



অসম ৰাজ্যিক মহাকাশ প্ৰয়োগ কেন্দ্ৰ

(বিজ্ঞান, প্ৰযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM STATE SPACE APPLICATION CENTRE

(Department of Science, Technology and Climate Change, Govt. of Assam)

Bigyan Bhawan, Near ABC Point, G. S. Road, Guwahati - 781005, Assam, India

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E-mail

No. ASSAC/ACCTS/72/2022/260

Date: 30/08/2022

Request for Proposal (RFP)

For Appointment of Concurrent Auditor Financial Year 2021-22

Assam State Space Application Centre

Department of Science Technology and Climate Change, Govt of Assam

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Data Sheet

Request for proposal on behalf of the Director, Assam State Space Application Centre, Assam are invited in two bid system i.e., Technical Bid and Financial Bid for appointment of Concurrent Auditor for the financial year 2021-22

Schedule	
Activity Description	Schedule
RFP (RFP) No.	ASSAC/ACCTS/72/2022/260
Address for bid submission	Assam State Space Application Centre, 3 rd Floor Bigyan Bhawan, G.S. Road, Guwahati-781005
Date of release of RFQ Document	30/08/2022
Last date of receiving queries	Within 3 days of the release of the RFP Document
Email id for receiving Queries	dirassac2021@gmail.com
Issue of Addendum/Revised RFP Document (if required)	Within 4 days of the release of RFP Document (only if required). On the following website: http://astec.assam.gov.in/
Last date and time of Bid submission	16/09/2022 02:00 PM
Date and time of bid opening and evaluation	17/09/2022 03:00 PM
Issue of Notice of Award (NOA)	Within 7 days of Bid Opening
Signing of the Contract	Within 10 days of issue of Notice of Award
Contract Period	1 (one) year. However, the contract may be extended subsequently, on mutual consent and on the same terms and conditions for a period of 2 years on review of performance, depending upon the requirements.

Disclaimer

The information contained in this RFP Document or subsequently provided to the Bidders, whether verbally or in documentary or any other form, by or on behalf of the Assam State Space Application Centre, Govt of Assam is provided to the Bidders on the terms and conditions set out in this RFP Document and such other terms and conditions subject to which such information is provided.

The purpose of this RFP Document is to provide the Bidder(s) with information to assist the formulation of their bid. This RFP Document does not purpose to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons and it is not possible for the ASSAC to consider the objectives, financial situation and particular needs of each Bidder who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document, and where necessary obtain independent advice from appropriate sources. The statements and explanations contained in this RFP document are intended to provide an understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidders.

The issue of this RFP Document does not imply that RFP Inviting Authority is bound to appoint Concurrent Auditor as Successful Bidder. The RFP Inviting Authority reserves the rights to amend or withdraw any of the terms and conditions contained in the RFP Document or to reject any or all RFPs without giving any notice or assigning any reasons thereof. The decision of the Director, Assam State Space Application Centre in this regards shall be final and binding on all.

The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

Each Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses affiliated with any demonstration or presentation which may be required by the RFP Inviting Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will be borne by the Bidders and the RFP Inviting Authority and its employees and advisors shall not be liable, in any manner whatsoever, for the same or for any other costs or other expenses incurred by any Bidder in preparation for submission of its Bid, regardless of the conduct or outcome of the Bidding Process.

Context/Background

1.1 Assam State Space Application Centre (ASSAC) was formerly known as Assam Remote Sensing Application Centre (ARSAC), under Assam Science Technology and Environment Council (ASTE), Science Technology and Climate Change Department (STCCD), Government of Assam. ARSAC was notified by Government of Assam as State “Nodal Agency” for promoting Remote Sensing (RS), Geographical Information System (GIS) and Global Positioning System (GPS) related work and services vide *Notification No.STE 86/2016/93 dated Dispur the 23rd March, 2018.*

Reconstitution of ARSAC as a separate autonomous body under STCCD Deptt. Govt of Assam was discussed in the Executive Committee Meeting of ASTE Council held on 11/04/2018 at Bigyan Bhawan, G. S. Road, Guwahati-5.

The Hon’ble Cabinet, in its meeting held on 28.7.2021 decided to carve out the Assam Remote Sensing Application Centre (ARSAC) from Assam Science Technology and Environment Council (ASTE). The Hon’ble Cabinet further in its meeting held on 06.10.2021 approved the following:

- a) Renaming of Assam Remote Sensing Application Centre (ARSAC) as Assam State Space Application Centre (ASSAC).
- b) Registration of Assam State Space Application Centre (ASSAC) Society, under the Societies Registration Act, 1860.
- c) Memorandum of Association and Rules of Assam State Space Application Centre Society.

As a follow up action based on the decision of the Cabinet, ASSAC was registered under Societies Registration Act. XXI of 1860 on 3rd of November, 2021. The detail of Registration is as follows:

Registration No. RS/KAM(M)/263/X/302 of 2021-2022, dated 03/11/2021 (UBIN:618/1191/NOPAN/10/2021)

Subsequently for independent functioning of ASSAC, 23 nos. of ASTEC officials (both scientific and technical) has been transferred to ASSAC with a vision for Promoting the use of space technology tools, ICT & Geo-information for governance and developmental planning. Space inputs governance and developmental planning will be utilised in sectors such a natural resources, infrastructure, utility services and disaster management, training and capacity building etc. and to render necessary geospatial services for the benefit of the society.

Bye laws:

- (i) ASSAC financial bye laws and Service rules

The draft Financial Rule of ASSAC named as “ASSAM STATE SPACE APPLICATION CENTRE FINANCIAL BYE LAWS “has been prepared and placed for approval by the Executive Committee.

(ii) Administrative / Accounts personnel staff requirements (i.e., filling of the vacant posts for ASSAC, Accountant and Admin Assistant etc.

As stop gap arrangement FAO is appointed by STCCD, GOA. Services of existing supporting staff of ASTEC are utilized temporarily for ASSAC till filling up of the vacant post notified against ASSAC.

(iii) Appointment of Chartered Accountant

Under Clause 26 (page 21) of Rules of Business of ASSAC, it is stated that "the Accounts of the Society shall be audited by the Statutory Auditor to be engaged by the Executive Committee out of the empanelled list of such auditors with the Comptroller and Auditor General of India".

(iv) Enrollment of ASSAC with CAG for periodical auditing

Under Clause 27 (page 21) of Rules of Business of ASSAC, it is stated that “An annual report of the proceedings of the Society and all work undertaken during the year shall be prepared by the Executive Committee for the information of the members of the Society, State and Central Governments. The report and the audited accounts of the Society shall be presented at the Annual General Meeting of the Society. The accounts would be open to audit by the Comptroller and Auditor General of India CAG) as well.

1.2 Funding and Accounting Arrangement

Funds attributed to ASSAC project are transferred from State Treasuries and from various agencies to the designated bank account of Assam State Space Application Centre. ASSAC receives fund from Government of Assam in form of Grants-in-Aid and other administrative expenditure.

Purpose and Scope of this RFP document

2.1 Assam State Space Application Centre needs a systematic examination of the financial transactions done at the office on a regular basis to ensure the accuracy, authenticity, compliance with procedures and guidelines of the Cabinet Memo through a full-fledged professional Concurrent Auditor covering functions of Departmental Internal Audit.

2.2 The emphasis of the Concurrent Audit is not a test checking mechanism but to be a substantial checking of transactions, to ensure whether the financial management arrangement and physical performance are effectively working identification of areas to be improved to enhance the efficiency etc. and it would be an ongoing appraisal of the

healthy financing. In this background the Assam State Space Application Centre decided to appoint independent Chartered Accountant firm to undertake periodical audit and report on vital parameters which would depict the true picture of Financial and Accounting.

