CHATTISGARH STATE COOPERATIVE MARKETING FEDERATION LIMITED

RAIPUR, (C.G.)

TENDER DOCUMENT FOR SUBMISSION OF EXPRESSION OF INTEREST FOR SELECTION OF CONCURRENT AUDITORS FOR PROCUREMENT OF PADDY

Request for Proposal from Chartered Accountant firms for selection of Concurrent Auditor for Paddy Procurement

Chhattisgarh State Co-operative Marketing Federation Limited (Markfed) invites expression of interest from interested Chartered Accountant firms meeting the minimum eligibility criteria for providing their services for its Paddy procurement audit for the *Kharif Year 2012-13 (i.e. 01.10.2012 – 30.09.2013).*

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C. A. firms are given in the following paragraphs.

Background

Chattisgarh State Co-operative Marketing Federation Limited, Raipur is a Co-operative Society, incorporated with the object of facilitating the small farmers required resources, procurement of agricultural produce and their storage.

Head office of Marketing federation is located at Raipur and there are 27 district offices, and approximately 1925 paddy procurement centres through which its paddy procurement activities are being carried out. Markfed has its own bye-laws, service rules and work manual.

Markfed purchases paddy through societies from farmers and Dispose it to FCI/NAN as per instruction of the State Govt. either as it is or after custom milling at the rate specified by the GOI for each Kharif season. GOI has fixated the cost of each activity from procurement of paddy till sale of rice to FCI/NAN. However, the cost incurred by Markfed in such paddy business activity varies from the cost specified by GOI,

Funding Arrangements

Markfed takes the cash credit limits of up to Rs. 7100 crores from different banks & Financial Institutions by calling open tenders. These funds are to be returned to bank with interest in a particular time limit as provided in the agreement.

Objectives of Audit

The objective of the audit is to ensure that Markfed receives adequate, independent, professional audit assurance that the Paddy is procured efficiently by following the prescribed guidelines and at prices fixed and that the prescribed statements are free from material mis-statements and the terms of the credit/ loan agreements with the bank are complied with in all material respects. The Objective of the concurrent audit includes:

1. Accuracy is ensured in maintenance of books of accounts and these are maintained on regular basis and to maintain an accurate accounting system.
2. Ensure Vouchers/Evidence based payment to improve transparency.

3. Improve the internal control system.
4. Enable timely and accurate submission of financial MIS to the management.
5. Advances are tracked followed up and settled on priority basis.
6. To ensure that the paddies are procured as per the GOI prescribed rates & guidelines...
7. To ensure that the all statutory compliance has been followed.
8. To ensure that the millers has processed and returned the rice after milling as per the GOI specification.
9. To ensure that the banks are charging rate of interest and other charges if any, as per the terms and condition of sanction.
10. To ensure the documentation level, so that sufficient evidence acquired.

Standards: The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

Scope of work: In conducting the audit special attention should be paid to the fact that goods and services have been procured in accordance with the relevant procurement guidelines issued by the Government of India, The audit has to be covered procurement & disposal as well as monitoring of realisation of fund from NAN and FCI. To ensure that State Govt. and Markfed have been kept all necessary supportings and documents, records and accounts in accordance with the procurement made for the project. For different level of Markfed an indicative list of the points to be covered in the procurement audit are given below:

i. Head Office:
   a. Verification of procurement related to Paddy and any other procurement which is incidental to it.
   b. Verification of expenses incurred for paddy procurement including administrative expenses.
   c. Preparation of monthly reconciliation of bank accounts and verification of application of interest and any other charges levied by banks on loans availed as per sanctioned terms and conditions.
   d. Consolidation of paddy procurement expenditure and quantities of the DMOs at the state level on a monthly basis.
   e. Verification of 100% transactions relating to paddy procurement.
   f. Transaction of fund should be authorised by head office.

ii. District Marketing Offices (DMOs):
   a. Verification of procurements related to Paddy and any other procurement which is incidental to it.
   b. Verification of expenses incurred for paddy procurement including administrative expenses.
   c. Preparation of monthly bank account reconciliation with monthly DMO statement of account.

