

Notice Inviting Tender

For Appointment of Chartered Accountant Firms for conducting Internal Audit of JICA funded “Assam Health System Strengthening Project” under Assam Health Infrastructure Development and Management Society (AHIDMS)

NIT No. JICA/PMU/AUDIT/40/2022/

dtd. 2nd November, 2022

**AHIDM Society, 4th Floor, Nayantara Supermarket Complex,
Six Mile, Guwahati- 781022
Email: jica.pmu.health.assam@gmail.com**

SECTION-I
NIT INFORMATION

Name of Assignment: **Open Tender for Appointment of Chartered Accountant Firms for conducting Internal Audit of JICA funded “Assam Health System Strengthening Project” under Assam Health Infrastructure Development & Management Society (AHIDMS).**

Sealed tender under “SINGLE STAGE, TWO BID SYSTEM” are invited for Chartered Accountant Firms for conducting Internal Audit of AHIDMS.

Important Information

Sl. No.	Event	Information to the Consultants
1	Date of Release	03/11/2022
2	Pre-Bid meeting	15/11/222 at 3.00 PM
3	Last Date of submission	28/11/2022 up to 11:00 AM
4	Date of Opening Bid	28/11/2022 at 3:00 PM
5	Earnest Money Deposit (EMD)	Rs. 5,000/-
6	NIT Document available at	https://ahidms.assam.gov.in/
7	Address for submission in hard copy	AHIDMS, 4 th Floor, Nayantara Supermarket Complex, Six Mile, Guwahati- 781022

SECTION-II SCOPE OF WORK

Internal audit is an important tool of management to keep watch and exercise control over activities of the Organization. With the specialized knowledge of professional firms of Chartered Accountants, AHIDM Society endeavors to significantly improve not only finance & accounting related performance but also exercise management control over non- financial activities with the help of efficient Internal Audit mechanism.

The audit firm would be required to conduct the internal audit of JICA funded “Assam Health System Strengthening Project” under Assam Health Infrastructure Development and Management Society (AHIDMS) in accordance with the standards /procedure on audit. The detailed scope of work for Audit is at **Annexure- A**.

Initial engagement period of appointment will be for one year for the FY 2022-23. Based on the satisfactory performance, the tenure may be further extended on yearly basis for a maximum period of two more years.

AHIDMS invites sealed tenders super scribing the name of the work for consideration.

The audit of the accounts should be carried out on a **quarterly basis** without any over lapping. Quarterly Internal Audit reports & Annual Audit report need to be submitted to the Project Director, AHIDMS in triplicate after completion of each quarter within 15 days and the audit period should be minimum of 10 days for each phase of audit covering the entire scope of work.

Audit firm is required to visit and perform the audit work at O/o Project Director, AHIDMS, 4th Floor, Nayantara Supermarket Complex, Six Mile, Guwahati- 781022 as per scope of work.

SECTION-III

INSTRUCTIONS

(A) BASIS AND PAYMENTS:

The proposal should include price all-inclusive lump sum in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at Annexure – B. The Contract price and the scope of work also include any other services, etc. which is not specifically identified but are required for completion of the assignment.

(B) TERMS OF PAYMENT:

All payments would be claimed by the Firm from AHIDM Society on being due, and would be accepted for payment by Competent Authority of AHIDM Society based on the satisfactory completion of the audit work in sole discretion of AHIDM Society. The audit firm shall raise invoice after successful completion of audit and submission of reports, U.C, SoE etc as per the work order. AHIDM Society shall make payment on receipt of such invoice in triplicate.

(C) OWNER’S RIGHT TO ACCEPT/ REJECT THE PROPOSAL

AHIDM Society reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Auditing Firm concerned or any obligation to inform the Auditing Firm concerned of any grounds for the Owner’s action.

(D) CONFIDENTIAL:

The Audit firm shall not disclose the documented management systems to any third party including their internal department.

(E) SUB-CONTRACTING:

Audit firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

(F) DISCLOSURE OF MINIMUM FEES IN THE RFP DOCUMENT:

Rs. 60,000/- (excluding taxes) p.a. This is indicative only for minimum fees. The firms those are interested to be appointed will have to quote consolidated audit fees including expenses on TA/DA and Taxes.

(G) SUBMISSION OF EMD:

EMD of Rs. 5,000/- in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favour of “Assam Health Infrastructure Development and Management Society” Payable at Guwahati must be submitted along with the Technical bid.

(G) PENALTY PROVISIONS:

A penalty of Rs. 200/- per day may be imposed on audit firm in case of any unjustified delay in successful completion of audit work at the sole discretion of the Project Director, AHIDMS subject to maximum 10% of amount of fee as and when due.

NOTE TO THE BIDDERS: ALL BIDDERS ARE REQUESTED TO PREPARE AN INDEX AND MENTION PAGE NUMBERS AGAINST ALL THE DOCUMENTS SUBMITTED

SELECTION PROCESS:

Sl. No.	Particulars	Points per criteria	Maximum Points	Supporting documents	Document Submitted/ not submitted	Page Nos.
1	No. of years of over all experience (minimum 5 years)	5-15 years: 10; 15-25 years :15 More than 25 years : 20	20	Copy of certificate of incorporation from ICAI (Should be flagged Annexure I)		
2	No. of years of experience as Internal Auditor. (minimum 5 years)	5-15 years: 5; 15-25 years :10 More than 25 years : 15	15	Work Orders. (Should be flagged Annexure II)		
3	No. of Qualified CA partner or employee (At least Two)	2 (two) per qualified partner/ employee	10	Copy of certificate in the name of the partner/ employee Work Orders. (Should be flagged Annexure III)		
4	Experience of Internal Audit assignment in Government Institute/ Semi Government Institutes/PSUs/ Govt. Societies in last five Years	3 Points per assignment	15	Work orders. (Should be flagged Annexure IV)		
5	Average annual turnover of last three years. (Minimum Rs. 20 Lakh).	20-25 Lakh: 5 25-30 Lakh:10 Above 30 Lakhs :15	15	Financial statement of the firm along with schedules for the preceding three financial years And IT Return (Should be flagged Annexure V)		

6	Firm having HO/ Branch Office registration in Guwahati	5	5	Rent agreement/ electricity bill/ copy of certificate of incorporation from ICAI. (Should be flagged Annexure VI)		
7	Firms listed as eligible for major audits by C&AG for the year under audit	10	10			
8	Adequacy of the proposed methodology and work plan	10	10	As per the evaluation of the Proposal		
Total			100			

- Professional firms which obtain at least 70% marks based on the technical parameters would be considered for opening financial bid for ascertaining L1 bidders.
- The Management reserves its rights to relax any of the above conditions in appropriate cases considering the experience and expertise of the firm etc.
- Firms with less than five years of experience will be summarily rejected.
- Bidders are requested to tick the respective checklist of documents being submitted along with Index.
- Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.
- The criteria's for L1 bidder;
 1. Lowest price.
 2. In case of two or more bidders quoting the same L1 price, the following criteria will be considered for selecting the final L1 bidder;
 - a) 1st criteria- Bidder with highest technical marks
 - b) 2nd criteria- Bidder with maximum experience in relevant field (will be considered only if the L1 bidder are same after considering 1st criteria)
 - c) 3rd criteria- In case, selection of L1 bidder cannot be decided by considering 1st and 2nd criteria, it will be at the sole discretion of the competent authority to decide the L1 bidder.

TENDERING PROCESS:

The tender documents will consist of two envelopes which may be super scribed as “Technical Proposal” and “Financial Proposal” respectively. Both the said two envelopes (Technical proposal and Financial Proposal) should be kept inside a third envelop, super scribed as “Quotation for Engagement of Chartered Accountant firm for conducting Internal Audit for the Financial Year 2022-23”.

Envelop- 1 consists:

- (i) Form-1 (Technical Proposal)
- (ii) Annexure- B
- (iii) Undertaking on firm letter head.
- (iv) A copy of constitution/ registration certificates of firm/organization issued by theICAI containing inter-alia.
- (v) Date of formation of the firms/other organization with a full time FCA.
- (vi) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
- (vii) Membership certificate of practice.
- (viii) Copy of CAG empanelment certificate.
- (ix) A copy of the latest partnership deed in the case of partnership firms.
- (x) A copy of the IT returns of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card.
- (xi) GST registration certificate
- (xii) A copy of financial statement of the firm along with schedules for the preceding three financial years.
- (xiii) Details of court cases / arbitration cases / or any other case pending against the Firm /Organization, if any.
- (xiv) Details of Internal audit experience in Government Institute/ Semi Government Institutes/PSUs/ Govt. Societies for the last 5 years.

Envelop- 2 consists:

- (i) Form-2 (Financial Proposal)

SECTION- IV: NIT FORMS
On Auditing Firm's Letter Head
FORM- 1
Technical Proposal

To,
The Project Director,
Assam Health Infrastructure Development and Management Society,
Nayantara Supermarket Complex, Six Mile, Guwahati- 781022

Sub: Appointment of Chartered Accountant Firms for conducting internal audit of Assam Health Infrastructure Development and Management Society (AHIDMS), for the Financial Year 2022-23.

Sir

1. With reference to your NIT No:for appointment of Audit Firms for conducting internal audit of AHIDM Society for the Financial Year 2022-23, I/we am/are applying for the appointment as internal auditor of AHIDM Society and the particulars enclosed as per Annexure- B.
2. Further, I/we hereby certify that: I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to AHIDM Society.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 90 days from date of opening of bids.

Signature.....
Full name.....
Designation/Firm Name.....
Address with Phone.....
FAX & Mobile No:
E-Mail :.....
Seal Note:

Note: In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.

FORM-2
(ON AUDITING FIRM'S LETTER HEAD FINANCIAL PROPOSAL)

To,
The Project Director,
Assam Health Infrastructure Development
and Management Society (AHIDMS),
Six Mile, Guwahati- 781022

Sub: Appointment of Chartered Accountant Firms for conducting internal audit of AHIDM Society for the Financial Year 2022-23.

Table for Quoting Fee for the Assignment in terms of the Tender.
(To be kept in a separate Envelope sealed properly while sending the proposal)

Sl. No.	Particulars	Fee in INR (Rs) Price bid shall be quoted	
All-inclusive Lump sum fee (including TA/DA and excluding other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.			
1	For conducting Internal Audit of AHIDM Society for the F.Y. 2022-23	In Figure	In Words

Please Note: GST will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date:

Signature.....

Place:

Full name.....

Designation/ Firm Name.....

Address.....

....

Phone.....

FAX

Mobile No.....

E-Mail.....

Seal

BACKGROUND

The Government of Assam (GoA) through Government of India (GoI) has received a loan from JICA for implementation of Assam Health System Strengthening Project (AHSSP) [Loan Number IP-P302]. The AHIDM Society is the implementing & monitoring agency for AHSSP.

The project cost of AHSSP is **Rs. 3797.78 Cr.** Out of the total project cost, the corresponding JICA's loan amount for the projects is **Rs. 2980.72 Cr.**

PROJECT COMPONENTS

- Construction and development of super speciality wing in six medical college (**Silchar, Tezpur, Jorhat, Barpeta, Diphu & Lakhimpur**)
- Infrastructure Improvement in six district hospitals (**Silchar, Udalguri, Hojai, Hailakandi, Darrang & Dima Hasao**)
- Dedicated Training, monitoring, administrative centre, **Swasthya Bhawan**
- Training & Capacity Building of medical staffs
- Improve Hospital Management Information System

OBJECTIVES

The primary objective of the assignment is to (i) provide an opinion on the Project specific (AHSSP) and Entity financial Statements of the AHIDM Society and (ii) sample verification of the Procurements & Physical Assets created under AHIDMS through a Chartered Accountancy (CA) firm as External Auditor. This will include:

- a) Audit of the Project Financial Statements (PFS) of AHIDMS;
- b) Audit of the Interim Unaudited Financial Statements of AHIDMS and its reconciliation with the audited eligible expenditure.
- c) Audit of the contracts of the projects (AHSSP)

The audit would cover all the activities of the project including all sources and application of funds for the projects. The Auditor shall have to visit the various field offices/ sites/ locations as considered necessary for achieving the objective. **The period to be covered under this ToR would be initially for April-March 2022-23 with provision for extension for another two financial years (covering the audit for from April-March, beginning FY 2022-23 to 2024-25) subject to satisfactory performance of the consultancy.**

The mission of the Internal Auditor is to provide independent, objective assurance and advisory services designed to optimize operational efficiency, control costs, and improve the underlying control infrastructure.

- To assess the effectiveness and efficiency of AHIDM Society's operations;
- To assess compliance with the applicable laws and regulations;
- To assess reliability and integrity of financial and operational information;

- To assess compliance with internal policies and procedures.

SCOPE OF WORK

1. The audit will be carried out in accordance with the general principles and standards of audit laid down by the Institute of Chartered Accountants of India (ICAI) and will include such tests and controls, as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be given to the following:
 - a) That, all the funds have been used in accordance with the relevant financing agreements, with due attention to transparency, economy and efficiency, and only for the purposes provided for.
 - b) That, all the goods, works & services financed have been procured in accordance with the relevant financing agreements and as per the JICA's regulations/guidelines for procurement of goods, works and non-Consulting/Consulting services.
 - c) That, all expenditure incurred by the implementing agencies associated with the project through the Drawing and Disbursing Offices (DDOs) & other agencies (under the respective projects) has been sanctioned by the Project Management Unit of the AHIDM Society.
 - d) That, all necessary supporting documents such as records, vouchers, bids, bidding documents, bid evaluation reports/comparative statements, invoices, asset registers, etc. and books of accounts have been kept in respect of all project procurements & expenditures.
 - e) Funds transferred to Project Implementing Units for incurring expenditure under the project are used for the purposes intended. To establish this, the auditor should visit PIUs and conduct such audit / tests as may be deemed appropriate and necessary for the purposes of the audit;
 - f) That, clear linkages exist between the books of accounts maintained by PMU and the reports presented to the JICA.
 - g) That, the projects account have been prepared in accordance with consistently applied International Accounting Standards and gives a true and fair view of the financial situation of the project for the financial year under audit and of the resources and expenditures for that year.
2. **Duration of the contract:** The duration of contract shall be covering the audit for April-March 2022-23 with provision for extension for another two financial years (covering the audit for from April-March, beginning FY 2022-23 to 2024-25) subject to satisfactory performance of the consultancy. In case of extension in the second and third year, the contract prices shall be adjusted on mutual agreement and on the basis of CPI (Urban), India.
3. **Period of Audit:** The period to be covered under this ToR would be initially till 31st march 2024 covering the audit for April-March 2022-23 with provision for extension for another two financial years (covering the audit for from April-March, beginning FY 2022-23 to 2024-25) subject to satisfactory performance of the consultancy. The audit shall be taken up by the CA every year immediate after close of financial year and to be carried out in such a manner that it is completed well before **31st July** of that year so that the client is able to submit the audited financial statement to JICA HQ before **30th August**.
4. **Data, Services and Facilities to be provided by the Client:**
 - a) The auditor will be given all the available reports, access to all the project legal documents,

correspondence, monthly financial statements, Project Financial Statements and any other information associated with the project and as deemed necessary by the auditor for the purpose of the assignment. Auditor should obtain confirmation of amounts disbursed and outstanding if any from GoI.

- b) It is highly desirable that the auditor becomes familiar with EAP (Externally Aided Project) norms on Financial Management Practices and the EAP financial reporting and auditing requirements. The auditor should also be familiar with the JICA's Disbursement Manual. Both documents are available for free download in the JICA's website and soft copy of the same can also be provided by the PMU to the auditor. The auditor will maintain working papers in a systematic manner and make them available to the Client for perusal, if required.
- c) The Auditors shall inform the client (*i.e., the State Project Director AHIDM Society, with special attention of the Accounts Branch of the AHIDMS*) in writing about their visiting Plan of the offices/locations for the purpose of Audit/Physical Verification etc. at least 15 (fifteen) days ahead of the visit and accordingly the client shall intimate the concerned offices.
- d) The auditor shall make their own conveyance arrangements. No expenditure on TA/DA will be borne by the AHIDM Society.

5. Final outputs/ Reports:

- a) The CA must submit the annual financial statements, including the annual audit reports and 'Procurement cum Physical Review' report to the PMU within **the time line mentioned above.**
- b) Audit Opinion: Besides a primary opinion on the PFS, the audit reports of the Project accounts should include a separate paragraph commenting on the accuracy and propriety of expenditures withdrawn under (PIUs) procedures and the extent to which the JICA can rely on (PIUs) as a basis for disbursement of the project credit amounts.
- c) The Annual Reporting shall be in accordance with the ISA standards. The Reports (6 hard copies), shall cover aspects mentioned in this ToR and should also include:
 - i) Audit Report along with Project Financial Statements and the Entity Financial Statements of AHIDM Society.
 - ii) Expenditure by Project Components;
 - iii) Expenditure by disbursement categories - eligible & reimbursable;
 - iv) List of disbursement claims submitted during the financial year;
 - v) Reconciliation of the claims with the reported and eligible expenditures;
 - vi) Findings of physical verification of Assets created under the project as cited in the scope of audit above, as per format at which will be shared by AHIDM Society. Chapter wise summary report is also required to be submitted by the Auditor.
 - vii) Procurement cum Physical Review' report
- d) Management Letter with Executive Summary: In addition to the audit report, the auditor shall submit an Executive Summary, which should *inter alia* should include:
 - i) Comments & observations on the accounting records, systems and controls that were examined

during the course of audit;

- ii) Identify specific deficiencies and areas of weakness in systems & controls and make recommendations for their improvement;
- iii) Report on the degree of compliance of each of the financial covenants on the financing agreements and give comments, if any, on internal and external matters affecting such compliance;
- iv) Communicate matters that have emerged during the audit which might have a significant impact on the implementation of the Project; and
- v) Bring to the State Project Director (PD) attention any other matter that the auditor considers pertinent, including review other project-related information as well as the internal control, oversight and reporting systems
- vi) The auditor should submit soft copies of the all the reports in CD/DVD in the pdf format to the PMU.
- vii) Observations made and irregularities noticed (if any) in course of the audit must be intimated to the implementing agency and the PD in writing. The response of the implementing agency / PD shall be considered by the auditor before finalization of the audit report.
- viii) The auditors should submit a draft copy of their report to the PMU before finalization. The PMU will submit its response, if any, within 7 days (1 week) of receipt of the draft report. If no response is received by the auditors within the said time, the auditors should finalize the related report and submit the same within a week thereafter to the PMU.
- ix) The auditor shall complete the assignment as per the time schedule to be mentioned in the agreement. A penalty clause will be included in the agreement to safeguard AHIDM Society's interest.

6. Quality of Internal Audit Report

Objectivity – The comments and opinions expressed in the Report should be objective and unbiased.

Clarity– The language used should be simple and straightforward.

Accuracy – The information contained in the report should be accurate.

Brevity– The report should be concise.

Timeliness – The quarterly Audit report should be released promptly immediately after the audit is concluded, within 15 Days.

- Emphasis on the adequacy of internal controls. Also, recommendations for improvements in these areas.
- Vouching of transactions of books of accounts and related documents.
- Report on all payments not supported by documents, irregularity in passing, verifying and certification from competent authority, etc.
- All payments in excess Rs. 10,000 made in cash.
- Compare and analyze budgets and actual expenses/ incomes

- Advise Management on expenses justification.
 - Any other opinion on internal controls.
7. a) Appraisal of performance in key areas and system of management control therein particularly relating to:
- Cash Management,
 - Inventory control.
 - Personal claims (Salary/wages bills etc.)
 - Contracts/agreements specially with contracts of vendors/service providers etc.
 - Project implementation, keeping in view the time of completion and cost overruns,
 - Management Control System (including MIS System),
 - Improvement, if any, in respect of above, since last internal audit, achieved by reason of suggestion/ advice/ guidance from earlier audit.
- b) To ensure that the accounting and financial management systems are reliable and effective in design and to assess the extent to which they are being followed.
- c) To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books.
- d) To verify that the systems of internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications.
- e) To identify areas of significant inefficiencies in existing system and to suggest necessary remedial measures.
- f) To confirm the existence of financial propriety in all decisions and determine compliance with the Govt. and Statutory requirements.
- g) To review performance of various functions in the light of performance budgeting and to suggest cost reduction programme, if any.
- h) To check the systems for control of scrap generation disposal and stock thereof.
8. Quarterly internal audit report covering all the above-mentioned aspects may please be submitted to us within 15th of the following month to which it relates. Even if the report could not be submitted on or before 15th of the following month, for reasons beyond their control, they should state such facts in writing to AHIDM Society on or before 15th of the following month.
- Audit of Books of accounts and ancillary records of AHIDM Society in a quarterly basis. (Dividing the Audit work in 4 Quarters.)
 - Annual Accounts related work – Vouching & verification of all the accounting transactions/ statements /schedules etc.
 - To submit statement of expenditure and utilization certificate of the allotted fund as per requirement.

- Verification and finalization of Tally Data.
- Filing of Income Tax return for AHIDMS.
- The Auditor should hand over all the acknowledgements copy, certificates, passwords and other documents etc after filing of return/other ancillary works within 15 days.
- Dealing with any queries, demand notices from Government/Departmental/Statutory Bodies etc related to financials of AHIDMS
- Any other works required for finalization of Books of Accounts.
- The Auditor should guide and ensure simultaneously that all necessary records, supporting documents etc. relating to both organizations have been maintained properly by this office to avoid any fine, penalty, interest etc.
- Any fine/penalty/interest charged by any authority due to the fault of the Auditor will only be borne by the Audit Firm only.

9. Review of the Auditors performance/Reports:

The Auditor's performance would be reviewed periodically by a Committee to be constituted. The committee will also review the Reports of the Consultant. Submission of Reports in a timely manner shall be viewed as a major indicator of performance of the Auditors. Reporting activities should not be posed as an excuse for retarding the field activities by the Consultant or vice versa under any circumstances. Any correction/ modification/ alteration to the deliverables suggested by the Review Committee/Bank/ PMU/ PD shall be done promptly by the Consultant and resubmitted in the same manner within 15days.

APPLICATION

Details of Chartered Accountant firm for the Internal Audit of AHIDM Society

Sl. No.	Particulars Details	
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN of the firm	
8	GST Registration No.	
9	Date since when the firm has a full time FCA	
10	Number of Full-Time Partners as on 31.10.2022 (Supporting documents)	
11	Number of Full Time Chartered Accountant Employees as on 31.10.2022 (Supporting documents)	
12	Number of Part Time Chartered Accountant Employees as on 31.10.2022 (Supporting documents)	
13	Number of Branches (Supporting documents)	
14	Whether the firm is engaged in any statutory/Internal/Concurrent Audit and other accounting work of any Govt./Semi Govt. Institute/PSUs//Government Societies	
15	Average annual turnover of last three years.	

(On Firms Letter Head)

Undertaking

I/We the following partners of M/s. _____,
Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;
4. that there are no court cases / arbitration cases / or any other case pending against the Firm /organization and the firm is not blacklisted by ICAI/ any Govt. Organization. (Please mention in details if there is any court case/blacklisted etc.)
5. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorized Person with Seal of the Firm)

Place:

Date: