment records of both the Tender Fee and the EMD shall be summarily rejected without further reference to the bidder.

Corrigenda and Clarifications

Any corrigendum, addendum, or clarification to this RFP shall be published exclusively on the e-tender portal, and it shall be the sole responsibility of each bidder to regularly monitor the portal for updates. All queries concerning this RFP shall be routed exclusively through the Film Bandhu Secretariat via the channel notified on the portal; no bidder shall independently approach any other office, committee, or officer of the Department of Information and Public Relations in this regard.

The Technical Bids will be opened electronically on the e-tender portal on the date and time notified thereon. All queries relating to this RFP shall be addressed to the office of Film Bandhu at the address below:

Film Bandhu

Department of Information and Public Relations

Pt. Deen Dayal Upadhyay Information Complex

16, Park Road, Hazratganj, Lucknow – 226001, Uttar Pradesh

Tender Data Sheet and Critical Dates

Film Bandhu, Department of Information and Public Relations, Government of Uttar Pradesh, invites online technical bids for the empanelment of Chartered Accountant (CA) Firms/Companies to assist its Financial Expert Committee in the examination and financial scrutiny of subsidy/grant applications for Feature Films, Web Films, and Web Series under the Uttar Pradesh Film Policy, 2023.

S.No.	Particulars	Details
1.	Name of the RFP	Empanelment of Chartered Accountant (CA) Firms/Companies to Assist the Financial Expert Committee, Film Bandhu
2.	Inviting Authority	Director of Information and Member Secretary, Film Bandhu, Department of Information and Public Relations, Government of Uttar Pradesh
3.	Bidding System	Single-Cover Online Technical Bid only. No Financial Bid, no Cover-2, no Price Bid, and no BOQ applicable.
4.	Tender Reference No.	465/I.P.R.D.(F.B)-50/2026
5.	Tender Processing Fee	INR 5,000/- (Rupees Five Thousand Only), Non-Refundable, payable 100% online through the e-tender portal.
6.	Earnest Money Deposit (EMD)	INR 10,000/- (Rupees Ten Thousand Only), Refundable, payable 100% online through the e-tender portal.
7.	Exemption from Tender Fee/EMD	No exemption under MSME, Udyam, Start-up India, NSIC, or any other scheme shall be admissible for the Tender Fee or the EMD.
8.	Fixed Professional Remuneration	INR 50,000/- (Rupees Fifty Thousand Only) plus 18% GST extra, per assigned Film/Web Series case examined. Strictly all-inclusive; no other fee, retainer, out-of-pocket allowance, travel cost, or incidental charge is payable.
9.	Performance Security	Each successful bidder shall furnish INR 1,00,000/- (Rupees One Lakh only) as FDR issued by a Scheduled Commercial Bank, valid for 36 months, in favour of "Director, Information and Public Relations Department, Lucknow".
9.	Payment Milestone	Remuneration released only after submission of a satisfactory financial scrutiny report and successful approval and disbursement of the corresponding subsidy grant by Film Bandhu.
10.	Minimum Chartered Accountants Required	Minimum 8 (Eight) qualified Chartered Accountants (ACA/FCA) actively associated/partnered/employed with the bidding entity.
11.	Bid Validity Period	180 (One Hundred and Eighty) days from the Bid Submission Deadline.
12.	Proposal Language	English only. All documents must be submitted in the English language.
13.	e-Tender Portal	https://etender.up.nic.in
14.	Date of Publication of RFP	03 OCTOBER, 2026
15.	Bid Submission Start Date	03 OCTOBER, 2026
16.	Bid Submission End Date	13 OCTOBER, 2026

S.No.	Particulars	Details
17.	Date of Opening of Technical Bids	13 OCTOBER, 2026

Note:

1. The Tender Reference Number and all critical dates shall be notified exclusively on the e-tender portal (<https://etender.up.nic.in>) and shall not be communicated through any other mode.
2. Any queries are to be submitted through the query/clarification module of the e-tender portal, or by email to deendayalsoochnavibhag@gmail.com, with the subject line: '**FILM BANDHU/CA-FIRMS-EMPANELMENT QUERIES**'.
3. Any queries, representations, suggestions, or questions (Pre-Bid Queries) relating to this Tender shall be submitted by email to deendayalsoochnavibhag@gmail.com within 96 (Ninety-Six) hours of the publication of this Tender. Any queries or representations received by the Department after the expiry of the 96-hour period shall not be considered, and no response or clarification shall be provided thereto by the Department.
4. **STRICT NON-EXEMPTION CLAUSE-** Since the engagement contemplated under this RFP is a highly specialized professional consultancy/advisory assignment for statutory financial evaluation requiring qualified Chartered Accountants, and is not a supply, works, or general service contract of the nature contemplated under MSME/Udyam procurement preference policies, NO EXEMPTION from payment of Tender Processing Fee or Earnest Money Deposit shall be admissible to any Bidder on the ground of registration as a Micro, Small or Medium Enterprise (MSME) under Udyam Registration, as a recognized Start-up under the Start-up India scheme, or on the basis of any registration with the National Small Industries Corporation (NSIC) or any other similar scheme, notification, or government order, whether Central or State. This restriction is imposed strictly in view of the specialized, professional, statutory-cum-advisory character of the assignment. Bids received without valid, verifiable proof of payment of the Tender Processing Fee and EMD in the prescribed form and mode shall be summarily rejected at the Cover I opening stage itself, without reference to the Bidder and without further correspondence.

Project Background and Objective of Film Bandhu

Introduction

Film Bandhu functions under the Department of Information and Public Relations, Government of Uttar Pradesh, as the nodal agency for the implementation of the Uttar Pradesh Film Policy, 2023. The Policy establishes a comprehensive incentive framework aimed at positioning Uttar Pradesh as a preferred destination for film production, and provides for financial grants to eligible Feature Films (in Hindi and the regional languages/dialects of Uttar Pradesh, including Awadhi, Braj, Bhojpur, Bundeli, and others), as well as to Web Films and Web Series that undertake production/shooting within the State.

Role of the Financial Expert Committee

Under the applicable provisions of the Uttar Pradesh Film Policy, 2023, all expenditure statements, bills, vouchers, and financial records submitted by producers in support of a grant/subsidy application are required to be examined and certified prior to release of the sanctioned amount. The Financial Expert Committee constituted for this purpose is responsible for this scrutiny, and independent professional assistance from qualified Chartered Accountants is necessary to enable the Committee to discharge this function in a rigorous, transparent, and timely manner.

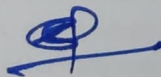
Purpose of this RFP

Film Bandhu accordingly proposes to empanel professionally qualified and experienced Chartered Accountant Firms/Companies for a panel period of [Panel Period, e.g., two (2) years] from the date of empanelment, extendable at the sole discretion of Film Bandhu. Cases shall be assigned to empanelled CA Firms/Companies on a case-by-case basis, as determined solely by Film Bandhu, and empanelment under this RFP does not, by itself, guarantee any minimum number, value, or frequency of case assignments to any bidder.

Project Duration And Validity Of Empanelment

The duration of empanelment for selected service providers shall be for Two year (2) from the date of Empanelment. The empanelment may be extended for one (1) year at a time, up to a maximum of two (2) additional extensions of six (6) months, based on satisfactory performance, the requirements of the Department and prior approval of DIPR - Film bandhu.

If the performance of a service provider is found to be unsatisfactory at any stage, the Department reserves the right to issue a warning and, if necessary, to pause or terminate the empanelment. Termination or suspension shall be carried out by giving prior written notice to the service provider, in accordance with the General Terms and Conditions.



Detailed Scope of Work (Advisory Financial Scrutiny)

Nature of Engagement

The engagement of the empanelled Chartered Accountant Firm/Company is purely advisory and confined to independent financial scrutiny in support of the Financial Expert Committee. The empanelled CA Firm/Company shall have no statutory, administrative, or decisive authority whatsoever with respect to sanction, approval, deduction, reduction, or rejection of any grant. All executive and decision-making authority in this regard vests exclusively in Film Bandhu and the Competent Government Authority.

Scope Confinement

The scope of engagement under this RFP is strictly confined to cases pertaining to Feature Films (in Hindi and the regional languages/dialects of Uttar Pradesh, including Awadhi, Braj, Bhojpuri, Bundeli, and others), Web Films, and Web Series examined for grant/subsidy under the Uttar Pradesh Film Policy, 2023. This RFP does not extend to, and no case shall be assigned in respect of, documentaries, short films, or any other audio-visual format.

Detailed Responsibilities

- Verification of the producer's books of account, bank statements, and ledgers relating to complete production expenditure of the feature films (in Hindi and the regional languages/dialects of Uttar Pradesh, including Awadhi, Braj, Bhojpuri, Bundeli, and others) as well as Web Films/Series and provide the financial grants of that production/shooting incurred within Uttar Pradesh.
- Reconciliation of Goods and Services Tax (GST) invoices, bills, and vouchers submitted by the producer against the actual production expenditure claimed.
- Verification of the day-wise shooting schedule/shoot register against the number of shooting days claimed to have been undertaken in Uttar Pradesh.
- Cross-verification of vendor payments, artiste and technician remuneration, and equipment/material procurement bills placed against the claimed grant.
- Preparation and submission of an itemised, case-specific financial scrutiny report to the Financial Expert Committee, recording all observations, discrepancies, and recommendations arising from the examination.
- Attending meetings of the Financial Expert Committee, as and when required, and furnishing clarifications in respect of the scrutiny report submitted.
- Maintaining strict confidentiality in respect of all financial data, records, and information of producers and of Film Bandhu accessed in the course of the engagement.

Deliverable and Timeline

The empanelled CA Firm/Company shall submit a case-specific, itemised financial scrutiny report, in the format prescribed by Film Bandhu, within Seven [07] working days from the date of assignment of the case, unless a different timeline is specifically communicated by Film Bandhu for a given case.

Eligibility and Technical Qualification Criteria

Bidders meeting all of the following criteria are eligible to submit their bids, together with the supporting documents specified against each criterion. A bid not accompanied by all the required documents shall be liable to rejection.

