**Annexure-A**

**Standard format for submission of Technical details**

**(Application format)**

To be printed on the letterhead of the Firm/LLP

**Note: Please refer the Important Instructions to Professional Firm/LLPs given in Annexure-E (Page – 11), before filling the below details.**

|  |  |  |
| --- | --- | --- |
|  | Name of the firm/LLP |  |
|  | Empanelment No. with C & A G (Attach Copy) |  |
|  | Head Office Address |  |
|  | Firm’s registration No. |  |
|  | Date of Registration |  |
|  | Firm’s PAN No.(Attach Copy) |  |
|  | Firm’s GST Registration No. (Attach Copy) |  |
|  | Contact detail’s (Telephone No.) |  |
|  | Email address |  |
|  | No. of years of firm experience  (Cut-off date 31/03/2020, attach  Copy of certificate of incorporation) |  |
|  | Turnover Details  (Average turnover from professional  services for last 3 years i.e. F.Y.2018-19 , F.Y.2017-18 & F.Y.2016-17) | Average turnover from professional services for last 3 years (Encl. Form-A) |
|  | Number of Branches | Total No. of branches  (Encl Form-B) |
|  | Number of Full-Time Partners as on  31/03/2020 | Number of Full-Time Partners (Encl Form-C) |
|  | Number of Part time Partners if any, as on  31/03/2020 | Number of Part-Time Partners (Encl Form-D) |
|  | Number of Other Audit Staff as on 31/03/2020 | Number of Other Staff  (Encl Form-E) |
|  | Number of Other Audit Assistants/ Articles  as on 31/03/2020 | Number of Other Audit Assistants/Articles |
|  | Whether the firm is engaged in any Statutory/ Internal Audit of any departments of Government of India/ Statutory Bodies/PSUs Universities/ Govt. Colleges/ GIA Colleges/ Govt. Institutes/Educational Institutions. | Details of Professional Experience in last five years. (Encl Form-F) |

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**Form-A Turnover Details\***

|  |  |  |
| --- | --- | --- |
| **Year** | **Turnover from professional services (In Rs. Cr.) as per Audited Annual Accounts** | **Ref. Page no. of**  **firm/LLP’s Audited P&L A/c** |
| 2018-19 |  |  |
| 2017-18 |  |  |
| 2016-17 |  |  |

**\*Encl- Copy of Audited financial statements of last 3 years**

**Form-B Details of Branches\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **City/State** | **Address** | **Ref. Page no.**  **of supporting doc.** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**\*Encl- Supporting documents**

**Form-C Details of Full Time Partners\***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name** | **FCA/A**  **CA/FCMA**  **/ACMA** | **Location**  **(HO/Branch**  **) Name of**  **City** | **Membership**  **No** | **Date of**  **Joining the**  **firm/LLP** | **Ref. Page**  **no. of supporting Membership doc** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**\*Encl- Supporting documents**

***Form-D Details of Part Time Partners\****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name** | **FCA/A**  **CA/FCMA**  **/ACMA** | **Location**  **(HO/Branch**  **) Name of**  **City** | **Membership**  **No** | **Date of**  **Joining the**  **firm/LLP** | **Ref. Page**  **no. of supporting Membership doc** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**\*Encl- Supporting documents**

**Form E Details of Other Audit Staff\***

|  |  |  |
| --- | --- | --- |
| **S. No** | **Name of Staff** | **Designation** |
| 1 |  |  |
| 2 |  |  |
|  |  |  |

**Form F**

**Details of Professional Experience in last five years(i.e. FY 2015-16 to FY 2019-20)**

1. **Statutory Audit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Name of**  **the**  **Organization** | **Organization Type** | **Year of**  **Audit Assignment** | **Ref. Page no. of**  **Supporting Docs.**  **for turnover,**  **industry and year** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

1. **Internal Audit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Name of**  **the**  **Organization** | **Organization Type** | **Year of**  **Audit Assignment** | **Ref. Page no. of**  **Supporting Docs.**  **for turnover,**  **industry and year** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

To be printed on the letterhead of the Firm/LLP

**Undertaking**

I/We the following partners of M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants do hereby jointly and severely verify and declare-

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm or partners has not been debarred or cautioned under the Chartered Accountant Act, 1949 during the last five years, (If debarred, give details);
3. That all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification;
4. The prices quoted by us in the Financial Proposal are valid till 2 years from the date of submission of the tender, We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date;

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Partner** | **Membership**  **Registration No.** | **PAN No.** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Signature of Partner & Seal of the firm

Date:

Place:

**Annexure-B**

**Standard Format for Submission of Professional Fee Quote**

To be printed on the letterhead of the Firm/LLP

|  |  |
| --- | --- |
| Name of the Firm/LLP |  |
| Statutory Audit Fee Amount in Rupees. (excluding taxes) |  |
| Statutory Audit Fee Amount in Words (excluding taxes) |  |

**Terms & Conditions**

1. The minimum fee for the conducting statutory audit will be Rs.12,000 (without taxes)
2. The financial bid shall be submitted for the professional (audit) fee to be annually charged by the firm. **This audit fee quoted shall be inclusive of TA/DA and excluding of taxes as applicable**.
3. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.
4. Single audit fee shall be quoted in case of Joint Venture or Association.

Signature of Partner & Seal of the firm

Date:

Place: