

**TENDER DOCUMENT FOR APPOINTMENT OF ACCOUNTING FIRM/COMPANY  
FOR ACCOUNTING OF MILKFED BRANCH SALES OFFICES AND DEPOTS**



**THE PUNJAB STATE COOPERATIVE MILK PRODUCERS' FEDERATION  
LIMITED**

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**TENDER DOCUMENT FOR APPOINTMENT OF ACCOUNTING FIRM/COMPANY  
FOR ACCOUNTING OF MILKFED BRANCH SALES OFFICES AND DEPOTS FOR  
THE PERIOD FROM 1/1/2019 to 31/03/2020 FURTHER EXTENDABLE FOR NEXT  
TWO FINANCIAL YEARS 2020-21 & 2021-22**

**1. INTRODUCTION**

The Punjab State Cooperative Milk Producers' Federation Ltd, popularly known as Milkfed Punjab, came into existence in December 1973 to boost the dairy farming in the state. The objectives of the Federation were to provide a remunerative market to the Milk Producers in the State through value addition and effective marketing of the produce. The other objective was to provide technical inputs to the milk producers for enhancement of milk production.

Although the federation was registered much earlier, it took its current bigger role, in year 1983 when all the milk plants of the erstwhile Punjab Dairy Development Corporation Limited were handed over to Cooperative sector under Operation Flood, to give the farmers a better deal and customer's better products. The setup of the organization is a three tier system, Milk Producers Cooperative Societies at the village level, Milk Unions at District level and Federation as an Apex Body at State level. MILKFED Punjab has continuously advanced towards its coveted objectives well defined in its byelaws. Currently Milkfed Punjab has around 7500 village milk producers' cooperative societies, with over 4,00,000 members. These village level cooperatives work under 11 district milk producers' unions with 10 milk plants having a consolidated milk handling capacity of around 18,00,000 litres per day.

The Federation is mandated for the milk procurement aligned with quality processing of milk & its products as well as marketing them under the brand name "Verka". A trusted brand, Verka has become a household name and bringing newer products to the table to its loyal customers Milkfed has consolidated its brand strength by not only retaining its unique quality features of the existing products but has innovated and launched various new products.

The Federation has 4 depots & 8 branch sales offices, through which the milk & milk products are marketed across PAN India. There are 4 depots in Punjab are located at Ludhiana, Jalandhar, Bathinda & Mohali. The 8 branch sales offices are located at Ambala, Ghaziabad, Guwahati, Haridwar, Jaipur, Jammu, New Delhi & Parwanoo.

## 2. AVAILABILITY OF RFP

The RFP document is available at MILKFED Punjab website [www.verka.coop](http://www.verka.coop). Prospective Firm/companies desirous of participating in this RFP may view and download the RFP document from the above website. In case tender document is downloaded from our website, Cost of tender of Rs.500/- (non-refundable) in shape of Cash/Demand draft in favour of "The Punjab State Cooperative Milk Producer's Ltd." will be deposited alongwith the tender.

## 3. SCHEDULE OF DATES :-

Sr.No	Events	Date
1	Date of issue of RFP	Date of Publication of Press Tender
2	Last date and time for Proposal submission Separately of Technical and Financial Bid	04.12.2018 at 3.00 PM
3	Date and time for opening of technical bids	04.12.2018 at 3.30 PM
4	Date and Time for opening of Commercial Bids	11.12.2018 at 3.00 PM

## 4. ELIGIBILITY CRITERIA:

Firm/company's must qualify the following **minimum criteria:**

1	Minimum number of partners/ full time employees associated with the firm/company for not less than 5 years and shall be member of the Institute of Chartered Accountants of India	2
2	Turnover of the firm/company for last three years i.e. Financial Year 2017-18, 2016-17 & 2015-16	Not less than Rs 15 lacs per Annum
3	No of years of firm/company's existence.	Not less than 5 yrs
4	Number of assignments of handling accounting of Private/Govt/Semi Govt/Board/corporation/ PSUs/Cooperative institutions (other than Charitable institution & NGO's) having turnover of not less than Rs.10 crore per annum. The experience of the firm/company	At least 2 nos

	preceding 5 years shall only be considered. (1.4.2013 - 31.3.2018) The experience of the firm/company/ company in accounting in one Company/PSU/ Corporation/ Cooperative Institutions for more than one year will be considered as one assignment only.	
5	The Firm/company should have Branch Office in Tricity i.e. Chandigarh, Panchkula or Mohali	For at least 2 years

## 5. EVALUATION CRITERIA

### TECHNICAL EVALUATION:

The evaluation criteria for selecting the Accounting Firm/company is mentioned below:

<b>Sr.No</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
1	Partners/Full time Employees should necessarily be a member of Institute of Chartered Accountants of India or member of Institute of Cost & Work Accountants of India (6 marks for 2 partners/full time employees, 2 mark for each additional partner/full time employee).	10
2	Number of professionally qualified staff : Between 5-10 (5 marks) Above 10 Staff (10 marks) Professionally qualified staff includes: - Chartered Accountant/ Cost Accountant apart from Sr. No. 1 above - M.Com or B.Com Staff - Attach the self attested testimonials	10
3	Turnover for last three years of the firm/company : More than Rs.15 lacs and upto 20 lacs per annum – 2 mark for each year More than Rs.20 lacs and upto 30 lacs per annum – 3 marks for each year. More than Rs. 30 lacs- 4 marks for each	12

	year	
5	Number of assignments of handling accounting of Private/Govt/Semi Govt/Board/ corporation/ PSUs/Cooperative institutions/ (other than Charitable institution & NGO's) having turnover of not less than Rs.10 crore per annum. The experience of the firm/company preceding 5 years shall only be considered. (1.4.2013 - 31.3.2018) The experience of the firm/company/ company in accounting in one Company/PSU/ Corporation/ Cooperative Institutions for more than one year will be considered as one assignment only.(6 marks per assignment)	18
	<b>Total</b>	<b>50</b>

The minimum qualifying marks shall be 70% (35 marks) on technical evaluation.

#### **6. SUBMISSION OF THE PROPOSAL :**

The interested firm/company shall submit the Technical and Financial proposal duly bound and containing the index/table of content with all pages numbered. The proposals may be submitted by post/courier or by hand at **Milkfed** Head Office SCO 153-155, Sector 34, Chandigarh on or before the scheduled date and time.

#### **7. SCOPE OF WORK OF ACCOUNTING FIRM/COMPANY :**

- a) Purchase accounting as per the approved purchase rates
- b) Sales accounting as per the approved sale rate structure
- c) Bank & cash vouchers accounting
- d) Staff advances, tours & salaries accounting
- e) Establishment related – general expense accounting
- f) Inter-unit reconciliations
- g) Bank reconciliations
- h) Ensure regular deduction of employee's advances etc.
- i) TDS deduction, deposit and filing of returns IF any EPF, ESI, Local fees compliance (Krishi Mandi fees, APMC Fees, Agriculture Cess etc.)
- j) GST returns related data preparation and ensure timely filing of returns
- k) MIS reports as pre-decided with the management.
- l) Branch profitability statements

- m) Support to Statutory for finalization of balance sheet, Internal and GST auditors.
- n) Preparation and updation of fixed assets register.
- o) Preparation of insurance utilization report.
- p) Preparation of data for Assessments by any Statutory Authorities.
- q) Any other responsibility with relation to accounting work shall be considered to be a part of scope of work.

## **General Terms & Conditions**

1. The Firm/company shall submit the proposal in two parts, 1<sup>st</sup> part comprising of “Technical Proposal” and 2<sup>nd</sup> part will comprise of “Financial Proposal” and both the proposals shall be placed in two separate sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” respectively followed by the name and reference number of the RFP. If the proposal is not submitted in sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive. The Proposals shall be signed by authorized person of the firm/company. All pages of the proposal, where entries or amendments have been made, shall be initialed by the person or persons signing the Proposal. All signatures on the letters / certificates attached with the Bid document shall be dated suitable.
2. The Firm/company shall furnish, as part of its bid, a refundable EMD comprising of demand draft of INR 1,50,000/- (One Lakh Rupees Only) .The demand draft should be drawn on a nationalized / scheduled bank valid for 180 days and in favour of “The Punjab State Cooperative Milk Producers Federation Ltd.”, Payable at Chandigarh. The technical bid will disqualify if EMD is not submitted along with the technical bid. Unsuccessful firm/company’s bid security will be discharged / returned as promptly as possible. The EMD of the successful bidder will be retained and converted into security.
3. The prospective firm/company, who will qualify the technical criteria, shall only be considered for further evaluation of their commercial bids.
4. All ESI, EPF and statutory liabilities with respect to employees/partners shall be the liability of the company / firm. No TA/DA , boarding/ lodging will be paid by Milkfed.

5. The employees/partners of the firm/company should maintain the official decorum at work.
6. Penalty Clause: Late submission, wrong submission of statutory data/ returns or any data as required will be debited to the company/ firms account.

7. **Financial Evaluation (For empanelment of firm/company):**

- a) Financial Proposals of only those firm/company would be opened who qualify the technical evaluation. The financial proposals of all unqualified firm/company would not be opened.
- b) The commercial scores for each of the firm/company will be calculated as follows:

$$F_n = F_{min} / F_{bid} * 100$$

Where

$F_n$  = Normalized financial score of the firm/company under consideration

$F_{bid}$  = Evaluated cost for the firm/company under consideration

$F_{min}$  = Minimum evaluated cost for any firm/company

- c) Final evaluation would be done using Quality and Cost Based Selection (QCBS). An overall score will be calculated based on the technical and financial scores of each firm/company as detailed below.

$$B_n = (W_{tech} * T_b) + (W_{fin} * F_n)$$

Where

$B_n$  = Overall score of firm/company under consideration

$T_b$  = Absolute Technical score for the firm/company under consideration

$F_n$  = Normalized Financial score of the firm/company under consideration

$W_{tech}$  = 0.70

$W_{fin}$  = 0.30

8. The firm/company has to give declaration that no partner/Chartered Accountant employee of the firm/company has been held guilty of professional misconduct by the Institute of Chartered Accountants of India and the firm/company has not been blacklisted by any Government Organization.
9. The firm/company has to give a declaration / undertaking that :

The partners, employees and other personnel of the firm/company will not divulge any information that has come to their possession during the course of

accounting activity to any person other than the authorized officials of the Milkfed.

10. The firm/company, which fulfill the empanelment criteria would be short-listed and will work the accounting for the period 1/1/2019 to 31/03/2020, if the work is found satisfactory the period can be extended for further a period of two financial years on mutually agreed terms. The decision of the Managing Director, Milkfed Punjab, regarding the selection, constitution and size of the panel would be final.
11. The methodology adopted for accounting for conducting the assignment should be as mentioned below:
  - a) Weekly visit to each Branch Sales Offices/ Depots to ensure weekly completion of accounting. Fortnightly visit to Guwahati Depot.
  - b) The physical possession of any assets (cash, stock, fixed assets etc.) should not be entrusted to any member of the accounting firm/company.
12. In case of any change in the constitution of the firm/company on account of merger, de-merger or for any other reason the same would be brought to the notice of the Milkfed.
  - a) The selected firm/company has to become nominal member of Milkfed as per Milkfed's bye-law clause 5.2, after deposit of membership fee of Rs.1000/- (One Thousand Rupees only) once for all (non-refundable) along-with the prescribed format.
  - b) MILKFED and the firm/company shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the Client and the firm/company have been unable to amicably resolve dispute, the same shall be referred to the Arbitration i.e the Registrar, Cooperative Societies Pb. Chandigarh or his nominee, whose decision shall be firm/company & binding to both the parties. In this regard, provisions of Arbitration & Conciliation Act, 1996 & The Punjab Cooperative Societies Act, 1961 amended up-to-date shall be applicable.
  - c) The Court of Chandigarh will be jurisdiction for any dispute arising out of these contents.
  - d) The firm/company shall have to execute an agreement with Milkfed on non-judicial stamp paper worth Rs.100/- upon selection as per Annexure-II.



13. QCBS evaluation for Accounting Firm/company will be made.

14. **Removal/de-empanelment of accounting firm/company:**

Milkfed reserves the right for the removal/de-empanelment of any accounting company/firm, in case work is not found satisfactory or there is any breach of contract/misconduct by the firm/company with a prior one month notice in writing.



## **REQUEST FOR PROPOSAL FOR INVITING BIDS FOR ACCOUNTING WORK OF BRANCH SALES & DEPOTS**

The Punjab State Cooperative Milk Producers Federation Ltd invites tenders Accountancy Firm/company for carrying out the Accounting of Milkfed Branch Sales Offices & as per the terms and conditions, mentioned in Request for Proposal for the period 1/1/2019 to 31/03/2020 further extendable as per RFP. Technical & Financial bids may be furnished in separate envelopes. Interested parties may download detailed tender document from our website [www.verka.coop](http://www.verka.coop). The tender should reach this office on or before 4/12/2018 upto 3.00 PM and technical bid will be opened on the same date at 3.30 PM. Milkfed reserves the right to alter, change, amend any of the terms and conditions of the RFP without any further notice.

MANAGING DIRECTOR

## ANNEXURE –I

### **ACCOUNTING FIRM/COMPANY'S LETTERHEAD APPLICATION FORMAT FOR ACCOUNTING OF MILKFED BRANCH SALES OFFICE & DEPOTS**

The Managing Director,  
Milkfed, Punjab,  
Chandigarh.

I/we hereby apply for accounting of Milkfed Branch Sales Offices & Depots and furnish hereunder the requisite bio data / information / documentation for your consideration:

1. Name of the Applicant
2. Constitution Individual / Proprietorship / Partnership Firm/company
3. Firm/company's Details
3.a Address
3.b Phone No.
3.c Email
3.d Date of establishment
3.e Firm/company's PAN
3.f Details of present set up / infrastructure available to deal with accounting works
3.g Names of proprietor / all partners (also mention managing/key/senior partner)
1
2
3
4
4. Gross Income in last three years
5. Details of Branches, if any, contact Nos, of branch, Name of the person-in-charge of the branch.

#### Undertakings / Declarations:

- a. I/We have gone through the RFP document for the accounting work of Milkfed Branch Sales Offices & Depots mentioned therein and undertake that [strike out which is not applicable]I/we/none of our employees are ex-employees of your Milkfed, Punjab, Chandigarh. OR I/... of our partners/... of our employees was/were ex-employees of the Milkfed (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment, since last 3 years AND I/We shall not induct/employ any partner/employee during the tenure

of our accounting assignment who is/are within the above mentioned period of 3 years from the date of retirement/resignation.

- b. I/We do hereby solemnly declare and affirm/company that:
  - i. I/We have not been removed/dismissed from service/employment earlier,
  - ii. I/We have not been convicted of any offence and sentenced to a term of imprisonment,
  - iii. I/We have not been found guilty of misconduct in professional capacity,
  - iv. I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958,
  - v. I/We am/are not undischarged /insolvent(s),
  - vi. There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law
  - vii. I/We have not been blacklisted/depenalled by any Company/Bank/FI/IBA/others in the past.

b. I/We solemnly declare that the information furnished above is complete and entirely true and Nothing has been concealed. I/We also affirm/company that terms & conditions of Milkfed, Punjab relating to empanelment of accounting firm/companys are acceptable to us and I/We also undertake to keep Milkfed informed of any events /happenings which would make me/us ineligible for empanelment / remaining empanelled as Accounting firm/company.

c. Additional information, if any

For & on behalf of ..... (Firm/company)

(Signature)	(Signature)	(Signature)	(Signature)
Name	Name	Name	Name
Designation	Designation	Designation	Designation

[All partners to subscribe their signatures]

Date:

Place:

**Self-attested documents to be provided along with the application:**

1. Identity and address proof of the applicant Accounting firm/company firm/company/proprietor/all partners.
2. Copy of registered partnership deed (in case of partnership firm/company).
3. Copies of PAN/TAN Card of the applicant accounting firm/company/proprietor/all partners.

4. IT returns and Balance Sheet alongwith Profit & Loss Account duly attested by a Chartered Accountant for the last 3 financial years.
5. Evidences of professional qualifications and experience of the applicant Accounting firm/company/proprietor /all partners.
6. Evidences of experience as a Accounting firm/company.
7. Evidences of existing empanelment, if any, with other companies in Government Authorities/departments etc.
8. The firm/company should be Registered with Goods & Service Tax – Registration Certificate.

## **ANNEXURE –II**

[To be executed on non-judicial stamp paper worth `100/- upon selection by  
Empanelment  
Committee and name of selected Accounting firm/company will be enlisted only upon  
execution]

### **AGREEMENT WITH THE ACCOUNTING FIRM/COMPANY**

This Agreement made at ..... on this ..... day of  
..... 20\_\_, between

\_\_\_\_\_ of \_\_\_\_\_  
(hereinafter called the 'Accounting firm/company') of the One Part and The Punjab State Cooperative Milk Producers' Federation Ltd., Punjab, herein after referred to as Milkfed Punjab, India, having its Head Office at **SCO 153-154, Sector 34A, Chandigarh** and offices at different places (hereinafter called Milkfed, which term shall unless repugnant to context include its successors and assigns) of the Other Part. Whereas on the request of the Accounting firm/company, Milkfed, Punjab has empanelled the Accounting firm/company to undertake the process of complete accounting of Milkfed's Branch Sales Offices & Depots and other services, as may be requisitioned by Milkfed from time to time.

Whereas the Accounting firm/company has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder;

### **NOW THIS AGREEMENT WITNESSETH AS UNDER:**

1. That the Accounting firm/company agrees to undertake accounting assignment of books of accounts as per requisition made by Milkfed, from time to time, through job specific letter of engagement/assignment, with terms of engagement and accept fee as prescribed / decided by Milkfed.

2. That the Accounting firm/company shall not sub-contract the work, when requisitioned by Milkfed, to any other accounting firm/company.
3. That the Accounting firm/company shall maintain secrecy of Milkfed and their assets/liabilities.
4. That the Accounting firm/company shall act with independence, integrity and objectivity and shall not come under influence of anybody.
5. That the empanelment does not carry assured engagement/appointment of Accounting firm/company and it is Milkfed's prerogative to engage the services of the Accounting firm/company from the panel.
6. That in case constitution of the Accounting firm/company undergoes any change, the same shall be informed to Milkfed immediately.
7. That if for any reason whatsoever Milkfed Punjab may not maintain any panel or discontinue the panel, the Accounting firm/company shall have no grievance against Milkfed and Milkfed shall to be liable in any manner whatsoever.
8. That in case services of Accounting firm/company are not found satisfactory, Milkfed may delist/de-panel the Accounting firm/company's name from the approved panel of Milkfed after issuance of show-cause notice.
9. That Milkfed Punjab reserves the right to take appropriate legal action including filing / lodging complaint to the professional body, if there is any misconduct on the part of the Accounting Firm/ Company. This shall be without prejudice to Milkfed's right to delist/de-panel the Firm/ company from its panel.
10. That the firm/company/company agrees and hereby gives consent to exchange information with other parties directly or through the other medium about particulars (name, address and other details) of Accounting firm/company, performance as well as cause for delisting / de-paneling, if any.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

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[In case of partnership firm/company all the partners to subscribe their signatures, incase of company authorized signatories with 2 Directors]

For The Punjab State Cooperative Milk Producers Federation Ltd

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Authorized Signatory

## PROFORMA FOR FINANCIAL BID

Financial bid for accounting of Branch Sales offices & Depots for the period of 1/1/2019 to 31/03/2020 to be further extended to two years if work is found satisfactory:

Particulars	Amount in Rs
	Monthly basis
Fees for accounting of Branch Sales Offices & Depots	
Goods & Service Tax	
<b>Total</b>	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However present rates of applicable taxes and levies may be indicated by the tenderer.
2. TDS will be deducted at the applicable rates.
3. The tender is deemed to have thoroughly studied and examined the technical specifications, important instructions and general terms and conditions of the tender documents.
4. The fees will be paid on quarterly basis and the payment of last quarter fees will be after finalization of balance sheet.



