



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6171764
Dated/दिनांक : 25-04-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-05-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-05-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Health & Family Welfare Department Gujarat
Organisation Name/संगठन का नाम	Gujarat Medical Education And Research Society (gmers)
Office Name/कार्यालय का नाम	Ahmedabad
क्रेता ईमेल/Buyer Email	buycon2.gmersg.gj@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Financial Reporting Framework, Audit report, Review of Financial Statements; CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	500001
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	15000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

MEDICAL SUPERINTENDENT
A BLOCK, 301 MEDICAL SUPERINTENDENT GMERS MEDICAL HOSPITAL SOLA AHMEDABAD. GMERS HOSPITAL SOLA, NEAR GUJARAT HIGHCOURT, S G HIGHWAY, SOLA Ahmedabad, Health & Family Welfare Department Gujarat, Gujarat Medical Education and Research Society (GMERS) ,
(Medical Superintendent Gmers Medical Collage And Hospital Sola Ahmedabad)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

No

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Financial Audit Services - Financial Reporting Framework, Audit Report, Review Of Financial Statements; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Financial Reporting Framework , Audit report , Review of Financial Statements
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Payables , Fixed assets, depreciation and amortisation , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Kirangiri Shivgiri Goswami	380061,GMERS Medical college and Hospital, Near Gujarat High Court,S. G. Highway, Sola, Ahmedabad	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

TENDER No.:-----

RECIPT No.:-----

NAME OF TENDERER & ADDRESS:-

**TENDER FORM FOR APPOINTMENT OF
C.A. OF GMERS CIVILHOSPITAL & ROGI
KALYAN SAMITI , SOLA-AHMEDABAD**

YEAR 2024-25

SIGNATURE & SEAL OF TENDERER

IMPORTANT NOTE:-

(A) **COVER (1)** THE ENVELOPE SHOULD BE MARKED AS "TECHNICAL SUPPORTING DOCUMENTS". IT SHOULD BE NOTED THAT ONLY PHYSICAL SUBMISSION OF TECHNICAL BID WITH TENDER FORM DULY SIGNED ON EVERY PAGE SHOULD BE DONE.

(B) **COVER (2)** THE ENVELOPE SHOULD BE MARKED AS EMD

(C) (D) **COVER (3)** ABOVE COVER (1), (2) AND (3) SHOULD BE SUBMIT IN BIG COVER MARKED AS "TENDER FOR APPOINTMENT OF CA " WHICH SUBMITTED AT FOLLOWING ADDRESS **BY R.P.A.D./SPEED POST ONLY.**

ADDRESS :-

MEDICAL SUPRINTENDENT,
GMERS CIVIL HOSPITAL ,
S.G. HIGHWAY ROAD ,
BESIDE GUJARAT HIGH COURT,
SOLA, AHMEDABAD.

Phone No. 079- 27664359

TERMS & CONDITION :-

1, Objective of audit/ C.A.services:

To ensure the fund allocated to Rogi Kalyan Samities under RCH-II/NHM/OTHER GRANT/ INCOME has been utilised as per guideline of RKS and TDS & GST RETURN FILLING WORK OF HOSPITAL.

2. Standards: The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

3 Scope & Coverage of audit:In conducting the audit special attention should be paid to the following:

a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls ; verification of assets and liabilities; a specific report on this aspect would be provided by the auditor annually as part of the management letter;

- b) Funds have been spent in accordance with the condition laid down by the Department of Health & Family Welfare, Government of India from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.
- c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI. For such externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions of Government Gujarat and have all the necessary supporting documentation.
- d) Expenditures if any, ineligible for financing by the development partners (as documented in the Development Credit Agreement with IDA and equivalent agreement with DFID) are disclosed adequately in the financial statements.
- e) All necessary supporting documents, records and accounts have been kept in respect of the project.
- f) **Coverage of Implementing Units:** Audit will cover 100% RogiKalyanSamiti each being a legally registered society
- g) Expenditure made by RKS shall be approved by RKS from time to time.

4 Statutory Audit Report

A format of statutory audit report will be as per financial manual issued by GOI. FMG, SHS instruction regarding statutory audit will must be followed and implement.

Management Letter:

In addition to the audit reports, the auditor will prepare a "Management Letter" as per Performawill be provide by our office, in which the auditor should summarise the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- Report on the level of compliance with the financial internal control.
- Report any procurement which has not been carried out as per the procurement manual/ guidelines of the state.
- Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the project; and
- Bring to Society's attention any other matter that the auditor considers pertinent.

The observations in the management letter must be accompanied by the implications, suggested recommendations from the auditors and management comments on the Observations/recommendations have to be obtained and reported

5 Reporting and Timing

The Statutory audit will be completed within 40 days from the date of appointment and Audit Report should be submitted in five (4) copies with utilization certificates to this office.

Additional Instructions to Auditors

- a. Earnest Money Deposit (EMD) Rs./-. EMD is refundable without bank interest. EMD must be Demand Draft in the name of " ROGI KALAYAN SAMITI, GENERAL HOSPITAL, SOLA". EMD refund to the firm after completion of tender process.
- b. Security Deposit should be deposited at the time of receiving work order by our office. No interest will be given on Security Deposit. The Security Deposit will be given to concern firm after completion or submission or no due of work.
- c. Audit Report of the RKS shall include audit of all the transactions
- d. Audit for the financial year will include all the components under RKS as mentioned in RKS Guide Line.
- e. The auditor appointed shall be required to issue separate Audit Report and audited UTC in Form No.GFR19-A for each RKS in four (4) copies.
- g FILLING WORK OF SALARY & NON-SALARY QUATERLY TDS & GST RETURN.**

6 General: The auditor should be given access to any information relevant for the purpose of conducting the audit.**AND FILLING WORK OF SALARY & NON-SALARY QUATERLY TDS & GST RETURN.**

Section – III

Eligibility Criteria:

- I. The CA firm must be a partnership firm and the particulars of the Firm H.O., and Partners and paid Chartered Accountants should match with the certificate issued by ICAI not later than 1st January of the year under audit, without which the application of the firm would not be considered.
- II. The firms must have H.O. within the Ahmedabad Region namely Ahmedabad District.

III. Firms must qualify following minimum criteria:

Sr. No.	Particulars*	Minimum Criteria
1.	Number of Full Time Chartered Accountant associated with the firm for not less than 1 years (As per Certificate of ICAI as on 1.1.2018)	2
2.	No. of Years of Firm Existence as per ICAI Certificate	2 Yrs.
3.	No. of audit assignments of audit of Charitable Institutions and NGOs. Audit having a Gross Receipt of not less than <u>Rs.25 lakh</u> in the last 2 years.	2
4.	No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years	2
5.	Minimum Audit Staff In firm	7
6.	Firm should not be black listed in Govt. sector/PSU and should not have police complain or court matter due to fraudulence.	
7.	The firms must be empanelled with C & AG	
8.	The firms must have H.O. Office within the Ahmedabad	

- a) Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
- b) **Supporting Documents for Eligibility Criteria:** Following supporting documents must be submitted by the firm along with the technical proposal:
- i. For Sr. No. 1 above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2014.
 - ii. For Sr. No. 3&4, the firm must submit a copy of the appointment letters from the auditee organizations. Branch audit of any bank shall not be considered while taking into account the total no. of assignments.
 - iii. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organisation in respect of any assignment or behaviour, and The firm or any partners of the firm should not have any police complain or court matter due to fraudulence [*Self attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm*].
 - iv. For Sr.No. 7 the firm must submit the proof.

Section IV - Guidelines for Submitting the Proposals:

A. General Guidelines:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following para:

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED.**" This office of Rogikalyansamiti , civil Hospital, Sola, Ahmedabad shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- ii. **Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- iii. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- iv. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- v. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- vi. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- vii. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- viii. Roga kalyansamiti , Civil Hospital, Sola , Ahmedabad reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.
- ix. The firm must submit RFP by Registered Post/ Speed Post only.

B. Technical Proposal:

- i. Letter of Transmittal (**Form T-1**)
- ii. Details of the Firm along with Details of Proprietor/Partners (**Form T-2**),
- iii. Details of Qualified Staff & Semi-qualified Staff (**Form T-3**),
- iv. Brief of the relevant experience (**Form T-4**)

C. Financial Proposal:

- i. The financial bid shall be submitted only for the professional (audit) fee to be charged by the firm. This audit fee **shall be exclusive of taxes as applicable**. The taxes, as applicable (GST), shall be paid separately on submission of final bill by the audit firm. The financial bid shall be submitted as per **Form F-1 on Firm letter pad**.
- ii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.

Form T-1

Letter of Transmittal

To,
Medical Superintendent ,
GMERS Civil Hospital &
RogiKalyanSamiti,
S.G. High Way , Beside Guj. High Court,
Sola.Ahmedabad.,

Dear Sir,

We, the undersigned, offer to provide the audit services for *RogiKalyanSamitis at Civil Hospital, Sola, Ahmedabad* in accordance with your Request for Proposal dated [***Insert Date***]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [***Insert a list with full name and address of each associated Consultant***]

We hereby declare 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.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that The RogiKalyanSamiti , Civil Hospital , Sola, Ahmedabad is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [***Insert Name of the C.A. Firm***] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

()

Form T-2

Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of Branch Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST	Attach copy of Registration
5	Registration No. with ICAI	
6	Empanelment No. with C & A G (if Empanelled with C & A G)	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence& Date of establishment of Firm	Attach copy of Partnership Deed
8	Audit Experience of the Firm: 1. Number of Assignments in Commercial/Internal audit 2. Number of Assignments in Social Sector Audit (Other than audit of Charitable Institutions)	Copy of the Offer Letter & the Fee Charged. Copy of the Offer Letter & the Fee Charged.
9	Details of Partners: Provide following details: • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm.	Attested copy of Certificate of ICAI as on 1.1.2018.
10	If applying in Joint venture, then provide similar details for the firms participating in Joint venture.	Letter jointly signed by all the firms participating in Joint venture whereby they have agreed for the Lead Auditor.
11	Indicate the Lead Auditor in the Joint Venture.	Letter jointly signed by all the firms participating in

	Joint venture whereby they have agreed for the Lead Auditor.
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Form T-3

A. Details of Qualified Staff (Chartered Accountants)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						
..						

Form T-4

Brief of Relevant Experience:

A. Experience of audit in relation to externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).

Sr. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (PI attach a copy of the letter)

B. Experience of audit in. Charitable Institutions and NGOs

S. No.	Name of the Auditee Organization	Grant Receiptof the Auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (PI attach a copy of the letter)

Form F-1

(On Letter Pad of the Firm)

FORMAT FOR COMMERCIAL BID

Sr.No.	Description	Basis	Rate
1	AUDIT FEE (including GST and TA/DA auditors) Including 10B submission & UTC	Annual	Pl. quote rate on line only
2	For Filling E-TDS Return Of Salary & Other Than Salary Per Quarter	Annual	Pl. quote rate on line only
3	For filling of GST return on monthly	Annual	Pl. quote rate on line only
4	Scrutiny and appeal	If necessary	Pl. quote rate on line only

Date:-

Place:-

Name of the firm

Stamp & Signature