2.3 Objectives of Concurrent Audit:

1. To ensure voucher/evidence based payments to improve transparency.
2. To ensure accuracy and timeliness in maintenance of Books of Accounts.
3. To ensure timeliness and accuracy of periodical Financial Statements.
4. To ensure compliance with laid down systems, procedures and policy.
5. To regularly track, follow-up and settle advances on priority basis.
6. To assess and improve overall internal control systems.

2.4 The scope of work of Concurrent Auditor as follows:

1. The scope of Concurrent Audit covers all activities being implemented by the Assam State Space Application Centre
2. Physical verification of stock/fixed assets.
3. Audit of the provisional Utilisation Certificates sent to GOI and GOA.
4. Review of Action Taken Report on Concurrent Auditor's comments, observations thereon.
5. Any other evaluation work as desired by the Authority.
6. Concurrent Auditor shall review and help in the preparation of the Financial Statements
7. Firms shall submit monthly Executive summary effecting major deficiencies, weakness noticed in the internal controls, suggestions to improve the internal control, extent of non-compliance of Government of Assam and various tax laws (Income Tax, GST etc.)

2.5 Frequency: Concurrent Audit will be carried out on Half Yearly basis.

2.60 Methodology for conducting audit/reporting:

1. The audit team shall be led by the Chartered Accountant – Proprietorship/Partner of the audit firm with experienced assistants as the work may warrant.
2. The audit personnel for the audit period should not be changed so that the continuity and consistency is maintained. The audit firm shall conduct appropriate due diligence before employing any personnel who will be entrusted with the work of conducting the concurrent audit of the organisation. The audit firm is also responsible for any commission and omission of its employees which may cause and or likely to cause any loss/damages to the organisation.
3. If there are any changes in the constitution of the firm during the period of the appointment it shall be informed to the organisation immediately.
4. Before commencing the audit, the members of the Audit team should be properly introduced to the Society by proper introduction letter duly attested by the Chartered Accountant Proprietor/Partner of the firm.
5. Auditor to be guided by the Circular. Manual of Instructions and other Guidelines available in the Society for conducting audit.
6. The auditors should keep watch on withdrawals/purchases and any other deviations to the codal formalities shall have to be reported to the authority immediately.
7. The audit team should adopt the following procedure in the matter of reporting their findings:
 - a. As on the last day of the audit period, the audit firm shall prepare an Executive Summary/Quarterly report (as applicable) signed by both the auditor and the controlling officer.
 - b. The Executive Summary should cover the critical areas mentioned in the checklist/guidelines and the irregularities/shortcomings observed during the course of the audit. Auditors are however free to report any other deficiencies which they may come across during the course of audit.

- c. Any transactions of serious nature which is unusual/not normal to the usual course of business or any other unhealthy practices indulged by the Society, persistent irregularities, observed during the physical verification, transaction of fraudulent nature, other serious irregularities like disbursement without proper sanction/incomplete documentation/irregularities as per guidelines, as a whole on a monthly basis may however be reported immediately by way of separate letter along with Executive Summary.
8. The serious irregularities, if any, noticed shall be covered exhaustively in the executive summary submitted to the organisation.

2.7 Standards: The audit should have to be carried out in accordance with Engagement and Quality Control Standards (Audit and Assurance), SIAs issued by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing (except where certain minimum coverage of implementing unit is specified) the auditor reduce the risk to an acceptable level that consistent with the objective of the audit. In addition, the auditor should specifically consider the risk of material statements in Financial Statements resulting from fraud.

3 General Terms and Conditions:

- 3.1 **Parties:** The parties to the Contract are the Auditor (the RFP to whom the work is awarded) and the Director, Assam State Space Application Centre, Assam
- 3.2 **Addresses:** For all purpose of the contract including arbitration there under, the address of the Auditor mentioned in the RFP shall be final unless the Auditor notifies a change of address by a separate letter sent by registered post to the Assam State Space Application Centre, 3rd Floor Bigyan Bhawan. The auditor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 3.3 **Period of Contract/duration:** The contract will be initially for a period of one (1) year. However, the contract may be extended subsequently, on mutual consent and on the same terms and conditions for a period of 2 years on review of performance, depending upon the requirements.
- 3.4 **Payment of Fees:** The Concurrent Audit fees after statutory deductions will be released after fulfilment of the following conditions:
1. Submission of Audit Report within the stipulated time.
 2. Submission of Executive Summary Report within the stipulated time
 3. Review of Action Taken Report of previous Audit Report.
- 3.5 **Minimum Fees: Rs. 50,000**
- 3.6 **Agreement:** The successful bidder will have to enter an agreement initially for a period of one year, further extendable subject to clause 3.5 of “*General Terms and Conditions*”. The draft format of agreement is at **Form T-6**.

4 Specific Terms and Conditions:

4.1 Eligibility Criteria:

Sl. No.	Eligibility Criteria	Supporting Documents to be submitted	Page No.
(a)	Firms should have Empanelment with C&AG of India for 2020-21 and applied for 2021-22. Proof of empanelment with C&AG to be attached.	For (a) and (b) Attested copy of the Registration Certificate issued by the ICAI contains Head Office and Branch office.	
(b)	The firm must have its Principal Office within the State for which the proposal is given preference. (Such Head office should be existed within the State for not less than Five years as per the ICAI Certificate).		
(c)	The firms should have an annual turnover of 30 Lakhs Per Annum for	For(c) The firm must submit a copy of	

	last three years	Audited Balance Sheet and P&L Account for the last three years otherwise a Certificate issued by any C.A. firm may also be provided in this regard providing the breakup of fees (Auditing Fees, Taxation, others)	
(c)	The firm should have a minimum 5 years of experience of internal/concurrent audit of Government funded society/Public Sector undertakings	<u>For (d) and (e)</u> The firm must submit an attested copy of Certificate of ICAI as on 01.01.2020.	
(d)	Number of full time FCA associated with the firms for not less than 5 years (as per certificate of ICAI as on 01.01.2020) should be 4		
(e)	The firm should have sufficient staff strength and able to put minimum of 3 member team at a time	<u>For (f) and (g)</u> List of Partners/Audit staff of the firm	
(f)	Audit team must consist of 1 CA Partner/Qualified Assistant 2 Paid Assistant		
(g)	No. of assignment of Concurrent /Statutory Audit (having a turnover of not less than Rs. 10 crore in the last 5 years) should be – 5	<u>For (h)</u> The firm must submit a copy of the appointment letters from the auditee organisations. Branch audit of any Bank shall not be considered while taking into account the total no. of assignment.	
(h)	The firm or any other partners should not be blacklisted by any organization in respect of any assignment (i.e.) Government/Public Sector any other organization	<u>For (i)</u> The firm or any partners of the firm should not be black listed by any PSUs or Govt. organization or any other organization in respect of any assignment or behavior. – An up-to date Affidavit of Non-Blacklisting on Non Judicial Stamp Paper in any Govt./Semi Gov./PSU deptt. from public notary/competent legal authority.	

4.2 The Technical Proposal evaluation shall be based on the following parameter:

Sl. No.	Particulars	Minimum Criteria	Maximum Marks	Evaluation Criterion	Marks
1.	Turnover of the Firm (Average annual in last three financial year)	30 Lakhs	20	0-30 Lakhs 31-60 Lakhs 61-90 Lakhs 91 Lakhs+	5 10 15 20
2.	Audit Experience of the firm Number of Assignments in	5	20	0-5 nos. 6-10 nos.	5 10

	Commercial/Statutory Audit			11-15 nos. More than 15 nos.	15 20
2.	Number of full time FCA associated with the firms for not less than 5 years (as per certificate of ICAI as on 01.01.2020)	4	20	0-4 nos. 5-10 nos. 10+ nos.	5 10 20
3.	Staff Strength	3	20	0-3 nos. 4-6 nos. 7+ nos.	5 10 20
4.	Audit Team 1 CA Partner/Qualified Assistant 2 Paid Assistant	1 CA 2 Paid Assistant	10 10	1 nos. 2+ nos. 2 nos. 2+ nos.	5 10 5 10

4.3 Selection Methodology: A single stage procedure shall be adopted in evaluating the proposals

a. Technical Proposal

- (i) Only Technical Proposal shall be opened first for all the firms
- (ii) Thereafter, a technical evaluation shall be carried out as per the evaluation parameters provided in the Clause *Specific Terms and Conditions*.
- (iii) The Technical Proposal scoring at least 50 % of the marks shall be considered as Qualified on Technical Parameters. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or it fails to achieve the minimum technical score (i.e at least 50%).

- b. **Financial Proposal:** Financial proposal shall be opened only for those firms who have qualified on Technical Parameters (i.e at least 50%). Financial Proposal of the firms which have not qualified on technical parameters shall be returned unopened after completion of the selection process.

4.4 Guidelines for Submitting the Proposals

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

4.4.1 The original and all copies of the Technical Proposal and Financial Proposal shall be placed in a sealed envelope clearly marked **“REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF CONCURRENT AUDITOR FOR ASSAM STATE SPACE APPLICATION CENTRE, ASSAM FOR THE FY 2021-22”**.

4.4.2 The Society shall not responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal’s/ bid’s rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/invalid.

4.4.3 All bidders must comply with the RFP document clauses.

4.4.4 Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.

4.4.5 All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written ink

4.4.6 The Technical bid must be submitted along with the **Index/Contents**.

4.4.7 The Technical Proposal shall be marked **“ORIGINAL”** or **“COPY”** as appropriate. All required copies of the Technical Proposals are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

4.4.8 In case same audit fee is quoted by two or more CA firms, the selection of auditor shall be done considering the marks obtained in the following factors

Sl. No.	Particulars	Evaluation Criterion	Marks
1.	<u>Experience - A</u> Number of Assignments in Commercial/Statutory Audit	0-5 nos. 6-10 nos. 11-15 nos. More than 15 nos.	5 10 15 20
2.	<u>Experience - B</u> Number of Assignments of Externally Aided Projects/Social Sector Project (excluding audit of Charitable Organization)	0-5 nos. 6-10 nos. 11-15 nos. More than 15 nos.	5 10 15 20
3.	<u>Experience - C</u> Experience in the other relevant assignment	0-5 nos. 6-10 nos. 11-15 nos. More than 15 nos.	5 10 15 20
4.	<u>Turnover</u> Average annual Turnover of the firm for the last three years	0-30 lakhs 31-60 lakhs 61-90 lakhs 91lakhs +	5 10 15 20
4.	<u>Number of full time FCA</u> Number of full time FCA associated with the firms for not less than 5 years (as per certificate of ICAI as on 01.01.2021)	0-4 nos. 5-10 nos. 10+ nos.	5 10 20

Note: If the Auditors obtain the same marks then the appointment shall be made upon extensive comparative analysis between the successful bidders on the following factors:

- Experience
- Number of full time FCA
- Strength of the Audit Team

4.4.9 Assam State Space Application Centre reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization

4.5 Technical and Financial proposals formats:

4.5.1 Letter of Transmittal (Form T-1)

4.5.2 Technical Proposal format (Form T-2)

4.5.3 Detail of Qualified Staff (Form T-3)

4.5.4 Relevant Experience (Form T-4)

4.5.5 Financial Bid format (Form T-5)

4.5.6 Draft Agreement (Form T-6)

Form T-1
(Letter of Transmittal)

To
The Director
Assam State Space Application Centre
Guwahati – 781005
Assam

Sir/Madam,

We, the undersigned, offer to provide the audit services for Assam State Space Application Centre, Assam in accordance with your Request for Proposal dated [*Insert Date*]. We hereby submitting our proposal, having details about the firm and proposed audit fees.

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 Fees quoted by us is valid till six months from the date of submission of the proposal. 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 Assam State Space Application Centre, Assam 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

(Seal and Signature)

Form T -2
Format for Technical Proposal

Sl. No.	Particulars	Supporting documents required to be submitted along with this form
1.	Name of the Firm	
2.	<p>Addresses of the firm <u>Head Office Address:</u></p> <p>Phone No. Email: Mobile No. of Head Office in charge Date of Establishment of the firm Date since when is H.O at the existing Station</p> <p><u>Branch Office Address:</u></p> <p>Phone No. Email: Mobile No. of Head Office in charge Date of Establishment of the firm (Particulars of each Branch to be given. Mention the date of establishment of each branch offices since when existed at the existing place)</p>	
3.	Firm Income Tax Pan No. (Attached copy of PAN card)	
4.	Firm GST Registration No. (Attached copy of Registration)	
5.	Firm's Registration no. with ICAI (Attach a copy of certificate downloaded from ICAI websites showing the name and address of H.O., B.O and partner etc.	
6.	Empanelment no. (Attach proof of empanelment with C&AG for the year 2020-21 and copy of the application submitted to C&AG for the year 2021-22 confirming that the firm is eligible for PSU audit	
7.	No. of years of firm existence and date of establishment of firm (Attach copy of Partnership Deed)	
8.	Turnover of the firm in the last three years Attach copy of Audited Balance Sheet and P&L Account for the last three years otherwise a Certificate issued by any C.A firm may also be provided in this regard providing the breakup of fees (Auditing Fees, Taxation, others)	
9.	Audit Experience of the firm (Copy of the offer letter and the fee charged for each assignment. Relevant evidences to be given of the turnover and fee): (i) Number of Assignments in Commercial/Statutory Audit	

	<p>(ii) Number of Assignments of Externally Aided Projects/Social Sector Project (excluding audit of Charitable Organisation)</p> <p>(iii) Experience in the other relevant assignment</p>	
10.	<p>Details of Partners (Attested copy of the certificates of ICAI not before 01.01.2021): Provide the following details</p> <p>(i) Number of Full Time Fellow Partners associated with the firm</p> <p>(ii) Name of each partner</p> <p>(iii) Date of becoming ACA</p> <p>(iv) Date of becoming FCA</p> <p>(v) Date of joining the firm</p> <p>(vi) Membership No.</p> <p>(vii) Qualification</p> <p>(viii) Experience</p> <p>(ix) Whether the partners is engaged full time or part time with the firm</p> <p>(x) Their Contact Mobile No. Email and Full Address</p>	

Form T-3

- 1) Details of Qualified Staff (Chartered Accountants) – Please provide a self-attested copy of certificate of ICAI as on 01.01.2020 for each qualified staff

Sl. No.	Name of Staff	Length of Association with the firm (in years)	Educational Qualification	Areas of Key Expertise	Membership No.	Relevant Experience

N.B. May add extra sheets if required with seal and signed

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

Sl. No.	Name of Staff	Semi Qualified Staff/ Article Clerks/Others	Length of Association with the firm (in years)	Educational Qualification	Areas of Key Expertise	Membership No.	Relevant Experience

N.B. May add extra sheets if required with seal and signed

Form T-4

1) Experience of Audit in relation to External Aided Projects/State’s Social Sector Projects
(Excluding the audit of Charitable Institutions and NGOs)

Sl. No.	Name of the Auditee Organisations	Grants-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope and coverage of the assignment	Duration/Completion of Assignment	Proof of letter of work or assignment awarded by the auditee organization (attach a copy of the letter)	Page No.

