

No. 10(56)/2008-NICSI

**NATIONAL INFORMATICS CENTRE SERVICES INC.
(NICSI)
(A Government of India Enterprise under NIC)**

**6th Floor, Hall No. 3, 15 NBCC Tower,
Bhikaji Cama Place, New Delhi – 110066.
Tel – 26105054, Fax - 26105212**

Limited Tender No. NICSI/INTERNAL-AUDITOR/2009/15

Limited

Tender Document

For

Hiring of an Internal Auditor for NICSI

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- c. The Agency should have valid PAN number and copy of acknowledgment of IT return of the firm for the assessment year 2008-2009.
- d. The Agency should have sufficient number of full time auditor to carry out audit work.
- e. The Agency should have a valid ICAI registration number.
- f. The Agency must have done at least one audit in Section-25 Company or PSU or any Govt. undertaking. Documentary evidence is to be submitted for the above work.

Enclose attested copy of the documentary proof for all above.

1.3 Submission of Basic bid :

- a. The detailed scope of services to be performed and focus areas identified for being taken up for Audit is enclosed in Annexure-I. Any Agency who does not accept the contract after award in their favour would be debarred from NICSI for a period of minimum 3(Three) years.
- b. Envelope (A) shall contain the following basic documents, in the absence of which bid will be rejected :-
 - i. Attested copies of Articles of Association (in case of Registered firm), Bye laws and certificates for registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm).
 - ii. All documents related to eligibility criteria.
 - iii. Certificate/testimonials in support of similar services given in the last three years.
 - iv. Any other documents which may be relevant to the bid. If a bid is not accompanied by all the documents mentioned (I) to (iv) above, the same will be rejected out rightly.
 - v. **EMD of Rs. 10,000/-(Ten thousand only) in the form of a demand draft/pay order favouring “National Informatics Centre Services Inc.”** payable at New Delhi, issued by a nationalized bank/schedules bank. The EMD will be refunded without any interest after the finalization of L1 vendor.
 - vi. The list of full time Auditors may be provided.
 - vii. An undertaking that the firm, proprietor or partners has not been debarred, or Cautioned by ICAI during the last three years (if So, Give details by the full time proprietor of the firm).

1.4 Submission of Financial bid

- a. Rates should be in Indian Rupees only. Rates quoted must be firm and final and shall remain constant throughout the period of the contract and shall not be

subject to any upward modifications whatsoever. Rates should include all charges leviable on the services being offered. All prices, taxes etc. must be clearly shown in figures and words.

- b. The rate offered by agency should be on quarterly basis.

1.5 Submission of bids

- a. The bid must be in two separate envelopes, as mentioned below:

- Basic Bid including eligibility criteria with EMD
- Financial bid

- b. The bid must be submitted in two separate inner covers, which should be addressed to the **Managing Director, NICS**. These covers should be superscribed as under and should be sealed separately.

“Bid for hiring internal auditor - Basic bid”

“Bid for hiring internal auditor - Financial bid”

- c. The outer cover in which these two sealed covers are placed should be addressed to

**The Managing Director
NATIONAL INFORMATICS CENTRE SERVICES INC.
Hall NO. 2 & 3, 6th Floor
15 NBCC Towers, Bhikaji Cama Place,
New Delhi – 110066**

The outer main cover containing the bids should superscribed the words "*Bid for Hiring of an internal auditor* “

- d. The bidss submitted by telex/telegram/fax/Email or any manner other than specified above shall not be considered. No correspondence will be entertained on this matter.
- e. At any time prior to the last date for receipt of bid, NICS, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Agency, modify the Tender Document by an amendment. The amendment will be notified on NICS's website and will be binding on all concerned parties. In order to afford prospective agencies reasonable time in which to take the amendment into account in preparing their bid, NICS may, at its discretion, extend the last date for the receipt of Bid. No bid may be modified subsequent to the last date for receipt of bid. No bid may be withdrawn in the interval between the last date for receipt of bid and the expiry of the bid validity period specified by the Vendor in the Bid.

- f. The participant shall bear all costs associated with the preparation and submission of its bid. NICSI will, in no case, be responsible or liable for those costs, regardless of the outcome of the process.
- g. Alterations if any in the bid should be attested properly by the Agency, failing which the bid is liable to be rejected.
- h. Printed terms and conditions of the offering agency will not be considered as forming part of their bid.
- i. No deviation in terms of condition will be accepted.

The participant has to enclose an undertaking that they accept all terms and conditions of document.

1.6 Receipt and Opening of Bids

- a. The bid must reach the **Managing Director, National Informatics Centre Services Inc., New Delhi 110066**, complete in all respect latest by **16.07.2009 at 3.00 Hrs.** and it will be opened on **3.30 Hrs.** on same day. No bid will be accepted beyond above mentioned date and time.
- b. Participant agencies bid must be received by NICSI at the address specified above not later than the time given above. In the event of the specified date for the receipt of bid being declared a holiday for the NICSI, the bid will be received up-to the specified time on the next working day. Any bid received by NICSI after the last date of receipt of bid prescribed by NICSI, pursuant of above clause, will be declared late and will not be accepted and /or returned unopened to the participant agency.

1.7 Bid validity

All the Bids must be valid for a period of 120 days from the date of opening. However the rates should be valid for one year from the date of empanelment. No request will be considered for upward price revision during the contract period.

1.8 Evaluation and comparison of bid:

- a. When deemed necessary, NICSI may seek clarifications on any aspect from the participant agency. However, that would not entitle the participant to change or cause any change in the substance of the bid submitted or price offered. This would also not mean that this offer has been accepted.
- b. The duly constituted committee may at its own discretion decide to inspect the participant's office premises to evaluate and ascertain the details as furnished by the participating agency in the basic bid and participant's competence to perform the offered services. All expenses relating to the visits will be borne by NICSI.

- c. NICSI may waive any minor informality or non-conformity or irregularity in an bid, provided such waiver does not prejudice or affect the relative ranking of any agency.
- d. The basic bid will be evaluated as per the tender terms and conditions.
- e. The lowest price offering firm (L1) will be selected on the basis of the rates offered. **The L1 firm has to agree to the lowest rate of optional item in Table-B of the responsive bids falling which L1 bid will be rejected and EMD will be forfeited.**
- f. NICSI reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected agency or agencies, of any obligation to inform the affected agency or agencies of the grounds for NICSI's action and without assigning any reasons.
- g. **THERE WILL BE NO NEGOTIATIONS REGARDING THE FINANCIAL/COMMERCIAL BIDS EXCEPT WITH L1 VENDOR.** However, if NICSI considers necessary, revised Financial/Commercial Bids can be called for from the technically short-listed Agencies, before opening the original Financial/Commercial Bids. In that case, the revised bid should not be higher than the original bids, otherwise bid will be rejected.

1.9 Award of Contract

The selected agency will be awarded contract for one year. In the larger interest of the Company, we may extend the empanelment for additional one year on the basis of satisfactory performance in the previous year.

1.10. Payment terms

- a. The Payment to the agency will be made on the basis of the quarterly report for that quarter. The quarterly report of items as per Annexure-I must be submitted within 30 days after the last date of that quarter. **The quarterly report must be submitted to General Manager, NICSI.**
- b. Payments shall be subject to deductions of any amount for which the agency is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act,1961 and any other taxes.
- c. The agency will submit Pre-receipted bills in triplicate at the end of each quarter, payment will be made within 30 days of submission of complete documents. **Any unjustified and unacceptable delay in submission of quarterly report beyond the 30 days will render the firm liable for damage charges at the rate of 0.2% per day of quarterly charges subject to maximum 30 days.**

1.11. SECURITY

The agency will ensure that no information or data about the policies of the company is taken out in any form including electronic form or otherwise. The Agency also undertakes that any information data gained by the staff of the Agency is not provided to any third party or misused. In case there is such an instance, NICS I will take action against the Agency as deemed fit.

1.12. INDEMNITY

The agency will indemnify NICS I of all legal obligations to its staff deputed to work. NICS I will not be responsible for any injury or loss to the Agency staff performing audit at NICS I premises. All expenses in this regard will be borne by the Agency.