d. Reconciliation of DMO paddy procurement account with those of Head Office on a monthly basis.
e. Reconciliation of the DMO paddy procurement account with those of Societies / Procurement Centres / sub-procurement centres on a monthly basis.
f. Consolidation of paddy procurement expenditure and quantities of the Societies / Procurement Centres / sub-procurement centres at the district level on a monthly basis.
g. Reconciliation of accounts with NAN and FCI on monthly basis.
h. Cross verification district wise quantitative details and amount of paddy.
i. Verify the quantities issued to Rice Millers and report on the sufficiency of underlying FDR/Bank Guarantees/Rice taken.
j. Reconciliation on the closing stock of finished, unprocessed and in-process stocks with the rice millers as at the end of every monthly / quarter / half year / year.
k. Certification of and the correctness of fund flow statement.
l. Certification of and the correctness of stock statements & Book Debts.
m. Monthly balance confirmation of DMOs.

iii. Storage Centres:
a. Reconciliation of book/Physical stock with DMOs.
b. Certification of and the correctness of stock statements as per annexure.
c. Physical Verification of Stock on quarterly basis.

Coverage of Audit: The Head Office, District & Storage centre has to Cover 100% transaction in each Month. The verification of books of the stock at storage centre has to be done in each month and physical verification of stock is to be done on quarterly basis. The DMO will cooperate to the auditor for stock verification & Prepare the storage centre wise stock list. The details of the districts & storage centre to be covered in concurrent audit during the Kharif year 2012-2013 is given in the table below:

District-wise numbers of Storage Center

Sr.	Name of District	Storage centers
1	Raipur	5
2	Baloda Bazar	4
3	Gariyaband	-
4	Mahasamund	5
5	Dhamtari	5
6	Durg	4
7	Balod	3
8	Bemetara	1
9	Rajnandgaon	6
10(a)	Kabirdhaam	1
10(b)	Pandaria	-

11	Bilaspur	6
12	Mungeli	2
13	Korba	1
14	Janjgir	7
15	Raigarh	4
16	Jashpur	1
17	Sarguja	2
18	Surajpur	1
19	Balrampur	-
20	Korea	-
21	Kanker	3
22	Jagdalpur	1
23	Narayanpur	-
24	Kondagaon	1
25	Dantewada	1
26	Bijapur	-
27	Sukuma	-
	TOTAL	

Statements to be certified

- Balance Sheet
- Income & Expenditure Account
- Receipt & Payment Account
- Fund Flow Statement.
- Reconciliation of bank account statement
- Stock and book debts statement on monthly basis.
- Physical Verification report of stock in every quarter.
- Statement of observation of auditors
- Action Taken Report by the management on the previous Month audit observations.
- Monthly balance confirmation of the DMOs.

Reports will have to be submitted on monthly basis in soft as well as hard copies. The soft copies will have to be submitted in MS Excel and MS Word.

Management Letter:

In addition to the audit reports, the auditor will prepare a "Management Letter", in which the auditor should summarise the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;

- Report on the level of compliance with the financial internal control, procedures as documented in the financial manual of the Markfed;
- Report any procurement which has not been carried out as per the procurement manual.
- Communicate matters that have come to the attention during the audit which might have significant impact on the implementation; and
- Bring to management attention any other matter that the auditor considers pertinent.
- Conclude the final audit report with suggestions for every discrepancies find out during the concurrent audit and reporting the same to the head office.

The observations in the management letter must be accompanied by the implications, suggested recommendations from the auditors and management comments on the Observations/ recommendations have to be obtained and reported

Reporting and Timing: Within 15 days of the end of month and a consolidated audit report with all necessary statements at the end of every quarter, half year and year. One copy of the report of the district and storage centre shall be sent to District marketing officer and 2 copies to Head Office.

Additional Instructions to Auditors

a) The auditor will specifically mention in the audit report about the coverage of audit.
b) The auditor appointed at state level shall be required to do the consolidation of audit reports of all the District and State office every month.
c) Management Letter along with the comments/reply of the Management

General: The auditor should be given access to any information/record relevant for the purpose of conducting the audit. This will normally include regarding procurement guidelines administrative orders issued by the state/central Government, norms etc.

Co-ordinator for the Assignment: For all administrative purpose **Chief Accounts Officer** shall be the Officer in-charge of the assignment.

Payment Schedule: The Payment will be made on Quarterly basis after submission of concurrent audit reports. The statutory deduction shall be made from the professional fees to be paid.

Non-performance: Action will be taken against firms who do not accept work after being selected. Also, non-commencement of work after the issue of work order shall attract strict action. For delay in submission of reports, a penalty of 1% per month on the value of work order shall be levied subject to a maximum of 10% of the value of work order.

Guidelines for Submitting the Proposals:

General Guidelines:

CA firms are required to submit the proposal (RFP) (in two separate & sealed cover / envelops) duly writing on Top as proposal for concurrent auditor for Paddy procurement & Last date 21/01/2013 by 3:00 PM as per the guidelines and formats detailed out in the following paras:

i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL for HEAD OFFICE AUDIT/DISTRICT AUDIT". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL for HEAD OFFICE AUDIT/DISTRICT AUDIT". followed by the name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE STANDING COMMITTEE FOR AUDIT". The Society shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

ii. Format for technical and financial proposals are attached.

iii. Association with Other firms & Quality Assurance: Only single firm is eligible to apply. Association with other firms or Joint ventures of two or more firms are not allowed.

iv. The interested firm should submit the proposal form to Managing Director, Chhattisgarh State cooperative Marketing Federation Ltd, Civil Lines, Raipur, CG, which will evaluate the Technical proposal and finalize the same for opening of financial bids of eligible firms.

v. All applicants must comply with the Technical Specification, General conditions and format/Requirements for Technical and Financial proposal.

vi. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.

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

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

ix. The Technical bid will be opened on 21/01/2013 at 4:00 PM and for opening of financial bid will be informed separately to the qualified firms.

x. Markfed reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.

Minimum Eligibility Criteria:

1. The firm must be empanelled with CAG and ICAI, without which the application of the firm would not be considered.
2. The firm must be partnership firm, at least THREE partners; minimum TWO partners must be FCA.
3. The firm's Head Office/Branch office must be in the District, for which the audit firm applying of audit.
4. The average annual turnover of the firm during the last three financial years must be at least Rs. 10 lacs.
5. The firm must have experience for audit of 10 assignment of PSU/ Central Govt. Funded/State Government funded projects.
6. The Firm have experience of 2 assignment of Internal / Statutory /Concurrent audit of PSU in the last five years.
7. The applicant firm existence must have at least 10 years.

Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.

Supporting Documents for Eligibility Criterions: Following supporting documents must be submitted by the firm along with the technical proposal:

a. For S. No. 1 above, the firm must submit an attested copy of registration letter of CAG confirming the empanelment status for the financial year 2012-2013 and self-attested constitution certificate issued by ICAI which should not be earlier than 30th September 2012.
b. For S.No. 2 and 3 above, the firm must submit a self-attested copy of constitution certificate which should not be earlier than 30th September 2012.
c. For S. No. 4, the firm must submit, a copy of the audited Financial Statements and audit reports OR Self attested Financial Statements ¼if audit is not Required½ for the last three years.
d. For S. No. 5 and 6 above, the firm must submit copies of the work order and list as per format provided in the technical annexures.
e. For S. No. 7 above, the firm must submit a self-attested copy of constitution certificate issued by ICAI which should not be earlier than 30th September 2012. Existence of firm will include deemed date of constitution.
f. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other government organisation, external organisation in respect of any assignment or behaviour. [Self-attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm].
g. Latest Income Tax return of the Firm duly acknowledged by the IT Department.
h. **Security deposit/Tender Cost:** The Applicant firm should enclose the demand draft of any schedule bank of Rs. 2000/- (Two Thousand Only) for tender processing fees which is non-refundable, Rs. 50,000/- (Rupees Fifty Thousand Only) as Security Deposit for Head Office and Rs. 10,000/- (Rupees Ten Thousand Only) as Security Deposit for each District applied. The security deposit of selected firms will be retained till the completion of work. Security deposit of firms which are not selected will be returned. All the demand drafts shall be drawn be in favour of **Managing Director Chhattisgarh State Cooperative Marketing Federation Limited, payable at Raipur**.

i. The applicant firm should be able to demonstrate its capability to execute the work. Accordingly the firm should submit methodology for execution of work.
j. Other documents given in the EOI any where.

Other information for preparation and submission of expression of interest:

1. The term "Full Time Partner" does not include those partners who are –
    a. Partners in other firms or
    b. Employed as Part –Time or Full time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2(2) of the CA Act, 1949
2. The Expression of Interest must be delivered by post in sealed envelope/or by hand at the following address

    To,
    Managing Director
    Chhattisgarh State Cooperative Marketing Federation Ltd
    Katela Bhawan, Civil Lines, Raipur, CG

3. All full time partners should invariably sign the undertaking in Section C to the Expression of Interest. Similarly, all the full time Chartered Accountant employees of the firm should sign in the column provided at Annexure B of the format.

Non-Eligibility of applicants:

1. Firms submitting application in joint ventures / associations will not be considered.
2. Subletting the work to the other CA Firms / any other person is not allowed. Such cases if brought into notice/found at any point of time before/after election the concerned firms will be deferred from bidding process for next 3 years and contract will be cancelled with penalty.
3. Firms who have been allotted work by Markfed have not accepted the work / left the work unfinished are not eligible to apply.

Terms of appointment of the Auditor

- At the district level, the auditor appointed once can be retained/ reappointed for a maximum total term of three financial years, i.e. current year and next two years. However, the Contract awarded will be for one year at a time and be renewed next year on the basis of auditor's performance review.
- There is no bar on the auditor from applying for the audit of different Districts as specified below, however the auditor will not be awarded work of more than T**wo** Districts, also the HO Auditor will not be awarded work of any district.
- One Unit will cover One District and their respective Storage Centres.

- CA firms can apply for the following Units/Districts.:

S. No.	Name of District	S. No.	Name of District
1.	Head Office	15	Korba
2	Raipur	16	Janjgir
3	Baloda Bazar	17	Raigarh
4	Gariyaband	18	Jashpur
5	Mahasamund	19	Sarguja
6	Dhamtari	20	Surajpur
7	Durg	21	Balrampur
8	Balod	22	Korea
9	Bemetara	23	Kanker
10	Rajnandgaon	24	Jagdalpur
11	Kabirdhaam	25	Narayanpur
12	Sukma	26	Kondagaon
13	Bilaspur	27	Dantewada
14	Mungeli	28	Bijapur

Selection process of auditor

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid.
First Stage:

i. Only Technical Proposals shall be opened first for all the firms.
ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Eligibility Criteria & Technical Evaluation" section.
iii. The technical proposal scoring at least 65% 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, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 65%)

Second Stage:

i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 65% of maximum marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
ii. Quality cum Cost Based (QCBS) process shall be followed as under:
Once the Technical points have been allotted and finalised 70% of such points shall be allotted to the respective bidding firm and after opening of the Financial Bid the amount of quoted Audit Fee shall be mentioned against the respective C.A. firms. 100 Marks shall be allotted to the firm quoting the minimum Financial Bid and the rest will be awarded points on proportionate basis.

Award of Contract:

On completion of selection process, the firm selected shall be eligible for award of the contract of work. The firm should execute a Contract with Markfed within 1 week of the award.

Points System

Sr.	Particulars	Max Marks	Evaluation Criterion
1	Number of Full Time Fellow Partners associated with the firm (As per Certificate of ICAI as on not earlier than 30.09.2012)	10	Up to 2 FCA Partner = 5 Marks
			Up to 3 FCA Partners = 7.5 Marks
			More than 3 FCA Partners = 10 Marks
2	Number of Full Time Associate Partners associated with the firm (As per Certificate of ICAI as on not earlier than 30.09.2012)	5	Up to 1 ACA Partner = 2 Marks
			Up to 2 ACA Partners = 4 Marks
			More than 3 ACA Partners = 5 Marks
3	Average Annual Turnover of the firm in the financial years 2009-2010, 2010-2011, 2011-2012	20	Above 10 Lacs and upto 25 Lacs= 10Marks
			Above 25 Lacs and upto 50 Lacs = 15 Marks
			Above 50 Lacs = 20 Marks
4	No. of Years of Firms Existence (will include deemed date)	10	Above 10 years & up to 20 years = 5 marks
			Above 20 years = 10 marks
5	No. of Assignments of Statutory/Internal/Concurrent audit/Physical Verification of PSU (excluding bank audits) entities having a turnover of not less than Rs 25 Crores in the last Five years.	10	Up to 3 Assignments = 5 Marks
			More than 3 Assignments = 10 Marks
6	Number of assignments executed by the firm in the Central Government Funded / State Government Funded programs.	15	Up to 15 = 5 Marks
			More than 15 and upto 20 = 10 Marks
			More than 20 = 15 Marks
7	Number of Branches / Head Office in Chhattisgarh	10	Branch in the applied district = 10 Marks
8	Number of Qualified/ Semi-Qualified Staff (excluding partners)	10	Qualified Staff more than 1 = 10 Marks
			Semi-Qualified Staff more than 1 = 5 Marks
9	Quality Control Policies and procedures of the Firm AND relevance and quality of the Methodology of the execution of work.	10	Yes, Implemented = 10 Marks
			Not implemented = Nil

Letter inviting expression of interest

Reference:

To, Dated -------

Subject: Selection of Chartered Accountant Firms for Paddy Procurement Audit.

