



**ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY &  
MANAGEMENT, GWALIOR**

*Morena Link Road, Gwalior-474015  
(An Institute of National Importance of Ministry of Education, Govt. of India)*

**NOTICE INVITING TENDER FORHIRING**  
**CHARTERED ACCOUNTANT FOR AUDTING, ATTESTING**  
**AND RELATED SERVICES**

**Tender No: ABV-IIITM/RO/CA/2021/2945, Date: 23.02.2021**

ABV-IIITM GWALIOR invites tender from Gwalior based Chartered Accountant Firms, for Auditing, Attesting and Related services of the Institute for the financial year 2021-22.

The last date of submission tender document is on or before 10.03.2021.at 3.30 pm. Please visit our website <http://www.iiitm.ac.in> for downloading the tender documents. Bidders should regularly visit this website to keep themselves updated.

**Registrar**

## Hiring Chartered Accountancy Firm for Auditing, Attesting and Related Services at ABVIITMG for the Financial Year 2021-22

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## 1) Bid-Data Sheet

<b>Tender Number and Date:</b>	<b>ABV-IIITM/RO/CA/2021/2945, Date: 23.02.2021</b>
<b>Issue of Tender Forms</b>	Tender Documents / forms can be downloaded from the Institute's website <a href="http://www.iiitm.ac.in">http://www.iiitm.ac.in</a>
<b>Cost of Tender Documents</b>	<b>Rs. 1000.00 (+ 18% GST)</b> (non-refundable)by way of Demand draft in favor of <b>Director, ABV-IIITM GWALIOR</b> , payable at <b>Gwalior</b>
<b>Earnest Money Deposit ( EMD)</b>	Earnest money of <b>Rs.50,000.00 (Rupees Ten Thousand only)</b> to be deposited along with the Tender Documents in the form of Demand Draft favoring <b>Director, ABV-IIITM Gwalior</b> payable at <b>Gwalior</b> . Earnest money is refundable.
<b>Last Date of Submission of Tender</b>	<b>10.03.2021 up to m3.30pm</b>
<b>Opening of Tender(Technical Bid)</b>	<b>10.03.2021 at 4.00 pm</b>
<b>Contact Person</b>	<b>The Registrar,</b> ABV-Indian Institute of Information Technology & Management Gwalior
<b>Contact Address</b>	ABV-Indian Institute of Information Technology & Management, Morena Link Road, Gwalior – 474015
<b>Contact Phone Number (s)</b>	0751-2449815, 07512449720
<b>E-mail Address</b>	<a href="mailto:registrar@iiitm.ac.in">registrar@iiitm.ac.in</a>
<b>Website</b>	<a href="http://www.iiitm.ac.in">http://www.iiitm.ac.in</a>

## 2) TERMS OF REFERENCE

### 2.1) Background

ABV-Indian Institute of Information Technology & Management-Gwalior (ABV-IIITM Gwalior) was established in 1997 by the Ministry of Human Resource Development, Government of India. ABV-IIITM Gwalior is designed to reach the prestigious position in the global setting that IISc, IIMs and IITs presently enjoy. This institute was created for facilitating higher education, research, and consultancy in areas of information technology (IT) and business management. Initially started as IIITM, this institute was prefixed with ABV in 2002 to honour the then Prime Minister Atal Bihari Vajpayee.

ABV-IIITM GWALIOR is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major heads- Capital and Revenue. Mainly the expenditure related to construction works, purchase of equipment's and books etc. are booked under Capital head and expenditure of recurring nature like salary, maintenance etc. are booked under Revenue heads. Both Recurring and Non-Recurring expenditure are further subdivided into different sub-heads as per the nature of the expenditure. All the transactions (On an average about 700 voucher entry per month) are entered into the tally software (*Tally ERP.9*), which is being used for keeping records. Besides the vouchers, information related to receipts and payments are easily available from the system.

The accounts of the Institute are prepared as per the prescribed ***Format Applicable to the Central Government Autonomous Bodies (CAB)***, which will be made available to the selected firm.

Most of the payments like salary, reimbursements, scholarships etc. made to the employees/ students of the Institute are done by directly transferring the money to respective bank accounts. Payments to vendors and contractors are made by electronic transfer. Receipts on account of student admission are directly received in banks.