N.B. May add extra sheets if required with seal and signed

1) Experience of Audit in Commercial Sector/PSUs etc.

Sl. No.	Name of the Auditee Organisations	Grants-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope and coverage of the assignment	Duration/Completion of Assignment	Proof of letter of work or assignment awarded by the auditee organisation (attach a copy of the letter)	Page No.

N.B. May add extra sheets if required with seal and signed

Form T-5

Format for Financial Proposal

**“FINANCIAL PROPOSAL FOR THE APPOINTMENT OF CONCURRENT AUDITOR FOR
ASSAM STATE SPACE APPLICATION CENTRE, ASSAM FOR THE FY 2021-22”**

Particulars	Total Amount (in rupees)
AUDIT FEE (a) Audit Fees (per year including TA/DA etc.)	(Both in Numeric and in words) Rs. _____/- Rupees _____
(b) GST	Rs. _____/- Rupees _____
(c) Total Fees	Rs. _____/- Rupees _____

Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.

Form T-6
Draft Agreement
CONTRACT

THIS CONTRACT “For Appointment of Concurrent Auditor for ASSAM STATE SPACE APPLICATION CENTRE” is entered into this [insert Date], by and between Director, **Assam State Space Application Centre, Assam**, (“Client”) having its principal office at 3rd Floor, Bigyan Bhawan, Guwahati – 781005, and [Concurrent Auditor Firm Name] (“the Auditor”) having its principal office located at [Concurrent Auditor Firm Address].

WHEREAS, the Client wishes to have the Auditor perform the services hereinafter referred to, and
WHEREAS, the Auditor is willing to perform the services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services:** The Auditor shall perform the services as per the terms and conditions of the RFP. The Auditor shall provide the personnel “Auditors Personnel” to perform the services as per the proposal. The Auditor shall submit Clients Reports in the prescribed forms and within the time period “Auditor Reporting Obligations”.
- 2. Period of Contract/duration:** The contract will be initially for a period of 1 (one) year. However, the contract may be extended subsequently, on mutual consent and on the same terms and conditions for a period of 1 year on review of performance, depending upon the requirements.
- 3. Payment:** For Service rendered pursuant to RFP, the client shall pay the Auditor an amount not to exceed **Rs. _____ (inclusive of taxes) (Rupees _____ Only)**. This amount has been established based on the understanding that it includes all of the Auditor’s costs and profits exclusive of tax obligations that may be imposed on the Auditor. The statutory tax obligations that may be imposed on the Auditor. The statutory taxes obligations shall be paid by the Client separately as applicable.
The Concurrent Audit fees after statutory deductions will be released after fulfillment of the following conditions:
 - (i) Submission of Audit Report within the stipulated time.
 - (ii) Submission of Executive Summary Report within the stipulated time
 - (iii) Review of Action Taken Report of previous Audit Report.
- 4. Performance Standard:** The Auditor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity in line with the Engagement & Quality Control Standards issued by ICAI. Specific reference is invited to standard (SA 600 – AAS 10- relying on work of another auditor) and SA 230 (AAS 3 - Documentation). The Auditor shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory and any substitution of staff, if necessary, shall be with a staff of atleast the same level of qualifications.
- 5. Ownership of Material:** Any studies report or other material, graphic, software or otherwise, prepared by the Auditor for the Client under the Contract shall belong to and remain the property of the Client. The Auditor may retain a copy of such documents and software.
- 6. Assignment:** The Auditor shall not assign this Contract or sub-contract any portion of it without the Clients prior consent.

- 7. Law Governing Contract and Language:** The Contract shall be governed by the laws of

Government of India and the language of the Contract shall be English.

- 8. Dispute Resolution:** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Government of India.

For The Client
Signed by:
Designation:

For The Auditor
Signed by:
Designation: