



**GUJARAT MINERAL RESEARCH &  
DEVELOPMENT SOCIETY**  
**INDUSTRIES & MINES DEPARTMENT**  
PMC Lab, Nr. Solar park, PDPU Road  
Raysan, Gandhinagar

## **TENDER NOTICE - GMRDS/IA&PA/2023-24/001**

### **Sub:**

Notice inviting proposal from the firms of Chartered Accountants for the assignment of Grant Reconciliation for office of Gujarat Mineral Research and Development Society From F.Y. 2009-10 to 2022-23

GMRDS invites "Tenders" for the work of above subject item. Tender Papers & Specifications may be down loaded from GMRDS web sites [www.gmrds.gujarat.gov.in](http://www.gmrds.gujarat.gov.in) Tender Fee should be submitted along with submission of physical copy of technical bid in Tender Fee Cover, for respective Tender. "All the relevant documents of technical bid to be submitted physically received only by Registered Post A.D / Speed Post / Courier or Hand Delivery addressed to Director (Admin), Gujarat Mineral Research and Development Society, PMC Lab, Nr. Solar park, PDPU Road, Raysan, Gandhinagar - 382007, GUJARAT.

### **❖ Delayed and Late Tenders**

No offer shall be accepted/ opened in any case after due date and time of receipt of technical bid irrespective of delay due to postal services or any other reasons and that the GMRDS shall not assume any responsibility for late receipt of the Technical Bid. Technical Bid received late will not be accepted. Any postal delay in physical document submission / delivery of the technical bid shall be to party's account.

All the bidders, in respect of tender item must be the work mentioned in our terms and conditions, prior to the date of opening of technical Bid of the tender, otherwise their will not be considered eligible for technical scrutiny and as such, their technical bids will not be opened. **BIDDERS ARE ADVISED TO VISIT OUR ABOVE WEBSITE REGULARLY UP TO LAST DATE OF SUBMISSION OF BID FOR ANY CORRIGENDUM MAY BE & SUBMIT CORRECTED COPY OF TENDER (OTHERWISE YOUR OFFER WILL NOT BE CONSIDER FOR OPENING).**

Tender No.	<u>GMRDS/IA&amp;PA/2023-24/001</u>
Tender Fees Amount (Non-Refundable)	Rs. 5900.00
Security Deposit (10% of contract value on receipt of Letter of intent)	Refer Clause no.9 of Other Terms & Conditions
Time Limit for Completion of Work	Six Month
Submission of only Technical Bid Documents physically	11/08/2023 up to 17.00 hrs
Date of opening of Tender fee, EMD cover and Technical Bid Physical as well as on line	19/08/2023 at 16.00 hrs
EMD	Rs.25,000/-



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**IMPORTANT:**

1. Bidder has to give details of Tender Fee / BG No., Date & name of the Bank along with amount on the Main Envelope. For Tender Fee only DD is acceptable. No B.G. is accepted for Tender Fee.
2. Bidder should note that above point (Clause No. (1)) should be incorporated on the main envelope then their Bid will be consider/ eligible for opening of the same.
3. **The Tender Fee** will be accepted by D.D. only in favor of **GUJARAT MINERAL RESEARCH AND DEVELOPMENT SOCIETY** payable at **Gandhinagar** on Any Schedule / Nationalized Bank. (Cheque is not accepted). **Bidder should also certify as "Unconditional Tender" on Technical Bid cover itself.**
4. All the relevant documents as per requirement of the Technical Bid must also be submitted physically along with the Tender Fee in sealed cover on OR before due date and time. All such documents should be submitted by **RPAD / Speed Post / Courier** . Tender Fee should be submitted in one envelope & Technical Bid is to be submitted in another envelope physically. Price Bid should be submitted another separate envelop only.
5. The tender received after time and date specified in the tender notice will not be accepted. Once the offer Submitted by the Bidder before due date of submission, the Bidder will not be allowed to submit revised/ additional/ Modified/ opening of bid.
6. Any deviation found in Data / Details / Documents physically submitted documents (Tender document fee, Technical offer of the bidder) offer of the same, bidder will not be considered and no any further communication in the matter will be entertained.
7. Further **bidders are requested to submit price - bid separate envelop only** in physical form.
8. GMRDS reserves the rights to reject any OR all tenders without assigning any reasons thereof.