S.No.	Eligibility Criteria	Supporting Document(s) to be Submitted
1.	The bidder must be a Chartered Accountant Firm/Company registered with the Institute of Chartered Accountants of India (ICAI), constituted as a proprietorship, partnership firm, Limited Liability Partnership (LLP), or company under applicable laws of India.	Firm Registration/Constitution Certificate issued by ICAI; Partnership Deed/LLP Agreement/Certificate of Incorporation, as applicable.
2.	The bidder must have a minimum of 15 (Fifteen) years of continuous audit and financial examination practice as on the date of bid submission.	Certificate of Practice; firm constitution certificate indicating date of establishment; self-certified statement of years of practice supported by ICAI records.
3.	The bidder must have a minimum of 8 (Eight) qualified Chartered Accountants (ACA/FCA) actively associated/partnered/employed with the firm as on the date of bid submission.	Detailed CA manpower roster (as per the Technical Bid Submission Form); proof of active employment/partnership; valid ICAI Membership Certificates of all 8 (Eight) Chartered Accountants.
4.	The bidder must maintain a registered Head Office or Branch Office situated within Lucknow, with complete address on the firm's letterhead.	Documentary evidence of ownership or tenancy – registered sale deed/rent agreement/NOC; proof of ICAI branch registration, if applicable.
5.	The bidder must possess a valid Goods and Services Tax (GST) registration and a valid Permanent Account Number (PAN).	Copy of GST registration certificate; copy of PAN card of the firm.
6.	The bidder must have filed Income Tax Returns (ITR) and GST returns for the last three (3) financial years (FY 2023–24, 2024–25 And 2025-26).	Copies of ITR acknowledgements and GST returns (GSTR-3B/GSTR-9) for the relevant financial years.
7.	The bidder firm must have a positive net worth for each of the last three (3) financial years (FY 2023–24, 2024–25 And 2025-26), certified by a practicing Chartered Accountant.	Net worth certificate issued by a practicing Chartered Accountant (other than the bidder firm itself), along with audited financial statements/capital account statements for the relevant years.
8.	Specific preference (desirable, not mandatory) shall be given to bidders with prior experience in financial audit/scrutiny assignments in the film/media sector.	Copies of work orders/engagement letters and completion/satisfaction certificates, where available, explicitly indicating the nature of work executed.
9.	The bidder must submit three (3) separate Non-Judicial Stamp Affidavits of INR 100/- each (Non-Blacklisting, Authorised Signatory, and Document Authenticity), duly notarised.	Notarised affidavits in the formats prescribed at Appendix D, Appendix C, and Appendix E respectively.
10.	The bidder must strictly comply with the Zero-Exemption Mandate: confirmed online payment of the Tender Processing Fee and the EMD is mandatory, and no exemption under MSME, Udyam, Start-up India, NSIC, or any other scheme shall be entertained.	Proof of online payment of the Tender Processing Fee (INR 5,000/-) and the EMD (INR 10,000/-) through the e-tender portal, as per the format prescribed in the Technical Bid Submission Form.

General and Special Terms and Conditions

1. Application

These General and Special Terms and Conditions shall apply to every bidder participating in this RFP and shall govern the empanelment and subsequent engagement of every successful Chartered Accountant Firm/Company.

2. Nature of Empanelment

Empanelment under this RFP is non-exclusive. Film Bandhu reserves the right to empanel more than one Chartered Accountant Firm/Company and to assign cases among the empanelled firms at its sole and absolute discretion. Empanelment does not, by itself, entitle any bidder to any minimum number, value, or frequency of case assignments.

3. Relationship Between Parties

The relationship between Film Bandhu and the empanelled CA Firm/Company shall be that of principal and independent professional consultant. Nothing contained in this RFP or in any engagement arising therefrom shall be construed as creating a relationship of employer-employee, agency, partnership, or joint venture between the parties.

4. Fixed Professional Remuneration

The empanelled CA Firm/Company shall be paid a fixed professional fee of INR 50,000/- (Rupees Fifty Thousand Only) plus 18% GST extra, per assigned Film/Web Series case examined. This remuneration is strictly all-inclusive, and no other fee, retainer, out-of-pocket allowance, travel cost, or incidental charge shall be payable under any circumstances. Remuneration shall be released only after the CA Firm/Company submits a satisfactory financial scrutiny report and the corresponding subsidy grant is approved and disbursed by Film Bandhu.

Payments shall be made after deduction of Tax Deducted at Source (TDS) and other applicable taxes as per government regulations in force at the time of payment, and may be subject to delay depending on budget availability with Film Bandhu, without any liability on the part of Film Bandhu to pay interest or damages on account of such delay.

5. Absolute Prohibition on Direct Contact with Film Producers/Directors

The empanelled CA firm, its partners, and its assigned personnel are strictly prohibited from directly or indirectly contacting, soliciting, communicating with, or demanding documents from any film producer, director, production house, or subsidy applicant in connection with any assignment under this empanelment.

All official queries, ledger clarifications, voucher requisitions, and audit observations arising in the course of the financial examination shall be channeled exclusively through the Film Bandhu Secretariat/Member Secretary. The empanelled CA firm shall have no occasion, and shall not seek any occasion, to communicate directly with the applicant.

Any breach, direct outreach, or unauthorized communication with a film producer, director, production house, or subsidy applicant shall attract immediate cancellation of empanelment, forfeiture of the

security deposit, permanent blacklisting across all Uttar Pradesh Government departments, and a formal complaint to the Institute of Chartered Accountants of India (ICAI) for professional misconduct.

The empanelled CA Firm/Company, and every Chartered Accountant, partner, or employee associated with it, is strictly barred from directly or indirectly contacting, soliciting, communicating with, or requesting records from any film producer, director, or production house in connection with any case assigned. All queries, clarifications, and requests for records must be routed exclusively through the Film Bandhu Secretariat. Any breach of this clause shall attract immediate de-empanelment, forfeiture of the EMD, permanent blacklisting, and a disciplinary referral to the Institute of Chartered Accountants of India (ICAI).

6. Key Personnel Deployment and Lock-In

The Chartered Accountant(s) designated by the empanelled firm to service Film Bandhu cases shall not be substituted, transferred, or replaced without prior written sanction of the Member Secretary, Film Bandhu. Any unauthorised substitution shall be treated as a material breach of the terms of empanelment.

7. Mandatory Committee Attendance

The Chartered Accountant(s) assigned to a case shall attend every meeting of the Financial Expert Committee convened in relation to that case, upon notice. Unexcused absence from three (3) consecutive meetings shall result in automatic removal of the concerned CA Firm/Company from the panel.

8. Anti-Collusion

The bidder shall not, either directly or indirectly, enter into any agreement, understanding, or arrangement with any other bidder or third party that has, or is intended to have, the effect of restricting or eliminating competition in respect of this RFP. Any such conduct, if detected, shall render the bid liable to rejection and the bidder liable to blacklisting.

9. Confidentiality

The empanelled CA Firm/Company shall maintain strict confidentiality in respect of all information, data, and documents furnished to it by Film Bandhu or accessed by it in the course of the engagement, and shall not disclose the same to any third party without the prior written consent of Film Bandhu, except as required by law.

10. Standards of Performance and Personnel

The empanelled CA Firm/Company shall perform its obligations with due diligence, efficiency, and professional competence, in accordance with the applicable standards and code of conduct prescribed by the Institute of Chartered Accountants of India, and shall deploy only such personnel as meet the qualification criteria disclosed in its bid.

11. Applicable Law and Jurisdiction

This RFP and any empanelment/engagement arising therefrom shall be governed by and construed in accordance with the laws of India. The Courts at Lucknow, Uttar Pradesh, shall have exclusive jurisdiction in respect of all disputes arising out of or in connection with this RFP.



12. Suspension and Termination of Empanelment

Film Bandhu reserves the right to suspend or terminate the empanelment of any CA Firm/Company, at any time and without prior notice, in the event of breach of any term of this RFP, unsatisfactory performance, or conduct prejudicial to the interests of Film Bandhu, without prejudice to any other right or remedy available to Film Bandhu in law.

13. Resolution of Disputes

Any dispute arising out of or in connection with this RFP or the empanelment shall, in the first instance, be resolved through mutual discussion between the parties. Failing amicable resolution within thirty (30) days, the dispute shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, with the seat of arbitration at Lucknow, Uttar Pradesh.

14. Fraud and Corrupt Practices

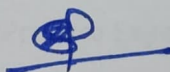
Any bidder or empanelled CA Firm/Company found, at any stage, to have indulged in fraudulent, corrupt, coercive, or collusive practices in connection with this RFP or any case assigned shall be liable to immediate de-empanelment, forfeiture of the EMD, permanent blacklisting, and such other action as may be permissible in law, including referral to the appropriate authorities and to ICAI.

15. Channels of Communication

All official communication in relation to this RFP and to any case assigned shall be routed exclusively through the Film Bandhu Secretariat. No empanelled CA Firm/Company shall independently correspond with any other office, committee, or officer of the Department of Information and Public Relations, or with any producer, in this regard.

16. Penalty Clause

In the event of delay in submission of the financial scrutiny report beyond the timeline prescribed for a case, or in the event of any material deficiency in the report, Film Bandhu reserves the right to impose such penalty, including withholding of remuneration for the case concerned, as it deems appropriate, in addition to any other action available to it under this RFP.



Responsibilities of Stakeholders

1. Responsibilities of Film Bandhu

- To provide the empanelled CA Firm/Company with all producer records, bills, vouchers, and other documents necessary for financial scrutiny of an assigned case, through the Film Bandhu Secretariat.
- To notify the empanelled CA Firm/Company of the timeline within which the scrutiny report for an assigned case is to be submitted.
- To convene meetings of the Financial Expert Committee and provide reasonable notice thereof to the concerned CA Firm/Company.
- To release the fixed professional remuneration in accordance with the payment milestone prescribed in the Tender Data Sheet.

2. Responsibilities of the Empanelled CA Firm

- To carry out the financial scrutiny of each assigned case strictly in accordance with the scope of work and within the timeline prescribed.
- To submit an itemised, case-specific scrutiny report to the Financial Expert Committee, through the Film Bandhu Secretariat.
- To route all queries and requests for records exclusively through the Film Bandhu Secretariat, and to refrain from any direct contact with producers.
- To depute only the Chartered Accountant(s) disclosed in its bid, and to seek prior written sanction before substituting any such personnel.
- To maintain strict confidentiality of all data and records accessed in the course of the engagement.



Technical Bid Submission Form

The bidder shall complete and upload the following schedules, duly signed by its authorised signatory, as part of its Technical Bid.

Schedule 1: Firm/Company Profile

Field	Particulars Furnished by Bidder
Name of Firm/Company	
Constitution (Proprietorship/Partnership/LLP/Company)	
ICAI Firm Registration Number	
Permanent Account Number (PAN)	
GSTIN	
Year of Establishment	
Registered Office Address	
Branch Office Address in Lucknow	
Name of Authorised Signatory	
Designation of Authorised Signatory	
Mobile Number	
E-mail Address	

Schedule 2: Online Payment Details (Tender Fee and EMD)

Particulars	Amount (INR)	Payment Reference No.	Date of Payment
Tender Processing Fee	5,000/-		
Earnest Money Deposit (EMD)	10,000/-		

Schedule 3: Fifteen-Year Audit/Practice Experience Log

To be furnished in support of Eligibility Criterion 2 (minimum 15 years of continuous audit/financial examination practice).

S.No.	Client/Assignment	Nature of Work	Period (From – To)

S.No.	Client/Assignment	Nature of Work	Period (From – To)

Schedule 4: Eight-CA Manpower Roster

To be furnished in support of Eligibility Criterion 3 (minimum 8 Chartered Accountants actively associated/partnered/employed with the firm). Attach ICAI Membership Certificates for each CA listed.

S.No.	Name of CA	ICAI Membership No.	ACA / FCA	Year of Enrolment	Status in Firm (Partner / Employee)	Post-Qualification Experience (Years)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Standard Annexures and Affidavits

The following Appendices form an integral part of this RFP. Bidders must complete, sign, and upload each Appendix as applicable, in PDF format, as part of their Technical Bid.

Appendix A: Bidder Covering Letter

(On the letterhead of the bidder)

Date: _____

To,

The Director of Information and Member Secretary, Film Bandhu,
Department of Information and Public Relations,
Pt. Deen Dayal Upadhyay Soochna Parisar,
16 Park Road, Hazratganj, Lucknow – 226001, Uttar Pradesh.

Ref: Empanelment of Chartered Accountant (CA) Firms/Companies to Assist the Financial Expert Committee, Film Bandhu

Sir,

Being duly authorised to represent and act on behalf of _____ (hereinafter referred to as 'the Bidder') and having reviewed and fully understood all the requirements and information provided in this RFP, the undersigned hereby submits the Technical Bid on behalf of the Bidder for the captioned empanelment, for your evaluation. We confirm that our bid is valid for a period of 180 (One Hundred and Eighty) days from _____ (insert Bid Submission Deadline).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our bid, we hereby represent and confirm that our bid is unqualified and unconditional in all respects, and we agree to the terms of the Scope of Work set out in this RFP. We hereby certify and confirm that in the preparation and submission of our bid, we have not acted in concert or in collusion with any other bidder or other person(s), and have not done any act, deed, or thing which is or could be regarded as anti-competitive.

We further confirm that the Tender Processing Fee and the Earnest Money Deposit have been paid in full through the online payment gateway on the e-tender portal, and that the transaction references thereof have been furnished in the Technical Bid Submission Form. We further confirm that we satisfy the requirement of a minimum of 8 (Eight) qualified Chartered Accountants actively associated/partnered/employed with our firm, as detailed in Schedule 4 of the Technical Bid Submission Form.

Signature: _____

Name: _____

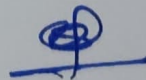
Designation: _____

Name of Bidder (CA Firm/Company): _____

Date: _____

Place: _____

(Affix Firm Seal/Stamp)



Appendix B: Technical Bid Application Proforma

I/We hereby apply for empanelment as a Chartered Accountant Firm/Company to assist the Financial Expert Committee, Film Bandhu, in the financial scrutiny of subsidy/grant applications for Feature Films, Web Films, and Web Series under the Uttar Pradesh Film Policy, 2023, and furnish the following particulars:

Particulars	Details Furnished
Name of the Bidder (Firm/Company)	
ICAI Firm Registration Number	
Year of Establishment / Years of Practice	
Number of Chartered Accountants (ACA/FCA) Associated	
Registered Office Address	
Branch Office Address in Lucknow	
PAN	
GSTIN	
Tender Processing Fee – Payment Reference	
EMD – Payment Reference	

I/We declare that the above particulars are true and correct to the best of my/our knowledge and belief, and I/we undertake to abide by all the terms and conditions of this RFP.

Signature: _____

Name: _____

Designation: _____

Name of Bidder (CA Firm/Company): _____

Date: _____

Place: _____

(Affix Firm Seal/Stamp)

Appendix C: Power of Attorney / Authorization of Signatory

(To be executed on Non-Judicial Stamp Paper of INR 100/-, duly Notarised)

KNOW ALL MEN BY THESE PRESENTS that we, _____ (name of the CA Firm/Company), having our registered office at _____, do hereby nominate, constitute, and appoint Mr./Ms. _____, holding ICAI Membership No. _____, as our true and lawful Attorney/Authorised Signatory, to sign, execute, and submit on our behalf the Technical Bid and all documents, undertakings, and affidavits in connection with the RFP for Empanelment of Chartered Accountant (CA) Firms/Companies to Assist the Financial Expert Committee, Film Bandhu, and to do all other acts, deeds, and things as may be necessary in connection therewith.

AND we hereby agree to ratify and confirm all acts done by our said Attorney/Authorised Signatory in pursuance of this Power of Attorney.

IN WITNESS WHEREOF, this Power of Attorney is executed on this ____ day of _____, 20____.

Signature: _____

Name: _____

Designation: _____

Name of Bidder (CA Firm/Company): _____

Date: _____

Place: _____

(Affix Firm Seal/Stamp)

Witnesses:

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

Appendix D: Non-Blacklisting and Integrity Undertaking

(To be executed on Non-Judicial Stamp Paper of INR 100/-, duly Notarised)

I/We, _____, the authorised signatory of _____ (name of the CA Firm/Company), do hereby solemnly affirm and declare as follows:

1. That our firm/company has not been blacklisted, debarred, or declared ineligible by any Central Government Department, State Government Department, Public Sector Undertaking, autonomous body, or any other Government authority in India, as on the date of this affidavit.
2. That no criminal proceedings or disciplinary proceedings before the Institute of Chartered Accountants of India (ICAI) are pending against our firm/company or any of its partners/proprietor as on the date of this affidavit.
3. That we shall abide by all the terms and conditions of the RFP for Empanelment of Chartered Accountant (CA) Firms/Companies to Assist the Financial Expert Committee, Film Bandhu, including the absolute prohibition on direct contact with film producers/directors.
4. That in the event any information furnished herein is found to be false or incorrect at any stage, Film Bandhu shall be entitled to forfeit our EMD, de-empanel our firm/company, and blacklist us, without prejudice to any other action available in law.

Verified at _____ on this ____ day of _____, 20____, that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Signature: _____

Name: _____

Designation: _____

Name of Bidder (CA Firm/Company): _____

Date: _____

Place: _____

(Affix Firm Seal/Stamp)

(To be attested by a Notary Public)

Appendix E: Affidavit Confirming Document Authenticity and Truthfulness

(To be executed on Non-Judicial Stamp Paper of INR 100/-, duly Notarised)

I/We, _____, the authorised signatory of _____ (name of the CA Firm/Company), do hereby solemnly affirm and declare as follows:

1. That all documents, certificates, and information submitted by us along with our Technical Bid in response to the RFP for Empanelment of Chartered Accountant (CA) Firms/Companies to Assist the Financial Expert Committee, Film Bandhu, are genuine, true, and correct, and no material fact has been concealed or misrepresented.
2. That the copies of certificates, registrations, and other documents uploaded by us are true copies of the originals, which shall be produced for verification if so required by Film Bandhu.
3. That we are aware that furnishing any false or fabricated document or information shall render our bid liable to summary rejection, and shall further render us liable to forfeiture of the EMD, de-empanelment, blacklisting, and such other action as may be permissible in law.

Verified at _____ on this ____ day of _____, 20____, that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Signature: _____

Name: _____

Designation: _____

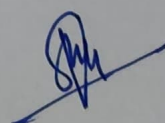
Name of Bidder (CA Firm/Company): _____

Date: _____

Place: _____

(Affix Firm Seal/Stamp)

(To be attested by a Notary Public)



Appendix F: Undertaking for Non-Contact with Film Producers and Key Personnel Lock-In

(To be executed on Non-Judicial Stamp Paper of INR 100/-, duly Notarised)

I/We, _____, the authorised signatory of _____ (name of the CA Firm/Company), do hereby solemnly affirm, undertake, and declare as follows:

1. That neither our firm/company nor any Chartered Accountant, partner, or employee associated with us shall, at any time during the currency of our empanelment, directly or indirectly contact, solicit, communicate with, or request records from any film producer, director, or production house in connection with any case assigned to us, and that all queries and requests for records shall be routed exclusively through the Film Bandhu Secretariat.
2. That we understand and accept that any breach of the above undertaking shall attract immediate de-empanelment, forfeiture of the EMD, permanent blacklisting, and a disciplinary referral to the Institute of Chartered Accountants of India (ICAI).
3. That the Chartered Accountant(s) nominated by us and disclosed in Schedule 4 of the Technical Bid Submission Form to service Film Bandhu cases shall not be substituted, transferred, or replaced by us without the prior written sanction of the Member Secretary, Film Bandhu.
4. That the Chartered Accountant(s) so assigned shall attend every meeting of the Financial Expert Committee convened in relation to an assigned case upon notice, and that unexcused absence from three (3) consecutive meetings shall entitle Film Bandhu to remove our firm/company from the panel automatically.

Verified at _____ on this ____ day of _____, 20____, that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Signature: _____

Name: _____

Designation: _____

Name of Bidder (CA Firm/Company): _____

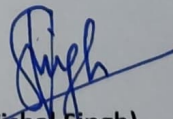
Date: _____

Place: _____

(Affix Firm Seal/Stamp)

(To be attested by a Notary Public)

————— END OF DOCUMENT —————


(Vishal Singh)

Director of Information and
Member Secretary, Film Bandhu
Department of Information and Public Relations
Government of Uttar Pradesh