Dear Sir,

Expression of Interest is (EOI) invited from your firm in the prescribed format. Only the EOI received in prescribed format accompanied with all requisite documents would be considered.

The following documents are required to be submitted along with the prescribed Expression of Interest

1. Covering letter in the specified format
2. Expression of Interest (EOI) in specified format.
3. Copy of latest constitution certificates (not earlier than 30/September/2012) of firm issued by ICAI clearly indicating
    a. Date of Formation of Firms with a full time FCA
    b. Latest Details of Partners/Sole Proprietors/CA Employees, date of joining of the firm, date of becoming FCA, their own interest, if any.
4. Copy of latest partnership deed in case of partnership firms
5. Copy of Audit report and financial statements of the firm along with schedules for the FY 2011-2012, 2010-2011 and 2009-2010.
6. Copy of acknowledgement of the IT returns of the firm for the FY 2011-2012 along with a copy of computation of income.
7. Details of any court cases/arbitration cases/ or any other case pending against the firm.

It may be noted that Managing Director, Markfed reserves every right for selection of suitable applicants.

For, Chhattisgarh State Marketing Federation Ltd
Raipur

Cover letter for submission of expression of interest

To Date: _____
The Managing Director,
Chhattisgrah State Marketing Federation Ltd,
Civil Lines, Raipur, CG

Sub: Selection of Chartered Accountant Firms for Paddy Procurement Audit.

Reference:

Sir,

We _____ , a CA firm herewith encloses Expression of interest (EOI) as per prescribed format for selection of CA firm/firm(s) for Paddy Procurement Audit. We also understand that Management reserves every right for selection of suitable applicants.

Enclosures:

1. EOI as per prescribed format
2. Copy of latest constitution certificates (not earlier than 30/September/2012) of firm issues by ICAI clearly indicating
    a. Date of Formation of Firms with a full time FCA
    b. Latest Details of Partners/Sole Proprietors/CA Employees, date of joining of the firm, date of becoming FCA, their own interest, if any.
3. Copy of latest partnership deed in case of partnership firms
4. Copy of audit report and financial statements of the firm along with schedules for the FY 2011-2012, 2010-2011 and 2009-2010.
5. Copy of acknowledgement of the IT returns of the firm for the FY 2011-2012 along with a copy of computation.
6. Details of any court cases/arbitration cases/ or any other case pending against the firm.

Yours faithfully

_____

_____

(Partner- MNO _____)

Format for submission of Expression of Interest

General Profile — Section - A

1. Status of Firm :
2. Name of the Firm (in Capital Letters) :
3. Address of the Head Office (incl. Tel Ph & Email id) :
4. PAN of the firm :
5. ICAI Registration No :
6. Service Tax Registration Number :
7. Date of Constitution of the Firm :
8. Date since when the firm has a full time FCA :
9. Number of Full time Partners as on 30.09.2012 : As per Annexure A
10. Number of Full time CA Employees as on 30.09.2012 : As per Annexure B
11. Number of Audit Staff employed full time with Firm as (Please Attach List)
    a. Article Clerks :
    b. Other Audit Staff :
12. Number of Branches : As per Annexure C
13. Whether the firm has experience in any internal audit or Concurrent audit or computerization of accounts or any other services for any Govt. Companies / Corporations etc : Yes/No
14. Whether the firm is implementing quality control Policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices. (If yes, give a self-certified detailed note on the Procedure adopted) : Yes / No
15. Whether there any court cases/arbitration/any other legal case against the firm (If yes, please provide details in separate annexure) : Yes/No

Annexure A: Latest Details of Full time Partners of the firm

SNo	Name of Partner	Membership No.	FCA/ACA	Date of Joining the firm (Full Time)	Date of becoming FCA	Whether ISA/CISA Qualified (Specify the Qualification) *

* If yes please attach a copy of the certificate

Annexure B: Latest Details of Qualified/ Semi-Qualified CA Staff of the firm

SNo	Name	Membership No/ Student Reg. No.	FCA/ACA	Date of Joining as Employee	Signature of Employee

- If yes please attach a copy of the certificate

Annexure C: Particulars of Branches

SNo	Location of Branch	Address of Branch (incl. Phone No)	Name of Partner in Charge	Date of Opening of Branch

Financial Profile and Work Experience **Section B**

1. Annual Turnover for the Firm for Last 3 Financial Years
   a. 2011-2012 :
   b. 2010-2011 :
   c. 2009-2010 :

2. Details of Experience of the firm in Central Government funded /: Please fill Annexure D
   State Government Funded Projects

3. Details of assignments in hand with the firm in : Please fill Annexure E
   Central Government funded / State Government Funded /
   Projects

4. Details of Other Experiences of the firm : Please fill Annexure F
   excluding above

5. Details of Specialization Gained by the Firm : Please fill Annexure G

Annexure D: Details of Audit Experience in PSU/Central Government Funded / State Government Funded Projects of the firm in the following format

SNo	Name of Organization	Turnover of / Funds handled by the auditee organization	Nature of Assignment	Scope and nature of work	Fees Charged	Work order attached in Page No.*
					TOTAL	

* Only those assignments will be considered for which work order are attached and page number mentioned in the annexure above.

Annexure E: Details of Audit or Accounting work in hand with the firm in Central Government Funded / State Government Funded / Externally Aided Projects of the firm for in the following format

SNo	Name of Organization	Grant in aid handled of the auditee organization	Nature of Assignment	Scope and nature of work	Fees Charged / Chargeable	Work order attached in Page No.*
					TOTAL	

* Only those assignments will be considered for which work order are attached and page number mentioned in the annexure above.

Annexure F: Details of Other Experience of the firm for the last 5 years in the following format

(Only those assignments which carry a fee of Rs 25,000/- and above should be mentioned)

Name of the Sector	Name of Company/PSU/Societies	Financial Year	Nature of Work (Type of Audit, Consulting, Computerization)	Total Fees Charged

Annexure G: Details of Specialization Gained by the Firm in Last 3 Years

SNo	Description of Specialization	Specify Nature of Assignment if other than Audit	Name of Organization	Name of Partner who handled the assignment	Whether Partner mentioned is still with the firm

UNDERTAKING **Section C**

I/We the sole proprietor/ following partners of _____ Chartered Accountants do hereby jointly & severely 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 empanelment/allotment of assignment for 3 years but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under ;
2. That the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years (if so, 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 Accountants Act, 1949.
4. Latest constitution of the firm (not earlier than 30/September/2012) shown in the Expression of Interest is same as that in the ICAI records.

Sr. No.	Name of the full time partner/ sole proprietor	Membership Registration No.	PAN No	Signature of full time partner /proprietor.

(Seal of the Firm)

Place:
Date:

Letter of Transmittal

To,
The Managing Director,
Chhattisgarh State Cooperative Marketing Federation Ltd,
Civil Lines, Raipur, CG

Dear Sir,

We, the undersigned, offer to provide the audit services for Paddy Procurement Audit in accordance with your Expression of Interest. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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 prices quoted by us in the Financial Proposal are valid till six months from the date of submission of the quotation. 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 Chhattisgarh State Cooperative Marketing Federation Ltd 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,

Name of Partner
Membership number
Name of CA firm

CHHATTISGARH STATE CO-OPERATIVE MARKTING FEDERATION
SELECTION OF CONCURRENT AUDITORS FOR PADDY PROCUREMENT
FORMAT OF FINANCIAL BID
(Fee for One year Unit Wise)

(Amount Rs.)

Sr.	Name of Unit	Head Office	District including storage centres
1	Head Office		
2	Raipur		
3	Baloda Bazar		
4	Gariyaband		
5	Mahasamund		
6	Dhamtari		
7	Durg		
8	Balod		
9	Bemetara		
10	Rajnandgaon		
11	Kabirdhaam		
12	Sukma		
13	Bilaspur		
14	Mungeli		
15	Korba		
16	Janjgir		
17	Raigarh		
18	Jashpur		
19	Sarguja		
20	Surajpur		
21	Balrampur		
22	Korea		
23	Kanker		
24	Jagdalpur		
25	Narayanpur		
26	Kondagaon		
27	Dantewada		
28	Bijapur		

Seal of the Firm
Signature of the authorised Signatory

Note:
1 Please quote lumpsum price for the year for the unit inclusive of TA/DA/Lodging.
2 Service tax will be payable extra at rates as applicable .