1.13. Providing Services

- a. The agency personnel shall be used for internal audit of the areas specified by NICS I.
- b. The agency shall be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its auditors /representative(s) at NICS I/ NICS I's client premises.
- c. NICS I stands absolved for any liability on account of death or injury sustained by the Agency employee(s) during the performance of this empanelment and also for any damages or compensation due to any dispute between the agency and its employee(s).
- d. NICS I reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory delayed execution of the work. The decision of NICS I will be final in this regard.
- e. The agency should not assign or sublet the empanelment or any part to any other party in any form.
- f. The agency shall deploy only such personnel of requisite qualifications and experience as stated in and who have unblemished character & antecedents.
- g. The agency will provide support through qualified person who have the required knowledge and skill.
- h. Medical or any other allowances to the staff deployed will not be borne by NICS I.
- i. NICS I will only pay the fixed amount quarterly as finalised through this process. All expenses in carrying out the internal audit at NICS I premises such as TA/DA, overtime etc. will be borne by the Agency.
- j. For the staff deployed, the agency shall keep with it, their present and permanent address, educational and technical qualification, specimen signature and two passport size photographs and furnish these details/information to NICS I, before deploying them to NICS I.

1.14. Miscellaneous

- a. Any other terms & condition, mutually agreed to prior to finalization of the work order shall be binding on the agency.
- b. NICS I will not be responsible for any delay in obtaining the terms and conditions of this document or submission of the bid document.
- c. The selected agency shall not, without NICS I's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of NICS I in connection therewith, to any person other than a person employed by the Vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- d.. The selected agency shall not outsource the work to any other associate/franchisee/third party under any circumstances. If so happens then NICS I shall impose sanctions which shall include termination of the Contract for default and debarring for future.
- e. If the selected agency is not able to fulfill its obligations under the contract, which includes non completion of the work, the NICS I reserves the right to accomplish the work through another agency. Any costs, damages etc. resulting out of the same shall have to be borne by the selected vendor, which can be recovered from his bills or sending a claim.
- f. NICS I may terminate the Contract at any time by giving written notice to the selected agency, without compensation to the selected agency, if the selected agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NICS I.
- g. NICS I may, by written notice sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for NICS I's convenience, the extent to which performance of work under the work order and /or the Contract is terminated, and the date upon which such termination becomes effective. NICS I reserves the right -
 - (a) To have any portion completed at the work order and/or the Contract terms and prices; and/or
 - (b) To cancel the remainder and pay to the selected agency an agreed amount for partially completed Services.
- h. In the event of the agency or the concerned division of the Company is taken over / bought over by another company/agency, all the obligations under the agreement with NICS I, should be passed on for compliance by the new company / new division in the negotiation for their transfer.

- i. The vendor automatically agree with NICSI for honoring all aspects of fair trade practices in executing the contract placed by NICSI.

1.15. Termination for Insolvency

NICSI may at any time terminate the purchase order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

1.16. Force Majeure

Force majeure clause shall mean and be limited to the following in the execution of the contract / purchase orders placed by NICSI :-

- War / hostilities.
- Riot or Civil commotion.
- Earthquake, flood, tempest, lightning or other natural physical disaster.
- Restriction imposed by the Government or other statutory bodies, which is beyond the control of the vendor, which prevent or delay the execution of the order by the supplier.

1.17. Termination for default

- a Default is said to have occurred
 - If the agency fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NICSI.
 - If the vendor fails to perform any other obligation(s) under the contract.
- b. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from NICSI (or takes longer period in spite of what NICSI may authorize in writing), NICSI may terminate the contract / purchase order in whole or in part. In addition to above, NICSI may at its discretion also take the following actions
 - NICSI may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered services and the defaulting agency shall be liable to compensate NICSI for any extra expenditure involved towards goods and services to complete the scope of work in totality. The maximum liability of vendor shall not exceed the contract price.

1.18. Arbitration

NICSI and the Supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work order. In case of their failure to resolve the matter will be referred to Chairman, NICSI whose decision will be final and binding on both parties.

The arbitration proceedings shall be held in New Delhi, India

1.19. Applicable law

The work order shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

(Authorized Signatory)

Tender Processing Section

National Informatics Centre Services Incorporated**Scope of Internal Audit and Periodicity****a. Accounts**

Internal Control procedures existing and required, compliances of the code of procedures pre-laid, maintenance of accounts as per laid down procedures, correct credit and debit of income and expenditure. Accounting policies being followed in NICS with reference to Accounting standards.

b. Purchases

This involves purchase including import, procedure for procurement, verification of bills with other and final payments etc.

c. Stock/Store Audit

This involves receipts, and issues of stock/stores, maintenance of stock/stores records, slow moving stocks, physical stock taking and evaluation, writing off non-saleable items.

d. Audit of Personnel expenses

This would include audit of salary and wages, verification of personnel records, verification of benefits that the staff are entitled to leave records, leave salary, GPF contributors etc. to NIC.

e. Statutory Compliance

This would include audit and compliance of TDS, Sales Tax, PF, Leave Salary, GPF Contribution to NIC.

f. Assets

This would involve whether the date of installation and commissioning of computers have been clearly fixed by the authority.

Whether the property and assets registers are posted upto date and reconciled with the financial books.

Verification of the fixed and current assets of the company, procedure of identification and disposal of obsolete and surplus stores.

g. Sales Audit

This would include auditing of the invoices, pricing, export benefits being availed of, verification of export documents and export receivables.

h. **Scrutiny of Ledgers**

This would include review of various ledgers, outstanding and reconciliation thereof.

i. **Bank Reconciliation**

To verify and report on long outstanding entries.

j. **Debtors**

This will involve review of outstanding debtors for more than 6 months. Whether the company has a system of monitoring the timely recovery of outstanding dues and whether company is regularly following and confirmation certificate received from the debtors.

k. **Delegation of Powers**

Delegation of adequate powers for better financial control and decentralized processing, accountability and clear cut responsibilities.

l. **Investments**

Regularly identification of surplus funds and their investment/deposit in suitable instruments, following up of Govt. guidelines in this regard.

m. **Budget and Expenditure**

Monitoring and Budget and Expenditure and business targets.

n. **Business Plan & Target**

Monitoring of business plan & targets.

o. **Others**

Compliance company laws and related aspects

The internal audit would be done quarterly at the end of each other.

p. **Advice on any matter relating to the above.**

q. **Performance**

Delivery of items/services to customer

Payments to vendor

Advice to improve the same

r. **This will involve review of outstanding payments to vendors more than 6 months. Whether the company has any system of monitoring the timely payment of outstanding dues of vendors & whether company regularly following it when the vendor has no fault.**

**FOCUS AREAS IDENTIFIED FOR BEING TAKEN UP FOR AUDIT DURING
THE FINANCIAL YEAR 2007-2008**

**RELEASE DATE:
Location Head Office**

FINANCE, ACCOUNTS, TAXATION & SECETARIAL		Q1	Q2	Q3	Q4
1.	Cash, Bank, Journal and scrutiny of General Ledger with special emphasis on scrutinizing advances outstanding in the name of supplier, sundry debtors and staff with aging analysis.	✓	✓	✓	✓
2.	System of reconciliation with sundry debtors, creditors.	✓		✓	
3.	Review of the reconciliation of the material/stocks lying in stores.	✓		✓	
4.	Bank Account reconciliation and checking of interest received from bank.	✓	✓	✓	✓
5.	System of advance given to employees & including authorization, clearance & pending outstanding.	✓		✓	
6.	Fixed Assets: i. Completeness & appropriateness of fixed assets register & assets movement register including identification numbers, inter HO-Nodes transfer reconciliation with financial records, applicability of relevant accounting standard, Depreciation policy & adherence in all units. ii. Physical verification of fixed assets		✓		✓
7.	Completeness, accuracy and authenticity of excise & custom records and reconciliation of the same with accounts record.	✓		✓	
8.	Timely deduction and deposit of Income Tax and filing of required returns and forms.	✓	✓	✓	✓
9.	Timely submission of Sales Tax returns and forms.	✓	✓	✓	✓
10.	Systems of taking insurance coverage for man, equipment, inventory, building and other assets in respect to coverage & risk with status of pending claims.	✓		✓	
11.	Review of overall working capital management, including idle balances lying in bank accounts.	✓		✓	
12.	Review of the overall cash management.	✓	✓	✓	✓
13.	Review of action taken for recovery of bad-debts.		✓		✓
14.	Penalty paid on account of following, if any, mentioning the amount and reason thereof: i) Provident Fund: ii) Employees Insurance: iii) MTNL, BSNL, DoT etc. iv) Tax Deduction at Source	✓	✓	✓	✓

15.	Comments on Income Tax Assessment covering status and amount: i) Demand raised by department: ii) Analysis of demand with reasons: iii) Follow-up action taken by concerned department till the matter is over: iv) Refund due & time frame in realizing			✓	
16.	Comments on Sales Tax & Service Tax Assessment covering status and amount: i) Demand raised by department: ii) Analysis of demand with reasons: iii) Future action plan			✓	
17.	Review of the applicability of FEMA, RBI and other laws applicable to Company.	✓		✓	
18.	Review of the different incentives to the industry given under Sales Tax, Service Tax, Excise & Custom and their realization.	✓	✓	✓	✓

STORES		Q1	Q2	Q3	Q4
1.	Review of records maintained for recording receipt and issue of material, their completeness, accuracy and correctness.		✓		✓
2.	Review of system of purchase of accessories, recording consumables receipt, issues and consumables and system of taking consumables inventory, its frequency, adequacy and adherence. Physical verification and aging analysis of inventory for classifying materials into slow moving, non moving and dead items & obsolete items. System of identification of slow/non-moving/dead stock both technical and on-technical.	✓	✓	✓	✓
3.	Review of software package being used in store for recording receipt and issue of material and other goods, reports generated from it and adequacy of internal controls and checks in built in it.		✓		✓
4.	Review of records maintained and authorization of cargo handling/custom clearance charges paid for imports.		✓		✓
5.	Adequacy and appropriateness of system of physical verification of technical and non-technical stores.	✓		✓	
6.	Review of items supplied to nodes, users, adequacy of transportation costs, etc.	✓		✓	

COSTING, BUDGET AND MIS		Q1	Q2	Q3	Q4
1.	Costing for the purpose of making quotations, records maintained for the same, their completeness, adequacy and adherence at the time of making quotations and finalization of quotations.	✓		✓	
2.	System of calculation of actual cost and its comparison with the quoted prices.	✓		✓	

3.	Review of various MIS reports generated for their accuracy, authenticity and appropriateness.	✓		✓	
4.	System of budgetary control, approval of capital expenditure.	✓		✓	
5.	Suggestion for control over expenditure.	✓			

SERVICES		Q1	Q2	Q3	Q4
1.	Segment reporting on different services viz, Manpower, training etc.		✓		✓
2.	Review of quality of service provided at all sites, their compatibility and comparison with respect to expenditure on their maintenance & running.			✓	
3.	Proper maintenance of installation, commissioning reports with operations.				✓

MARKETING		Q1	Q2	Q3	Q4
1.	Effectiveness of system for handling user's complaints and review of the record maintained for the same.			✓	✓
2.	System of equipment maintenance & link maintenance (if applicable), billing & collection.		✓		✓
3.	Compliance of time schedule committed to the user.	✓	✓	✓	✓
4.	System of invoicing, adherence of tariff revision.	✓	✓	✓	✓

HUMAN RESOURCE MANAGEMENT & ADMINISTRATION		Q1	Q2	Q3	Q4
1.	Completeness and accuracy of attendance and leave record and follow up of the policies in this regard.	✓		✓	✓
2.	Review of payment made to contract employees and trainees.		✓		✓
3.	Review of personal files of employees their adequacy and completeness.	✓		✓	✓
4.	Compliance of the provisions of various Labour Laws applicable from time to time.	✓		✓	✓
5.	Review of adequacy of manpower.		✓		
6.	Review the records and calculations for leave salary encashment, pension contribution etc. for the employees on deputation.	✓			
7.	Review of proper accounting for canteen facility extended to employees.	✓			✓

EDP		Q1	Q2	Q3	Q4
1.	Review system of taking backup of various data on the network/computer.	✓			
2.	Review steps taken by the EDP for protection of data from unauthorized access and virus.	✓			
3.	Systems of the keeping record of the software manual for in-house developed or purchased software.			✓	
4.	Review of the software for accounts and stores, its suitability, accessibility and backup.			✓	

COMMERCIAL		Q1	Q2	Q3	Q4
1.	Review of records maintained for raising purchase requisition, identification of supplier and issue of purchase order.		✓		
2.	System and procedures for invitation of quotations, making of comparative sheet, placement of purchase order and follow-up of purchase order.		✓		
3.	System relating amendments and cancellation of Purchase Orders.		✓		
4.	Review of the stock holding norms their appropriateness and adherence at the time of equipment procurement.		✓	✓	
5.	Review of validity of running contracts.		✓		

ADMINISTRATION & SECURITY		Q1	Q2	Q3	Q4
1.	Review of various AMCs taken by the Company and frequency of preventive maintenance under these AMCs.	✓		✓	
2.	System & frequency of preventive maintenance of various utility machines such as computers, air conditioners, projection systems, electronics equipment, UPS, etc.		✓		✓
3.	Adequacy of records maintained by the security for movement of equipment.		✓		✓
4.	Review of records maintained for hiring of vehicles, proper maintenance of log book etc.		✓		✓
5.	Review of agreements & performance of housekeeping agency and their coverage under ESIC & PF and other laws as applicable.			✓	
6.	Review of the system of safety measure including placement of equipment, terms & conditions of agreement and training of usage.		✓		✓
7.	Review of various records & registers maintained for security & internal control e.g., EMD register, BG Register, Cheque book register etc. and its effectivity.			✓	

PROJECT AUDITING		Q1	Q2	Q3	Q4
1.	Review of all capital and recurring expenditure relating to various projects.			✓	
2.	System of control over expenditure in accordance with sanction.			✓	

OTHER MATTERS:		Q1	Q2	Q3	Q4
1.	Co-ordination with Accounts Department in finalization of Quarterly Balance Sheet (Current Year)	✓	✓	✓	✓
2.	Quarterly Review of Current Year Balance Sheet with Comments	✓	✓	✓	✓
3.	All observation to be discussed with Accounts Department before finalization of Report	✓	✓	✓	✓
4.	Co-ordination with Statutory Auditor at the year end				✓
5.	100% Checking of Vouchers	✓	✓	✓	✓

Information Sheet

Particulars of Agency/Firm.

a) Name of the Agency:

b) Incorporated as _____ in year _____ at _____

(State Sole Proprietor, Partnership, Private Limited or Limited Firm)

c) Whether any Legal/Arbitration/proceedings is instituted the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details.

Registered Office Address :

Name of the top executive :

Designation :

Telephone Numbers :

Fax Numbers :

E-mail :

Mobile No. :

e) Registration with statutory bodies : Enclose attested photocopy of documents

i) Service Tax No. :

Income Tax No. (PAN) :

ii) ICAI Registration No. :

f) **Infrastructure**

S. No.	Name & Designation	Qualification	Period for which working for the agency	No. of years experience in auditing

g) Annual turn over in similar services as mentioned in tender document

2005-2006

2006-2007

2007-2008

h) List of clients for which agency is engaged in conducting internal audit under the categories

a. Govt. undertaking/bodies

b. Private organization

Any other information contractor would like to furnish :

Signature of Full time partner/proprietor

Date :

Seal of the firm

Place :

Undertaking

1. Firm's name. _____
2. Firm ICAI Registration No. _____

I/We the sole proprietor/ following partners of
M/s _____ Chartered Accountants do
Hereby jointly & severely verify and declare.

- i. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the bid is later found not correct or false or there has been suppression of material information, the form would stand disqualified from empanelment/allotment of audit for 3 years and might be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- ii. that the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years(if,so,give details);
- iii. that individually we are not engaged in practice under section 2 (2) of the Chartered Accountants Act, 1949.
- iv. that the constitution of the firm as on 01-01-2009 enclosed in the bid is same as that in the ICAI records.

Sr. No.	Name of the full time partner/ sole proprietor	Membership Registration No.	PAN No.	Dates of payment of the fees for the year 2008-2009 A/B*	Signature of full time partner / proprietor.

(Seal of the Firm)

*A For membership

B For issue of certificate of practice

Place:

Date:

Financial Bid for Internal Audit**Table A**

Sl. No.	Item	Amount (Rs.) in figures & words
1.	Quarterly Charges for the scope of internal audit work specified in Annexure I. The amount should include all expenses such as TA/DA etc.	
2.	Service Tax or any Govt. tax (Specify)	
3.	Total (1+2) for selection of L1	

Optional***Table B**

Item	Amount (Rs.)
Preparation of Accounts Manual of NICSI	

Note : For this item, agency has to agree to lowest rate of the responsive bids.

: No other charges will be paid except for the lowest rates of Sl. No. 1 & 2 table A

Place:

Signature with Stamp

Date: