



उ०प्र० राज्य औद्योगिक सहकारी विपणन संघ (हॉफेड)

18-बी, अशोक मार्ग, लखनऊ

Email : hofed.org@rediffmail.com website : hofedup.com, Tel. 0522-3519231

पत्रांक / ५१५ / हाफेड / 2026-27

दिनांक २५ अगस्त, 2026

Expression of interest (EOI) for empanelment of Chartered Accountant firm

U.P. State Horticultural Cooperative Marketing Federation(HOFED) is a state level apex Federation, registered under U.P. Cooperative Society Act 1965. HOFED invites expression of interest(EOI) for empanelment of CA firm for the accounts/Financial Works and Financial/ Tax audit, The last date for submission of EOI is dated 03- 09-2026 till 03-00 PM. details please refer to EOI document will available on website www.hofedup.com. HOFED has reserved the right to cancel this EOI without assigning the region.


Managing Director



Expression of interest (EOI)
For
Empanelment of Chartered Accountant firm for the accounts/Financial
Works and Financial/ Tax audit of HOFED.

Date of issue of EOI: 24th August, 2026

Last date of Submission: 3rd September, 2026 upto 15:00 hrs

www.hofedup.com.

Phone: 05223519231, 4029145

Email: hofed.org@rediffmail.com

Bidder Signature with seal

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SECTION 1

NOTICE FOR INVITING EXPRESSION OF INTEREST

U.P. State Horticultural Cooperative Marketing Federation(HOFED) is a state level apex Federation, registered under U.P. Cooperative Society Act 1965. Is inviting applications from eligible Chartered Accountants Firms for the Account/Financial works and Financial/Tax audit of Hofed.

Note:

No sub-letting of the assignment will be allowed.

The HOFED reserves the right to call for any other details or information from any of the CA/CA firms.

HOFED reserves the right to cancel the entire empanelment process without assigning any reason.

DISCLAIMER: There is no commitment or obligations, whatsoever on the part of the issuer of this process, or officials associated with it within the HOFED regarding the implementation for any future plans. Any assumptions made by bidders, on the basis of information shared herein, will be at their own risk and responsibility.



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SECTION II

ELIGIBILITY CRITERIA

The CA/CA Firms having at least 3 years in practice as on 1st January, 2026 will be eligible to apply.

Disqualifications: The Chartered Accountants Firm shall not be eligible to apply if:

- The Chartered Accountants Firm or any of its partners has been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountant Act, 1949 during the current year and immediately preceding five years.
- The Chartered Accountants Firms while expressing their interest shall be required to submit a declaration, duly signed by the partner of the firm that they meet the above criteria and do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect/misleading information furnished shall lead to the rejection of the application and any other consequences as may be decided by HOFED

Preference shall be given to following additional criteria:

Experience of auditing of government or statutory bodies and/or Federation.



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SECTION III

SCOPE OF WORK

- Audit of Accounts (Tax/General)
- Filling of Yearly Tax return
- Filling of Quartely/yearly TDS return (24Q/26Q)
- Utilisation Certificate for grant in Aid to hofed
- Deduction of Tax at sources on supply of goods/material.
- Monthly/yearly GST return in form GSTR-1 and GSTR-3B and preapare the GST challan
- Amendment of GST registration to change the office bearers to include MD name
- Income tax/GST cases.

Annual account related work-

- Verification of all the accounting statements/schedules
- Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entires wherever necessary
- Verification of provisions for depreciation on fixed assets
- Verification of detailed schedule of interests received on FD and Bond investmemts and calculation of accrued interest
- Verify the adequacy and accuracy of accounting, financial controls including application of accounting standards and the General Financial Rules.
- Verification to asset compliance with TDS, GST, Income Tax professional tax and other statutes relevant to the nature of transaction within the overall regulatory framework governing the Federation(HOFED) verefication of final accounts as per income tax and if any changes,
- Any other work and advice needed for financial records/Accounts finalization Income tax case settlement.



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SECTION V

APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS

1	Name of the Firm	
2	Constitution	
3	Address with PIN Code	
4	Contact	Mobile Landline E-mail
5	Date of Establishment	
6	Pan No of the Firm (Copy to be attached)	
7	Registration No with ICAI (Copy to be attached)	
8	Unic Code No RBI (Copy to be attached) Optional	
9	Any Other Reorganization Registration (Copy to be attached)	
10	GST No of the Firm	

11	No of Partners & Chartered Accountants	SNo	Name of the Partner/CA	Ph No.

12	Branches of CA Firm with full address, if any	SNo.	Branch	Full address
	Attaché in Separate page			
13	Experience with Govt (Please give details with supporting documents)			
14	Additional Qualifications possessed by Partners/ Directors/ Proprietor (i.e.CISA/DISA/Con.Audit Course from ICAI) (Please give details with supporting documents)			
15	Any other reievant data, if you wish to induicate			

I/We confirm that the information furnished above is true and correct and we have not been depeneled/ Blacklisted by any organization in the past and we fulfill all the conditions of eligibility for empanelment

Place

Date

Signature of the applicant with seal



Bidder Signature with seal

SECTION IV

FEE as per work

Work	FEE in Rs.
➤ Audit of Accounts (Tax/General)	
➤ Filling of Yearly Tax return	
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➤ Utilisation Certificate for grant in Aid to hofed	
➤ Deduction of Tax at sources on supply of goods/material.	
➤ Monthly/yearly GST return in form GSTR-1 and GSTR-3B and preapare the GST challan as require	
➤ Amendment of GST registration to change the office bearers to include MD name	
➤ Income tax/GST cases.	

Annual account related work-

- Verification of all the accounting statements/schedules
- Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entires wherever necessary
- Verification of provisions for depreciation on fixed assets
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