**Director (Admin), GMRDS**



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Gujarat Mineral Research and Development Society established in 2002 with a vision to drive development of a vibrant and sustainable mining sector to contribute towards the growth and prosperity of the mining industry. It was to have originally conceived with the mission to encourage local and international investment, conduct research to understand the sector's need, promote Mineral beneficiation / sector and facilitate transformation of mining industry by promoting emerging mining operations GMRDS is a wholly owned Govt. of Gujarat. GMRDS intends to appoint firms of Chartered Accountants for the Grant Reconciliation work of each of its office. Grant Reconciliation is required to be conducted on yearly basis from 2009-10 to 2022-23 in respect of each division / other office assigned. Important terms & Conditions of tender notice and assignment are mentioned as Annexure-1. Details of scope of work, list of Grant Reconciliation segment, other terms & conditions and submission of Grant report and other outputs / reports etc. are as per details. Each firm complying with the minimum eligibility criteria should send technical bid in sealed cover as mentioned below. Firm is required to quote fees per Grant Reconciliation for the period from 2009-10 to 2022-23.

GMRDS reserves the right to assign no. of Grant Reconciliation segments to respective/individual firm of Chartered Accountant for the Grant Reconciliation assignment. Financial Bid should be submitted sealed cover. Minimum eligibility criteria are mentioned below. Only the firms meeting with the minimum eligibility criteria should send their proposals. Further each firm meeting with the said criteria and submitting the proposal to Society for the assignment has to attach the evidences as mentioned. Firms of Chartered Accountants meeting with the eligibility criteria are requested to submit their proposals in physical form containing technical bid in the one sealed cover along with another sealed cover of financial bid mentioning super scribbling as "Proposal for appointment of firm of Chartered Accountants for Grant Reconciliation" to Director (Administration) Gujarat Mineral Research and Development Society PMC Lab, Nr. Solar park, PDPU Road, Raysan, Gandhinagar - 382007, GUJARAT. before 07/07/2023 Technical bids submitted by the firms meeting the eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully passing the technical evaluation will be considered for opening of financial bids. Firm/Firms will be selected on L1 basis on evaluation of financial bids. For Scope of work, List of



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Grant Reconciliation segment consisting of division office / other offices, other terms and conditions, format of technical bid & financial bid, reports/ out puts etc.

Please go through the below mentioned Annexure.

Place:-Gandhinagar

Director (Administration)



**Annexure-1**

**Important Terms & Conditions of the Tender Notice / assignment**

1. All the Annexure mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work and terms and conditions mentioned and will submit the reports / other outputs / Checklist Trial balance certificate as mentioned in Annexure Further Firm will also comply with the below mentioned terms and conditions and those mentioned in various annexure.
2. Appointment orders will be issued to the qualified firms of Chartered Accountants on completion of the process of selection as mentioned above.
3. Technical bids submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully qualifying in the technical evaluation process will be considered for opening of financial bids. Firm/Firms will be selected on L1 basis on evaluation of financial bids.
4. For carrying out the said assignment, fees is payable for respective Grant Reconciliation segment assigned to firm of chartered accountant for the whole term of assignment. Fees will be paid on yearly basis on submission of bill and fulfilment of relevant terms & conditions mentioned in the appointment order. GST / ST will be paid extra as per applicable rate from time to time.
5. No out of pocket / T.A. D.A. will be paid for the said assignment.
6. Grant Reconciliation will be conducted on a yearly basis. Grant Reconciliation auditor will prepare draft report, final report of Grant reconciliation , collect the data / checklist and submit the same along with the report to the Appropriate Authority / Director (Administration) within 3 days of completion of work.
7. Concerned Appropriate Authority / Director (Administration) will return the draft report with comments / clarifications within 5 days of receipt of such draft report. On receipt of such report along with comments / clarification, if any, auditor will finalize the report considering the comments/clarification and submit the report in prescribed format along with check list as mentioned point no. (15) Of Annexure within next 7 days.



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8. Grant Reconciliation team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the audit of PWD works as well as commercial accounting of large scale Company. Further, audit team must consist of sufficient qualified assistants to conduct Grant Reconciliation
9. Contractor has to deposit with the GMRDS an amount equivalent to 10% of the value of contract as Grant Reconciliation deposit within one month on receipt of the order as per GMRDS rules
10. Serious irregularities observed during the course of Grant Reconciliation shall have to be reported immediately through special report to Director (Administration).
11. In case of serious deficiencies in reporting or auditing / non observation / violation of terms & conditions of the appointment order, assignment will be terminated by the society without any notice to the auditor.
12. The CA firm shall not be eligible for the payment of audit fee if the specified stipulations regarding attendance, submission of reports, checklist and other specified conditions of appointment order are not followed or adhered to.
13. Detailed Grant Reconciliation programme will be circulated to the auditors and concerned Division / other offices. Grant Reconciliation auditors will have to carry out the audit as per the given programme.
14. CA firm will carry out the work under the supervision and monitoring of Director (Administration).



### **Scope of work:-**

Auditor will gain understanding of nature of work and transactions carried out by the Auditee office. This will give the Audit team a holistic idea about the complexities involved in the process and it may schedule programme accordingly. Illustrative instructions regarding important area / aspects of audit are mentioned below.

#### **(a) Works & Other transactions:-**

- The Scope of Work & audit includes, Checking of Grant Received and Utilized as per the Grant Allocation Letter received to the extent available.
- The auditor will verify the Grant Received is booked in the particular account of the books of accounts as per the Grant Allocation or letter received from the respective department.
- The auditor will verify the Grants Utilized as per the terms mentioned at the time of allocation of grant to us as per the Grant allocation or received letter from the department
- Auditor will give the reconciliation certificate on yearly basis of all the transaction of all Bank Account and Grant Received and Utilized
- If the Grant was not utilized then grant was kept in the Fixed deposit account so if any interest received on that Fixed deposit is also booked in the Grant Account or Not and reconciliation for the same also require.
- The Reconciliation of Fixed Deposit with Grant and their reconciliation working on yearly basis and their accounting is done in books of account is proper or not and if any changes require then provide the respective account and certified the same.
- The Grant, which was not utilized, and the project related to the grant is completed then respective grant along with interest will refund to the respective department or not.
- Auditor will verify that Grant utilized procedure as prescribed by the rules or policies are followed or not
- If accounting for grant received or utilized is wrongly booked then provide the proper accounting to be done in the books of account on yearly basis and provide the certificate for the same



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### **Other allied Terms & Conditions**

Terms and conditions of appointment of Internal Auditors and scope of audit shall be as under:-

1. The Grant reconciliation work conduct as per program set out and intimated by the GMRDS
2. Firm will deploy requisite no. of audit staff for conducting the audit of particular. The audit party conducting audit shall consist of minimum three members of whom at least one shall be a qualified Chartered Accountant. While visiting the audit place, the representatives of the audit team will bring the letter of introduction duly sign by the Sr. Partner / proprietor of the C. A. / C. A. Firm.
3. Reconciliation of Grant set by GMRDS will be circulated on well in advance (at least 10 days before the commencement of audit) to Auditors. No deviation from Audit Program shall be allowed without prior written permission of Director GMRDS
4. GMRDS reserves the right to issue directions or instructions regarding format/checklist of report or determine method/procedure/rules/manners for conducting Grant reconciliation work of particular office or item and such directions/instructions shall be binding on the Auditor.
5. Grant reconciliation Report in prescribed Format (Annexure B) along with audit checklist is to be prepared in four copies and copy of the same is to be handed over to each of the following:-
  - a. CEO GMRDS
  - b. Director GMRDS
  - c. the Audit committee
  - d. to be retained by auditor.
6. The Auditors shall have to obtain dated the letter duly signed by office in charge or head of office in token of perusal of all the points of Grant reconciliation report as mentioned at point no. below.



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7. The non-compliance of this requirement will be treated as "Incomplete report." and same will result in withholding of fees. Difficulty if any, in obtaining such signed letter from the concerned office may immediately be reported to Director GMRDS
8. The Grant reconciliation auditors will prepare draft report and submit the same to the Director GMRDS/ Competent authority within 3 days of completion of Audit. Concerned Director GMRDS/ Competent authority will return the draft audit report with comments/clarifications within 5 days of receipt of such draft report.
9. On receipt of such report along with comments/clarification, if any, auditor will finalize the report considering the comments/clarification and submit the report to the branch within next 7 days. Views/explanations/Replies/Compliances of office head must also be incorporated therein as a part of the Report.
10. Audit Report shall be framed in simple English language and very precise in nature. The Audit Report along with necessary documentary evidences will be submitted to the Director GMRDS/ Competent authority mentioning the major irregularities/remarks in the Internal audit Report
11. The compliance of earlier report should also be verified by the internal audit firm and verification report to the effect should be invariably attached with the each Audit Report.
12. Internal audit firm or its representative will not settle any outstanding para/objection themselves. If satisfactory replies are there, Audit Party will forward the replies along with their remarks for further necessary actions at the Internal Audit Wing level.
13. Charter account firms can't sub - assign /sub let the assigned work to any other firm of Chartered Accountant firm/agency.
14. The above conditions are not exhaustive. The Company will have absolute right to revise/abrogate/include any conditions time to time and same shall be binding upon all the internal audit firms.
15. Periodic review meetings will be held at the office and the senior authority or partner of Audit firm will have to attend the said meetings and make presentations as and when asked for without charging any additional fees for the same.



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16. Management reserves the right to withhold/ deduct part of audit fees, it deems appropriate, in case of failure/non compliance/delay in observation of any terms and conditions of the appointment.
17. The Charter Account firm will be required to give notice of one month to the GMRDS in case it intends to discontinue the assignment at any point of time during the period of contract.

**Confidentiality:-**

1. The Auditor their sub-consultants, partners of either of them shall not, of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract, or the Company's business or operations without prior written consent of the management.
2. All reports and other documents submitted by Auditor shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to the Company together with a detail inventory thereof. The Internal Auditor may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the Company.
3. The Auditor has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

**Penalties: -**

1. If any Firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the audit assignment to other parties without permission of the GMRDS, non observation of



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instructions given by the GMRDS, un authorized retention of records of the GMRDS, violating the terms and conditions of this assignment, un authorized changes in the records of the GMRDS, indulging in mala fide practices or any other cognizable offence or breach, C. A. / C. A. Firm will be punishable with any or all of the following consequences :-

- a. Removal from the assignment of Grant Reconciliation with immediate effect/from the date specified.
- b. Removal from any other assignment with immediate effect/from the date specified given by the Company.
- c. Deduction of percentage of fees as determined by the management.
- d. Ban from accepting the future assignment of the Company for the period as specified.
- e. Any other action deemed appropriate by the management

2. Work should be completed in six months from the acceptance of work order. The prescribe rate is applicable after delay of stipulated time for the work.
  - a. 0.1% of total contract value per day delay till first 30days delay
  - b. 0.2% of total contract value per day delay after 30days to 60days
  - c. Contact is canceled after 60days delay & security deposit will not be return to the company.



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### FORMAT FOR TECHNICAL PROPOSAL

1. Name of C.A. Firm : \_\_\_\_\_
2. Registered address : \_\_\_\_\_
3. Address of Branch Office :- \_\_\_\_\_
4. ICAI Firm registration No. \_\_\_\_\_
5. Date of registration of the firm:- \_\_\_\_\_

A. Details of C.A. / C.As. as proprietor or partners or full time paid employees:-

Sr. No	Name	Member ship No.	Qualification	Designation /Status	Age	Date Of Joining	Date Of ACA	Date Of FCA
.								

B. Details of Other Staff:-

Sr. No.	Name	Designation	Qualification	Age	Date Of Joining

C. Total turnover (as per audited income & expenditure account & Balance sheet attached):-

Year	Turnover (in Rs.)
2020-2021	
2021-2022	
2022-2023	

6. Experience of audit in Govt. undertaking (GOG or GOI undertaking) whose turnover is Rs. 1 crore or more:-

No. of assignments on hand or handled in last five financial years completed on 31-03-2018

Sr. No	Name of Agency	Nature of work	Location	Period of Appointment	Turnover

(Please attach appointment letter in each case.)



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**Notes:-**

1. GOG or GOI undertaking means all Govt. dept., P.S.E., Boards, Nigam, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.
2. Assignment of the organization w.r.t. audit of GOG or GOI undertaking (point no.7) whose turnover is at least Rs. 1 crore in respect of completed year in respect of year (F.Y.2020-21) will only be considered.
3. Turnover (Point no. 7 above) will be in respect of the completed year of assignment as on 31.03.22 in respect of on hand ongoing assignments. In respect of completed year of assignment, turnover of the auditee organization must be evidenced by the photocopies of the relevant pages of audited annual account of the organization. While in respect of on hand ongoing assignment in respect of current year i.e.2022-23. Certificate of the auditee organization regarding turnover is to be attached.
4. Each Appointment order will be considered as separate assignment. In respect of assignment of independent district level/regional/field/branch organization e.g. DRDA, turnover of respective district/regional/field/branch organization will be considered.
5. Audit assignment means statutory, internal and pre audit assignment but same will not include any other audit or investigation, tax audit under the income tax Act Tax or other consultancy and VAT audit under VAT Act.
6. Articled or audit clerks (other than paid staff) will not be considered as staff employed by the firm.



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### **Format for Financial Proposal**

Amount of fees for Grant Reconciliation for financial year 2009-10 to 2022-23

Rupees in figures \_\_\_\_\_

Rs. In words \_\_\_\_\_

#### **NOTES:-**

1. Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
2. In case, the assignment period is reduced or extended, the eligible payment shall be computed proportionately on monthly basis.
3. Fees quoted above are exclusive of GST. GST will be paid extra as per applicable rate.
4. Firm will be required to carry on the internal audit assignment of any newly opened division/other office, if any, during the term of assignment in their respective segment without any additional fees.

Date:

Sign:

Seal of Office / Firm Partner/ Proprietor:

Name:

### **Certificate**

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Signature

Seal of office/partner

Name & Designation



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### **Selection Procedure**

Pre-qualification criteria and other terms and conditions for appointment of as Internal Auditor and Pre- Auditor are as under.

#### Pre-Qualification criteria:-

<b>r.</b>	<b>Minimum eligibility criteria</b>	<b>Proof to be enclosed</b>
1.	It should be a proprietor or partnership firm of C. A having working office in Gujarat for past two years as per ICAI certificate	Certificate of constitution as on 01.01.2021 and 01.01.2023 or of subsequent date issued by the Institute of Chartered Accountants of India.
2.	The C.A. firm should have minimum experience of 10 years of continuous practice	Certificate of constitution as on 01.01.2023 or of subsequent date issued by the Institute of Chartered Accountants of India/ICWAI.
3.	The C.A. should have minimum of two CA persons staff pertaining to audit and assurance work.	The list of staff along with qualification to be provided.
4.	The firm should have average minimum gross receipts of Rs. 50 lacs from profession in last 2 years ended on 31-03-2023	Certified copy of Income & Expenditure account and Balance sheet and income tax return to be provided
5.	The C.A. firm should have handled at least 1(One) full audit assignments of GOG or GOI undertaking  Only those GOG or GOI undertaking having turnover of Rs. 1 crore or more will be considered.	Appointment letters along with name of the agency, nature of work location, period of appointment to be submitted. Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached.

Selection of the CA firm will be done on the basis of L1 in respect of each segment.

Each CA firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected in normal course. However, management may call for required details/information if it deems appropriate to do so in the interest of the Company /this assignment. Management reserves the right to allocate the work of one or more qualified CA firm. Latest date certificate (bearing the date before the date of issuance of advertisement of this notice) issued by ICAI will be considered accordingly where ever mentioned in this document. **Demand**



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**Draft of Rs 5900/- as processing fees in favor of "Gujarat Mineral Research & Development Society"**

**Annexure-6**

**List of Documents to be attached with the Technical Bid**

1. Copy of latest date certificate (bearing the date before date of issuance of advertisement of this tender) issued by the Institute of Chartered Accountants of India mentioning Registration No. and Details of Proprietor/Partners & Paid CA employees.
2. Copies of Income and expenditure Account and Balance Sheet for the last three years (F.Y. 2020-21, 20221-22, 2022-23).
3. List of Government (GOG or GOI) undertaking audit work done within last 5 years or assignments presently on hand specifically mentioning the name of agency, nature of work, location, period of appointment of said assignment. [Attach copy of the appointment order of each assignment.]
4. List of staff (pertaining to audit and Assurance work) along with qualification.
5. Copy of relevant part / page of balance sheet and profit & loss account indicating turnover of Rs. 1 crore or above in respect of GOG or GOI Auditee organization for each completed year of assignment and in respect of on hand or ongoing work for F.Y. 2022-23, certificate of Auditee organization (GOG or GOI) indicating the turnover of Rs. 1 crore or above.