Presently Tally ERP 9 is being used in the Finance & Accounts section for recording transactions on daily basis. Expenditure heads both under capital expenses and revenue expenses are distinctly classified (i.e. Works and Buildings, equipment etc. under capital expenses and travelling, salary, repair & maintenance, consumables etc. under revenue expenses). As per the expenditure, heads are being maintained in the computer system in Tally ERP 9 accounting software.

Information about number of vouchers generated during the FY 2019-20:

Journal Vouchers	2112
Contra	25
Payment	2049
Payroll	34
Receipt	1524

i)	No. of students :	1113
ii)	No. of Regular Employees :	55
iii)	No. of Contract / Outsource Employees :	250 (Approx.)
iv)	No. of Hostels :	04
v)	No. of Sponsored Projects :	34
vi)	No. of FDPs/ MDPs/Short Term Training Programmes	30 (Approx)

For more details kindly visit Institute Website i.e. [www.iiitm.ac.in](http://www.iiitm.ac.in).

## 2.2) SCOPE OF WORK

The nature of works of the Chartered Accountant Firm shall be as follows.

1. Internal audit of books of accounts, ancillary records, Sponsored Projects/Schemes, MDPs, FDPs etc. and submit the report on quarterly basis.
2. Preparation and finalization of annual accounts, trial balance etc. of the Institute.
3. Preparation, finalization and Certification of Utilization Certificates (UC), Statement of Expenditure (SoE), Receipt and Payment account with relevant schedules of various Research Projects Schemes (inc. MDPs/FDPs etc.) of ABV-IIITMG according to the format of the Funding Agency.
4. Preparation of accounts, statement of expenditure and receipt & payment account for the Mess Society of the Institute along with audit of the mess accounts.
5. Pre-transaction audit of all bills, vouchers, Purchase Proposals, and Services Hiring Proposals related to Institute and all Hostels on daily basis to ensure that the same are being made in compliance to the Institute's Rules and Procedures, General Financial Rules-2017(GFR) and other applicable rules of Govt. of India.
6. Checking of vouchers, Payment, Receipts and Journal of all accounts etc. maintaining and checking of addition of Assets & Liabilities, Pay Register, adjustments of income accrued etc.
7. Checking of day to day financial transactions so as to ensure compliances related to General Financial Rules (GFR), Accounting Standards, Correct classification of expenses, Use of correct ledger and cost centre in accounting, Arithmetical accuracy, Compliance related to various tax laws such as TDS, GST etc.
8. Report risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.
9. Ensure of timely compliances of all statutory obligation such as Income Tax, GST, Professional Tax, NPS etc.
10. Preparation of Calculation of Income Tax liabilities of the employees after considering the declaration and proof of Investment given by employees, and correct deduction of Income Tax from the salary of the employees.
11. Filing of all quarterly TDS returns, monthly TDS on GST returns, monthly GST Returns and

professional tax return along with issue of necessary certificates (Form 16, 16-A etc.).

12. Filing of Annual Income tax return and GST Returns of the Institute and Liaison with Income Tax Authority and GST Department etc.
13. Other assistance, if any in relation to e-filing of TDS and TDS on GST return.
14. Rectification of any errors / discrepancy noted at any stage after completion of e-filing of return(s) of every quarter is to be made by the Firm immediately at their own risk and cost. No additional amount shall be paid by this Institution for carry out rectifications especially in the IT and GST return etc.
15. Appearing on behalf of ABV-IIITMG in all taxation proceeding by various Tax Authorities i.e. Income Tax, GST, etc.
16. Scrutiny of bank reconciliation statements, Advances, liabilities etc.
17. Reconciliation and Checking of Tuition and other fees received by the institution from the students and scrutiny of outstanding balances in student's fees receivable, creditors account etc.
18. Scrutiny and checking of the Grants received and its utilization as per the terms and conditions.
19. Advising on applicability of any other tax, rules, laws, regulations which may be applicable on ABV-IIITMG and all matters/items covering its scope and applicability in case of agencies from which ABV-IIITMG is availing the services.
20. Scrutiny the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with ABV-IIITMG.
21. Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
22. Advising on preparation of Annual Budget and Controlling thereof. Scrutiny of the expenses incurred with the approved Budget.
23. Presentation of comprehensive report highlighting major issues, objections, suggestions and corrective measures before the Finance Committee at least twice in a Financial Year.
24. Appearance for meetings whenever required.
25. **Any other work but not limited to Finance and Accounts, as assigned by the Competent Authority time to time.**

### **2.3) TIME PERIOD**

The Chartered Accountant firm will be required to provide the desired services initially for a period of **One Year** i.e. for the **FY 2021-2022** which can be renewed for another term of one year on satisfactory performance with a mark-up of 10% in fee. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

## **2.4) SUPPORT AND INPUTS TO THE FIRM**

The Institute shall provide adequate office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers, stationary to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work.

## **2.5) PRE-QUALIFICATION CRITERIA**

**The Chartered Accountant firm eligible for the bidding process must satisfy the following eligibility criteria:**

1. The Chartered Accountant Should be a proprietary/Pvt. Ltd. /Partnership Firm.
2. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and must have valid PAN, TAN and GST Registration.
3. The firm should be 10 Year Old after its registration and should have at least three full time FCA Partners.
4. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the firm in the last 3 financial years ending on March 31<sup>st</sup> 2020 must be equal to or more than Rs.25 (Twenty Five) lakhs.
5. The CA firm should have “peer review” from members of ICAI for any financial year falling 2015-16 to 2019-20. (Copy of self-attested peer review certificate is required to be submitted)
6. The CA firm should have conducted either statutory audits and /or internal audits of the following organizations during the last 3 Years:-
  - a. Three Educational Institution with Gross Receipts of Rs. 5 Crore each with multi locations/offices/branches/units.
  - b. Public Limited Listed Companies having annual turnover of more than Rs. 100 Crore each with multi locations/offices/branches/units.
7. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility etc. as on date.
8. There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force.

The annual turn-over for each Educational Institutes shall be as per their Audited Financial Statements for any financial year falling between 2017-18 to 2019-20.

## **2.6) PAYMENT TERMS**

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.
2. Any change in GST rates during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly final audit report to the Institute.
6. During last three years the Institute have paid the remuneration to CA firm in the range of 06-07 Lakh per annum.

### **Minimum Staff Requirement**

- a. **One (1) Qualified Chartered Accountant with 5 years' post qualification experience.**
- b. **One (1) CA/ICWAI (Inter)/Graduate/Post Graduate and have completed 2 year of article ship training.**

## **2.7) PERFORMANCE SECURITY**

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Demand Draft in the name of **Director, ABV-IITM Gwalior**, payable at **Gwalior** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

## **2.8) CONFIDENTIALITY**

1. The Proprietor/Partners and employee of the CA Firm shall not disclose any proprietary or confidential information relating to assignment, the services or the information of the office of ABVIITMG without written consent of the Director of the Institute.
2. The Firm/Company shall not share the data/information and analysis relating to ABVIITMG obtained during course of their assigned job, with unauthorized person persons, entity or agency.



### **3. SUBMISSION AND EVALUATION OF THE TENDER**

#### **3.1) SUBMISSION OF TENDER**

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) **Prequalification-cum-technical bid in Annexure-A** along with all supporting documents along with Earnest Money Deposit (EMD) of **Rs.50,000.00** in the form of Demand Draft as mentioned in point 3.2. and Tender Fee for **Rs.1000.00 (+GST)** in the form of Bank draft as mentioned in point 3.2 should be kept in a separate envelope super scribing **“TECHNICAL BID”**
  
- ii) Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing **“FINANCIAL BID”**

All the pages of the Tender document including the annexure and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelope. The envelope should be super scribed:

**“ TENDER FOR HIRING CHARTERED ACCOUNTANT FIRMS  
FOR AUDTING, ATTESTING AND RELATED SERVICES FOR  
THE FINANCIAL YEAR 2020-21 ”**

Submitted by: **(Name, Address, E-mail and Telephone Number of the Firm)**

Submitted To: **The Registrar**

**ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
& MANAGEMENT, GWALIOR  
Morena Link Road, Gwalior -474001, INDIA**

The Applicant can submit the Tender by registered post /courier/Speed post so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

### **3.2) TENDER FEES AND EARNEST MONEY DEPOSIT**

Cost of the Tender document is **Rs.1000.00 (+ 18% GST)**. The Tender document will be downloaded from the website of the Institute i.e <http://www.iiitm.ac.in>. The tender fee should be paid by way of demand draft in the name of **ABV-IIITMGwalior**, payable at **Gwalior**. The Demand Draft should be submitted along with the technical bid.

Earnest Money Deposit of **Rs.50,000.00** by way of Demand draft in the name of **Director, ABV-IIITM Gwalior**, payable at **Gwalior** should be submitted along with the bid. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter along with the performance security. No interest will be paid on the Earnest Money Deposit.

### **3.3) TENDER QUERIES**

The interested firms may seek clarification on Tender document from the Registrar, ABV-IIITM, Gwalior.

### **3.4) LAST DATE OF SUBMISSION OF TENDER**

Last date of submission of the Tender is 10.03.2021 up to 3.30 pm

### **3.5) DATE OF OPENING OF TENDER**

The Tender will be opened for technical evaluation on 10.03.2021 at 4.00 pm. in the Board Room of the Institute. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

### **3.6) EVALUATION OF TENDER**

The Tender will be evaluated by Tender evaluation committee constituted by the Director, ABV-IIITM Gwalior. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bid will be given weightage of 70 and 30 respectively. In case of not full fill the minimum criteria in each category of the technical bid, the bid of the respective bidder shall be rejected. The combined score of technical and financial bids will be taken into consideration for finalizing the firm for award of contract. The firm scoring maximum marks will be declared successful. However mere scoring of maximum marks does not entitle the firm for award of contract.

All matters & disputes arising out shall be subjected to Arbitration by the Director of the ABV-Indian Institute of Information Technology and Management, Gwalior. In case the matter still stands unresolved, and has to go the Court, the dispute will lie within the jurisdiction of Gwalior Courts only.

#### 4) EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria. Each firm meeting the pre-qualification criteria would be evaluated and given technical score out of 70 marks and financial score out of 30. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated.

##### Technical and Financial Evaluation Criteria:-

01.	<b>Firm's Experience</b>		<b>50</b>
	Firm's Existence in years after its registration		10
	10 Years – 15 years	3	
	> 15 Years – 20 years	5	
	> 20 Years	10	
	<b>Average Annual Turnover of the Firm (in the last 3 financial years) ended on 31<sup>st</sup> March 2020</b>		10
	Rs. 25 Lakhs – Rs. 40 Lakhs	3	
	Rs. 40 Lakhs – Rs. 50 Lakhs	6	
	Above Rs. 50 Lakhs	10	
	<b>Experience of handling accounting and financial services involving Internal Audit/Statutory Audit of PSU/Ltd Companies during last Five Years</b>		10
	3 – 5 Organizations (At least one company having turnover above 100 Cr)	2	
	> 5– 10 Organizations (At least two company having turnover above 100 Cr)	6	
	> 10 Organizations (At least three company having turnover above 100 Cr)	10	
	<b>Experience of handling similar work in Central Govt. Educational Institution during last five years</b>		20
	Experience in other Centrally Funded Higher Educational Institution	20	
02.	<b>Key Experts and Manpower</b>		<b>20</b>
	<b>Number of Partners' in the Firm</b>		10
	3 Partners	5	
	> 3 Partners	10	
	<b>Number of paid staff (Full Time) on the roll of establishment</b>		10
	2-3 Staff	5	
	>3-10 Staff	7	

	>5-10 Staff	10	
03.	<b>Total Technical Score (01+02)</b>		<b>70</b>
04.	<b>Score on Financial Proposal</b>		<b>30</b>
<b>Grand – Total (03+04)</b>			<b>100</b>
<b><u>Formula for calculation of Financial Proposal</u></b>			
The lowest evaluated financial proposal will be given maximum score of 30.			
The score of other firms would be calculated as per the formula:			
<b>F (other than lowest bidder) = (price quoted by lowest bidder/ price quoted by the bidder) X 30</b>			

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

<b>Sl. No.</b>	<b>Criterion</b>	<b>Firm's Strength &amp; Capacity</b>	
1.	Basic Profile of the Firm (Submit supporting documents)	Name of The Firm	
		Address of the Firm	
		Address of Branch at Gwalior	
		Name and address of the authorized official	
		Telephone No. Mobile : E-Mail :	
2.	Constitution of Firm	Provide certificates from the Institute of Chartered Accountants of India	
3.	The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and must have valid PAN, TAN and GST Registration. (Provide all registration certificates)	If registered then mention Registration Number	
		PAN No. of the Firm	
		TAN No. of the Firm	
		GST Registration No.	
4.	The firm should be in operation for at least 10 years after its Registration (Provide necessary evidence)	Year of Registration/ Starting of operation	
		Nos. of Years in operation after registration (in years)	
5.	Average Annual Income of the firm for the last 3 (three) years ending on 31st March, 2020 [Must be equal to or greater than Rs.25 (Twenty Five) Lakhs] [Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2019 along with a annexure]	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31 <sup>st</sup> March, 2020) Rs..... (in figure) Rs. In words ..... ..... .....	

6.	The firm should have experience in Internal Audit/Statutory Audit, of at least 3 PSUs/ Central Govt. Organizations, Public Limited Company in the last 3 Years, (Details to be provided in proforma A-2. Attach copies of works order/ works completion as Evidence)	Nos. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) Years Nos. (in words) ..... Nos. (in words) .....
7.	Whether similar services as mentioned in SI No.7 provided to the Central Govt. Educational Institutes in last 03 years. (Details to be provided in proforma A-3. Attach copies of works order/ works completion as Evidence)	Nos. of Govt. Educational Institutes where similar Service was provided in the last 5 (Five) Years Nos. (in words) ..... Nos. (in words) .....
8.	Detail of Firm's Partners (Submit the proof of the ownership pattern & registration certificates along with details of the Chief Functionary (s) of the CA Firm provided in Performa A-4)	Nos. of Partners Nos. (in words) ..... Nos. (in words) .....
9.	Nos. of Payroll staff (Full Time) / Article-ship incumbent/ Apprentices (if any)	i) Nos. of Payroll Staff (Full Time) :..... ii) Nos. of Article-ship incumbent (Full Time) ..... iii) Nos. of Apprentice : .....

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

**SEAL :**

**Signature :** \_\_\_\_\_

**Date :**

**Name & Designation :** \_\_\_\_\_

**Proforma to Annexure – A**

**PROFORMA: A-1**

**Details of Firm's Turnover  
[Average Annual Turnover of the Firm]**

Particular	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average Annual Income
Annual Income* (Rs. in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years.

**SEAL :**

**Signature :** \_\_\_\_\_

**Date :**

**Name & Designation :** \_\_\_\_\_

**Details of Firm's Experience of Similar Services  
[During last 3 (Three) years]**

Sl. No.	Name of the Project	Duration of the Project (Start Date / End Date)	Name of the Clint	Nature of the assignment & services provided (Please specify whether the work involved Internal Audit)
1.				
2.				
3.				
4.				
5.				

\* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

**SEAL :**

**Signature :** \_\_\_\_\_

**Date :**

**Name & Designation :** \_\_\_\_\_



**PROFORMA: A-3**

**Details of Firm's Experience of Similar Services in Central Govt. Educational Institutions  
[During last 3 (Three) years]**

<b>Sl. No.</b>	<b>Name of the Project</b>	<b>Duration of the Project (Start Date / End Date)</b>	<b>Name of the Govt. Educational Institutions</b>	<b>Nature of the assignment &amp; services provided (Please specify whether the work involved Internal Audit)</b>
1.				
2.				
3.				
4.				
5.				

\* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

**SEAL :**

**Signature :** \_\_\_\_\_

**Date :**

**Name & Designation :** \_\_\_\_\_

**PROFORMA: A-4**

**Details of Firm's Partners, Name and Registration Nos.**

<b>Sl. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Membership No.</b>	<b>Status (FCA/ACA)</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					

\* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

**SEAL :**

**Signature :** \_\_\_\_\_

**Date :**

**Name & Designation :** \_\_\_\_\_

## FINANCIAL BID

SI No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in Words	
A.	Fee for the Financial Year 2021-22			The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the Institute
B.	Add : GST applicable as applicable			
C.	<b>Total Fee to be paid (including GST : A+B)</b>			

**\*\* The quoted fee should be included of Professional Fee, Travelling, Food and Other Expenses.**

**N.B.:** Statutory Changes in GST rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

**SEAL :**

**Signature :** \_\_\_\_\_

**Date :**

**Name & Designation :** \_\_\_\_\_