

Annexure – 2_Modified

(On the Letterhead of the Bidder)

1) Details of CA Firm:

1	Name of the CA Firm	
2	Official address of the firm with complete contact details	
	Telephone Number (s)	
	Mobile Number (s)	
	Email Address (s)	
3	Registration no of the firm	
4	PAN No. (copy enclosed)	
5	GST No. (copy enclosed)	
7	List of major Audit assignment handled during last 5 years	Refer to Annexure: 4
9	Signed copy of Scope of Work	

2) Detail of Partners (Status as on 31.03.2023)

Sl No.	Name and Contact Number	Membership No.	Designation	Qualification (ACA/FCA)	Date of joining the firm

3) Detail of staff members in Bhagalpur Branch Office/ Head Office.

- No. of qualified employees:
- No of staff other than Qualified employees:

4) Status of firm

- CAG empanelled firm: Yes/No
- Category of firm as per ICAI norms:

Enclosures:

1. Status of the Firm on 31/03/2023 as per ICAI records.
2. Declaration about the truth and correctness of data submitted in the letter head of Firm.
3. Duly signed copy of the Scope of Work on a letter head of the firm / agency.
4. Details of rates / fee / remuneration on a separate letter head of the firm / agency.

for,

Name of the Firm:

Chartered Accountants

(CA)

Partner

Membership No:

Place:

Date

Technical Qualification:**Annexure – 6_modified**

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation.

The technical evaluation criteria are given in the following table:

Sl. No	Particular	Documentary Evidence	Whether Possess or not?(yes or not)	Whether Proof enclosed? (yes or not)	Page Number on which Proof enclosed
1.	The CA firm should have minimum experience of 05 years in auditing of Academic/Govt./ PSU organizations.	Work order/Work Completion certificate.			
2.	The minimum average annual turnover of last three years of the CA firm should not be below 30 Lacs.	CA's certificate /Audited Financial Report/ ITR Return Copy or CA certificate indicating minimum turnover.			
3.	The bidder should be having PAN, GST numbers	Copy of PAN, GST Certificate			
4.	Bidder should have a head office/branch office in the Bhagalpur District.	Proof of Head office/ Branch Office			
5.	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any government department, organization, and corporation	Self-certified letter			
6.	The bidder shall provide a valid EMD (refundable) acceptable to IIIT Bhagalpur.	EMD through Demand Draft in favor of "IIIT Bhagalpur" Payable at Bhagalpur			

	EMD deposit is Rs. 10,000/- has to be submitted along with bid documents.				
7	Agreed to sign contract as per Terms & Conditions				
8	CAG Empanelment Proof	Certificate Required			
9	CA Firm Registration Proof	Registration Certificate of Partnership Deep if Applicable Required			

The bidder fulfilling above technical eligibility condition shall only be eligible for financialbid opening.