

Part C Format for Technical Bid

(Company/Firm letter head)

[Date]

To,

Joint Director (F.B.&A.)
Nehru Yuva Kendra Sangathan
4- Jeevan Deep Building, Ground Floor
Sansad Marg, New Delhi, Delhi-01

Ref: Expression of Interest Notice for Appointment of Internal Auditors for the year 2019-20.

Dear Sir,

We confirm that the information contained in the response or any part thereof, including its exhibits and other documents to be delivered to Nehru Yuva Kendra Sangathan is true, verifiable and complete. Detail is given below: -

Name of Firm	:
Date of Establishment	:
Address	:
Phone No. & Mobile No.	:
Fax No. & Email	:
Registration No. of firm with ICAI (Copy enclosed)	:
CAG empanelment No. (copy enclosed)	:

1. Minimum eligibility Criteria:

Criteria	Mention Yes or No	Attachment
Whether you are a partnership firm		Latest Firm Constitution certificate from ICAI
Are you enrolled with CAG panel for 2019-20?		CAG enrollment certificate 2019-20
Whether you have been in existence for a minimum period of five years		Latest Firm constitution certificate from ICAI
Whether you have at least two Fellow Members (FCAs) as partners		Latest Firm constitution certificate from ICAI
Whether you have at least three years' experience of Internal Audit of 100% aided societies registered under the Society's Act, 1860 and fully funded by the Central/State Government or any central/state govt. body including autonomous organisations and PSUs.		Copies of Mandate/letter of engagement/certificate of completion issued by the organization duly self-attested by a partner of the CA firm.

2. Other details

Particulars	Response	Attachment required
No. of years of experience of the firm		Latest Firm constitution certificate from ICAI
Average Turnover of the firm in last three years 2016-17, 2017-18 and 2018-19		Copies of audited Balance Sheet and P & L Accounts for the financial years 2016-17, 2017-18 and 2018-19
No. of Internal Audit done in the last 3 years of 100% aided societies registered under the Society's Act, 1860 and fully funded by the Central/State Government or any central/state govt. body including autonomous organisations and PSUs		Copies of mandate/letter of engagement/certificate of completion issued by the organization duly self-attested by a partner of the CA firm
No. of Partners (FCA)		Firm constitution certificate from ICAI

3. Detail of Branches

Name of Branch	Name of Branch Head	Address	Phone No. & M. No.

4. Particulars individual partners:

S. No.	Name	Age	ICAI Membership No.	Whether pass DISA/CISA	Whether FCA or ACA

5. Strength of paid staff:

Designation	No. of employees

6. Infrastructure available:

7. Documents to be attached:

- a. Latest Firm constitution certificate from ICAI
- b. CAG enrolment certificate for 2019-20
- c. Copies of Mandate/letter of engagement/certificate of completion issued by the organization duly self-attested by a partner of the CA firm.
- d. Copies of audited Balance Sheets and P & L Accounts for the financial years 2016-17, 2017-18 and 2018-19.
- e. Copies of last three years IT returns.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the Audit, if selected to do so.

We agree for unconditional acceptance of all terms and conditions set out in the EOI document.

It is hereby confirmed that I/We are entitled to act on the behalf of our firm and empowered to sign this document as well such other documents, which may be required in this connection.

Dated this day of 2020

(Signature) (In the capacity of)

(Name)