

CHHATTISGARH STATE POWER HOLDING COMPANY LTD.

OFFICE OF THE GENERAL MANAGER (FINANCE)

(A GOVERNMENT OF CHHATTISGARH UNDERTAKING: A SUCCESSOR COMPANY OF CSEB)

CIN No :- U65993CT2008SGC020995 Vidyut Sewa Bhawan, Danganiya, Raipur (C.G.)-492013

WebSite Address:- www.cseb.gov.in Phone.-0771-2574359/23, Fax: 0771-2574361

No.05-01/Audit/2014-15/Enq./

Raipur, Dtd. / /2014

To,

Sub:- Enquiry for the work of "Internal Audit" of CSPHCL Offices for the year 2014-15.

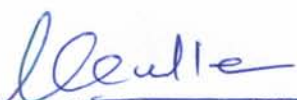
As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014, CSPHCL intends to appoint a CA/CWA Professional Firm as internal auditor. The CSPHCL expects quality Audit work(s) with important data / details & remarks/ special comments. Accordingly, it is requested to submit your offer as per enclosed enquiry in 3 parts:-

Part - I bid: Earnest Money Deposit (Rs. 2500 /-)

Part - II bid: Commercial terms & conditions and PQR documents

Part - III bid: Professional Fee

The three parts of bid should be submitted in three separate envelopes & envelope should be super-scribed as viz; part- I bid (EMD), Part -II bid (Commercial terms & conditions and PQR documents) and Part- III bid (Professional Fee). All the three envelopes should be kept in one large envelope super-scribed "Offer for Internal Audit of CSPHCL for year 2014-15 – NOT TO BE OPENED BEFORE 22-09-2014" and should be submitted latest by 3 PM. on 22-09-2014 in the O/o GM (Fin), CSPHCL, Vidyut Sewa Bhawan, Danganiya, Raipur. The tender documents can be downloaded from our official website viz; cseb.gov.in/csphcl under the heading Tender Notices Or can be obtained in soft copy from the O/o GM (Fin.),CSPHCL, Vidyut Sewa Bhawan, Dangania, Raipur.


Addl Gen. Manager (F&A)
C.S.P.H.C.L., RAIPUR

TERMS AND CONDITIONS

1. GENERAL:

- A. General Manager (Fin) on behalf of the "Chhattisgarh State Power Holding Co. Ltd." hereinafter referred to as "CSPHCL" invites sealed tenders for the subject work in accordance with the attached "Scope of Work" at Annexure - II.

2. Due date relating to the bidding:

Particulars	Date & Time	Place
(i) Due date of Submission of offer	22-09-2014 3.00 PM	O/o The General Manager (Fin.) CSPHCL, Corporate Office, Vidyut Sewa Bhawan, Raipur (C.G.).
(ii) Due date of opening of Part-I & II bids	22-09-2014 3.30 PM	
(iii) Due date of opening of Part-III bid	24-09-2014 3.00 PM	

In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

3. CSPHCL reserves the right to accept / reject any or all the offers without assigning any reason thereof.

4. Submission of Offer:

Main envelop Super-scribed as "Offer for Internal Audit of CSPHCL for year 2014-15".

The three parts of bid should be submitted in three separate envelopes & envelope should be super-scribed as viz; part- I bid (EMD), Part -II bid (Commercial terms & conditions and PQR documents) and Part- III bid (Professional Fee). All the three envelopes should be kept in one large envelope super-scribed "Offer for Internal Audit of CSPHCL for year 2014-15" – NOT TO BE OPENED BEFORE 22-09-2014" and should be submitted latest by 3 PM. On 22-09-2014. in the O/o GM (Fin), CSPHCL, Vidyut Sewa Bhawan, Danganiya, Raipur.

Part - I bid: Earnest Money Deposit (Rs.2500/-)

Part - II bid: Commercial terms & conditions and PQR documents

Part - III bid: Professional Fee

Part-I - EMD amounting to Rs.2500/- in the form of bankers cheque/ demand draft drawn on any nationalized bank drawn in favour of Manager (F&A), CSPHCL Raipur needs to be submitted through Part-I bid. In absence of EMD Part-II & III bid shall not be opened. EMD of unsuccessful participants shall be returned after awarding of the Audit works to the successful professional firm.



Part-II bid should consist of **Annexure I through IX** and signed terms & conditions of the enquiry.

Part-III bid shall contain only the professional fee schedule in **Annexure VI** duly filled in and signed by the authorised signatory of CA/CWA Firm.

The CA/CWA firm(s) offering their Professional Fee will have to furnish the details in the given format. Discrepancies in submission of professional fee may cause for rejection of the tender.

On due date of opening of Part-III bid, the envelope of only those CA/CWA Firm (s) shall be opened who are found eligible.

5. Security Deposit:

Upon acceptance of the offer, the successful professional firm will have to deposit a security amount of 10% of total order value for due and faithful fulfilment of the contract. The security deposit will have to be deposited within 7 days of receipt of the order awarding the contract in the form of Demand Draft drawn on any nationalized bank payable to Manager (F&A), CSPHCL, Raipur. On request of the professional firm EMD may be adjusted against SD and the balance amount of SD may be paid through the Demand Draft. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount shall be payable by the company. The security deposit shall be returned after faithful performance as per terms and conditions of the order.

6. Telex/Fax/Telegraphic bid:

Bids through Telex/ Fax/ Telegram will not be considered under any circumstances.

7. Validity of offer:

The offer shall be valid for acceptance for a period of 90 days from the date of opening of price bid.

8. Deviations from terms and conditions :

Offers with deviations in commercial terms & conditions like payment term, validity etc. is liable to be rejected out rightly.

9. Incomplete Bids :

Tender which is incomplete or obscure is liable for rejection.

10. Ambiguities in the Conditions of Bids :

In case of ambiguities or self contradictory terms/conditions mentioned in the bid, interpretations as may be in the interest of CSPHCL may be taken without any reference to the CA/CWA firm.

11. Signing of contract and completion of formalities:

- i. Successful applicant will be required to sign Contract with CSPHCL on non judicial stamp paper of Rs 250/ -.Cost of stamp paper and revenue stamp to be affixed on agreement shall be borne by the applicant. CSPHCL shall not reimburse these costs.



- ii. Failure of the successful Applicant to sign the contract within seven days of intimation shall constitute sufficient grounds for the annulment of the award, in which event CSPHCL may blacklist the bidder and make the award to another applicant or call for fresh bids.

12. Disqualification:

CSPHCL may, in its own sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has :

- i. Submitted the Proposal after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- iii. Submitted a Proposal which is not accompanied by required documentation or is non responsive.
- iv. Failed to provide clarifications related thereto, when sought;
- v. Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.

13. Issuance of Audit Report :

- i. The auditor shall submit Audit Report to the Audit Committee of the Board through General Manager (Fin) CSPHCL, Raipur
- ii. Audit shall be conducted in accordance with the guidelines and audit programs.
- iii. Half margins (containing all queries of the auditor) shall be issued to the concerned office head. The half margins shall be issued by the audit team during the period they are conducting the audit. The concerned official shall reply to the queries raised by the auditor in the half margin within a week from the date of receipt.
- iv. Audit Report shall be prepared in two main sections as here under:

(A) **Test Audit Report (TAR):** This section shall contain all such irregularities, which auditors want to bring to the notice of Audit Committee specifying the financial implications. Further, it shall also highlight deviations from policies, systems and procedures followed by CSPHCL. The observations should be arranged into self-contained **Audit Para with suitable titles**. Separate Audit-Para shall be constructed for different matters/natures of discrepancies. But, discrepancies of similar nature shall be grouped together & single Audit Para shall be raised. Each Audit-Para shall be numbered with specific number. This section shall contain all such irregularities/discrepancies which are of major nature and financial implications above Rs.10,000/- for each individual case.

(B) **Test Audit Note (TAN):** This section shall contain all such irregularities/ discrepancies which are of small nature and financial implications upto Rs. 10,000/- for each individual case.

- v. Observations in the internal audit reports should not be general in nature. The observations should be specific and to the point, adequately supported by instances of irregularities/ non-compliance of rules, regulations, etc. Suggestions for improvement should be given, wherever possible.
- vi. For Auditing purpose, CSEB's/CSPHCL's/ Circulars/Orders may be seen in the office of ED(HR)/GM(Fin), CSPHCL, which will provide necessary co-ordination to the auditor.



14. Professional Fee:

The firm should quote **Fixed** Professional Fee on lump sum basis for conducting internal audit of listed - offices in **Annexure-I** including all expenses e.g. travelling expenses, lodging & boarding etc. to be incurred during audit but exclusive of Service Tax. **Service tax** as applicable will be admitted separately. A copy of registration certificate for Service tax shall be submitted along with first bill. No TA/DA and Boarding & lodging facilities shall be provided by the CSPHCL. No other taxes and duties shall be payable to the professional firms.

15. Submission of Bills for Professional Fee:

The CA/CWA firm shall submit the bills **in duplicate** to this office after completion of the audit work as per Order and Audit Program alongwith submission of Audit Report in **Two Copies, along with soft copy in CD.**

16. Payment Term of Professional Fee :

The payment term shall be as follows :-

SI No	Release of Fees	Percentage of the Annual Quoted Fees
1	On submission of 1 st half yearly report and Executive Summary.	25%
2	On acceptance of 1 st half yearly report by audit committee of CSPHCL	25%
3	On submission of 2 nd half yearly report and Executive Summary	25%
4	On acceptance of 2 st half yearly report by audit committee of CSPHCL	25%

Payment shall be released within 30 days of receipt of bills subject to fulfilling all the requirements. The successful bidder shall be required to furnish bank account details as under in order to enable the transfer of professional fee due under this contract, to his account:-

- (i) Name of the Account :
- (ii) Name of Bank and Address :
- (iii) Type of Account :
- (iv) Account No. :
- (v) IFS Code of Bank branch :

17. Period for execution of work:

The internal audit for the year 2014-15 shall be conducted on half yearly basis. The Half Yearly Report for the period ending September 2014 shall be submitted within 2 months from the issue of appointment order and that for the 2nd half year ending March 2015, shall be submitted by 30-04-2015. Any delay shall attract penalty as per penalty clause.

18. Audit Program :

The CA/CWA firm has to submit its Audit Program within 7 days from the date of appointment order to this office for conducting the audit. The audit program should strictly be followed by the office as well as by the auditor. **Failure** to commence the



audit within 15 days from the date of appointment order shall entail the forfeiture of security deposit and cancellation of the order.

19. Submission & Acceptance of Audit Report :

The CA/CWA firm is required to submit the Audit Report as specified at point no. 18 above and any changes/ corrections as observed by the Audit Committee of CSPHCL shall be done by the firm within 10 days of intimation of the same by the committee. The final Audit Report after incorporation of changes should be submitted in 2 copies along with soft copy in CD to this office.

In case, audit report is not accepted due to poor quality or not as per scope of work, the auditor shall have to carry the audit work again to the satisfaction of appropriate authority. Further, action may also be initiated for cancellation of contract as per clause 32.

20. Scope of Audit Work (S) :

Scope of Audit Work has been mentioned at -III.

21. Amendment in Bidding Document:

At any time prior to the deadline for submission of Bids, CSPHCL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective Bidder, modify the Bidding Documents by amendment(s). The amendment will be notified in writing or by Fax/E-mail/on website to all prospective Bidders, which have received the Bidding Document at the address contained in the letter of request for issue of Bidding Document from the Bidders. CSPHCL will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to afford prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the CSPHCL may, at its discretion, extend the deadline for the submission of Bids. Such amendments, clarifications etc. shall be binding on Bidders and will be given due consideration by the Bidder while they submit their Bids and invariably enclose such documents as a part of the Bid.

22. Co-ordination from Auditee Office :

The auditee offices (O/o ED(HR) and O/o GM(Fin) shall co-ordinate with the auditor in such a manner so as to complete the audit of respective offices within the prescribed time schedule. The auditee offices will provide reasonable work space, furniture to the audit team. Other resources, viz. computers, telephone etc. would have to be arranged by CA/CWA firm. The auditor shall also exercise due diligence to ensure coordination and timely completion of audit.

23. Criteria for evaluation of bids:-

The evaluation of bids shall be on the Professional Fee value found to be lowest among qualified bidders. The bidder whose price is found to be lowest shall be considered for award of contract subject to reasonability and fulfilment of contractual formalities.

24. Award criteria:-

CSPHCL would be at liberty to accept any bid, lowest or otherwise in whole or part or reject any or all bids without assigning any reason thereof. Successful bidder (s) will be informed by post or through Fax/e-mail.

25. Extension of Order :



Awarding of contract for Internal Audit is for the period from **April'2014 to March'2015**. However, the CSPHCL reserves the right to place an order for extension of contract on the same rates, terms and conditions for a further period of one year.

26. Extension of Time and Penalty:

Any extension in time beyond contract period as mentioned at Clause-18 shall only be granted on merits, after competent approval. The professional CA/CWA firm shall submit their request letter with proper justification. In case competent authority is not agreeable to the ground on which extension is sought, suitable penalty @1/2% (half percent) per week for delay in submission of report subject to maximum of 10% of order value shall be imposed on the auditor.

27. The award of work is made on the basis of the credentials, experience and capability furnished by participating firm and is liable to cancellation in the event of any professional or other misconduct, which has been taken cognizance by The Institute of Chartered Accountants of India/ The Institute of Cost & Works Accountants of India/ any other authority, coming to light at a later date.

28. The Audit to be carried shall be executed by audit team consisting of Full time professional and assistant(s) having qualifications of CA/CWA Inter I PE-II with atleast 2 years of audit experience or B.Com with atleast 5 years of audit experience. The CA/ CWA firm shall also ensure that size of the team is commensurate with the volume of the work involved.

29. All the audit reports shall be signed by a partner of the appointed professional CA/CWA firm. The CA/CWA signing, the audit report shall be responsible for all the work done by the audit team irrespective of the composition of visiting team at Auditee Office.

30. Cancellation of Order:

CSPHCL may upon written notice of default, terminate contract in the circumstances detailed hereunder –

- a) If in the opinion of CSPHCL, the professional firm fails to comply with any of the provisions of this contract, in such case, a written notice shall be served by CSPHCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- b) In the event of such termination, CSPHCL shall exercise its discretionary powers to award the work to other professional firm after giving due notice to the professional firm on account and at the risk and cost of professional firm.
- c) The performance of the firm shall be reviewed periodically and for any unsatisfactory performance, the Company reserves the right to terminate the services, giving a notice of 15 days to the firm.

31. Delayed/Late Bids:

CSPHCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CA/CWA Professional Firm or late receipt of the Offer by CSPHCL. No extension of time shall be granted in any case.



32. Mistake In Bid :

Rates should be quoted in both figures and words. In case of ambiguity between rates in figures and words, rates in figures shall be considered. Any over-writing in rates need to be authenticated by authorised signatory. However such offers can also be rejected.

33. Force Majeure :

Any cause that is beyond the reasonable control of the CA/CWA firm or CSPHCL will be force majeure condition. The cause of the force majeure condition will be taken into consideration only if the tendered within 15 days from the occurrence of such delay notifies. CSPHCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the CA/CWA firm shall submit its representation along with documentary evidence for scrutiny by CSPHCL and decision of CSPHCL in this regard shall be final and binding.

34. Subletting of work :

The awarded CA/CWA firm shall not sublet the work. In case of getting execution of work through other CA/CWA firm, the contract may be terminated.

35. Jurisdiction:

Any dispute or difference, arising under, out of, or about this work order shall be subject to Exclusive Jurisdiction of the competent court at Raipur (CG) only.

36. Officer Incharge :

The Manager (F&A), O/o GM (Fin), CSPHCL shall be the **officer-in-charge** and shall be responsible for implementation of Audit work. Any guidelines required during execution of audit may be taken with Officer - In-charge.

Thanking You.

Yours Faithfully,

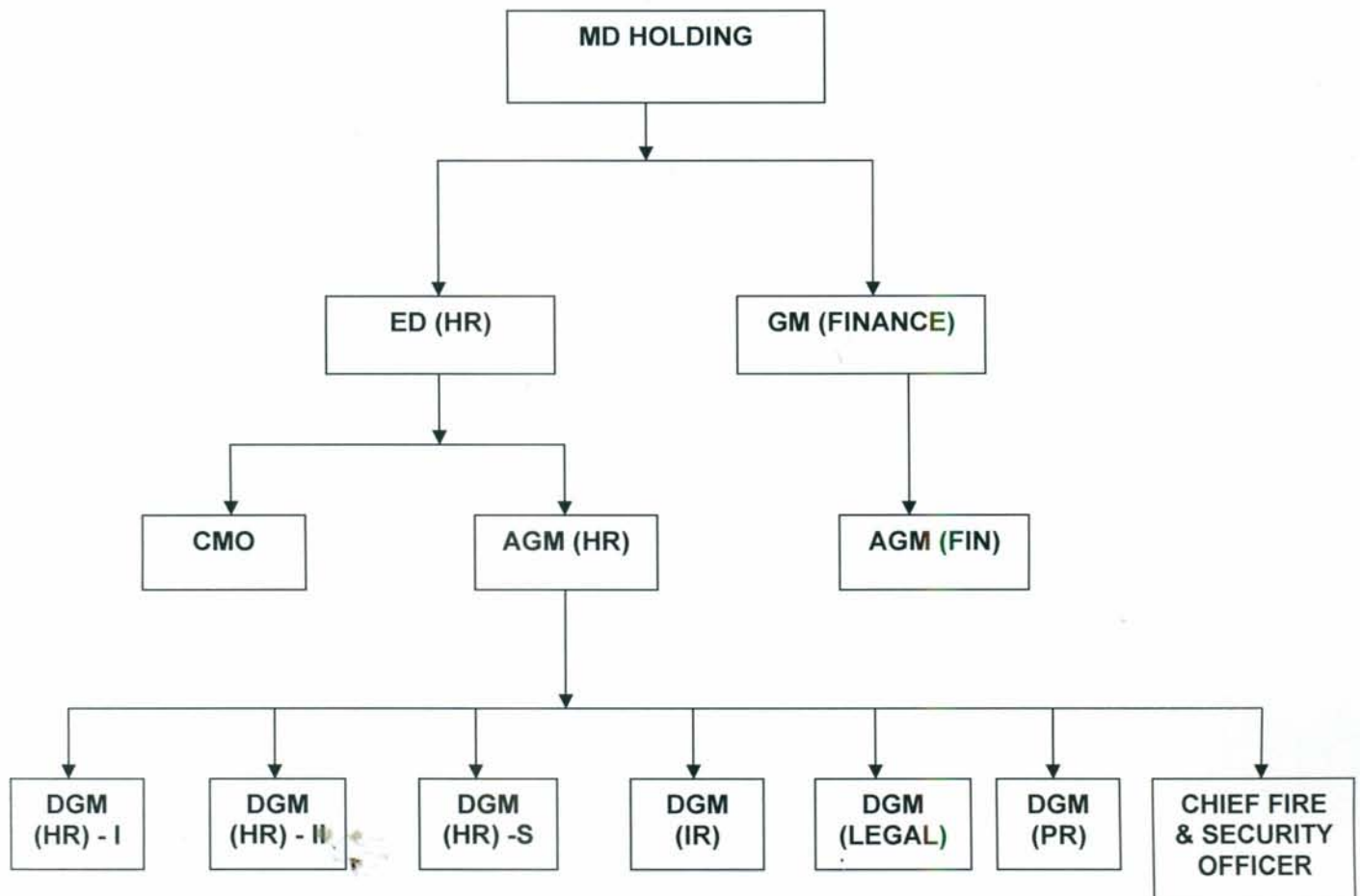

Addl.Gen.Manager(F&A)
C.S.P.H.C.L, RAIPUR

**List of offices of CSPHCL FOR WHICH INTERNAL AUDIT IS TO BE
CONDUCTED FOR THE FY 2014-15.**

1. O/o GM (Fin.), CSPHCL, Dangania, Raipur
2. O/o ED(HR), CSPHCL, Dangania, Raipur including its subordinate offices located at the same premise viz. DGM(HR-I)/ DGM(HR-II)/ DGM(HR-S) /DGM(Legal)/DGM(PR)/DGM(IR)
3. O/o Addl. CMO, CSPHCL, Dangania, Raipur

Note : Organisation chart enclosed (**Annexure-II**)

Organisation Chart



SCOPE OF WORK

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014 CSPHCL intends to appoint CA/CWA Professional Firm as internal auditor for carrying out internal audit of offices of CSPHCL as indicated under **Annexure-I**. The Scope of internal audit assignment for different offices shall be as under :-

1. SANCTIONS & BUDGETS

- i) Examining budget allocated to various offices as well as its utilization.
- ii) Verifying that spending are within the budget allocation in case of excess spending its regularization.

2. CONTRACT AGREEMENTS /WORK ORDER/ PURCHASE ORDER

- i) Checking Tender Registers, Comparative Statements, Contractors' Bill Registers.
- ii) Scrutiny of various work/purchase orders and examining whether necessary Administrative approval have been obtained. Competent Authority to sanction the Contract & amendments issued, if any, and its approval.
- iii) Examining various contracts for reasonability of rates and Budgeted Provisions.
- iv) Scrutiny of supply of manpower contracts/outsourcing/ vehicle hire contracts.
- v) Checking of Payment against various orders as per Contract Agreement.
- vi) Checking for delay in supply and resultant recovery of penalty charges etc..
- vii) Waiver of penalty charges by Competent Authorities to be critically reviewed with reference to the existing circumstances.
- viii) Checking that purchases are made within powers as per Delegation of Power.
- ix) Payment made against P.O. to be checked with reference to Payment Clause and in case of deviations whether approval accorded by competent authority.

3. ESTABLISHMENT- SALARIES & WAGES

- i) Test Checking of Pay Bills with reference to rules & Proprietary aspects- Verification of Wage Sheets, Attendance Records- particularly of Leave Salary/ & other Allowances & Accounting of leave records. Test checking of Payment of Statutory Deductions & their timely deposits.
- ii) Calculation & Accounting of Interest on Loans & Advances & its recovery as per applicable rules.
- iii) To check the deductions made in salary account and timely deposits with requisite authority.
- iv) To check the fixation of pay on general revision of pay scale/grant of time bound/devised promotional scale.
- v) To check any kind of arrear given to the employees.

4. Verification of Cash Book & its Auditing, Bank reconciliation, Accounting of Stale Cheques, and Dishonor of Cheques.

5. STATUTORY COMPLIANCES

- i) Compliance of Accounting Standards and provisions of the Companies Act, 1956 as applicable to CSPHCL from time to time.
- ii) Compliance of Income Tax Act viz. deduction of tax at source at the time of payment towards salaries, Rent, Consultancy charges, Professional fees, etc.
- iii) Appropriate recovery under various laws and its timely deposit with appropriate authorities and filing of returns.
- iv) Violations of any other law e.g. non-payment of wages as per Minimum Wages Act, ESI recovery & timely remitting of P.F by contractors for which Company is responsible as a Principal Employer.
- v) Recovery and deposit of Service Tax.
- vi) Comments on the adequacy of internal control procedure commensurate with the size of the company and the nature of its business,
- vii) Monitoring and Comments on compliance report submitted by the individual office for previous Internal Audit Reports pending IRs/Paras, if any.
- viii) Auditors shall also attend to any other work specifically assigned by the Management/Audit committee or commented by the statutory auditors in their report (CARO) regarding Internal Audit.

Qualifying Criteria

- (I) The CA/CWA firm should have its Registered Head Office at Raipur. Details may be furnished for address of offices, details of staff in each offices, qualification and experience.
- (II) The CA/CWA firms should have experience of at least 5 years of undertaking Audit work satisfactorily in any of the Central Sector/State Sector Undertaking/Corporation/Company.
- (III) The firm should have conducted internal audit work in any two Central Sector/State Sector Undertaking/Corporation/Company/Bank.
- (IV) The firm should have at least 1 Fellow Chartered/ Cost Accountant (FCA)/ (FCWA) and 2 Associate Chartered/Cost Accountant (ACA)/ (ACWA) should be associated with them. Further, 4 semi qualified staff i.e. CA (Inter)/ CS (Inter)/ CWA (Inter), must also be available with the firm. Details may be furnished in the format Appendix-2.
- (V) The audit firm should have average annual Professional receipts over last three years (2011-12, 2012-13 & 2013-14) of a minimum of Indian Rupees 20,00,000/- (Rs. Twenty lakhs only). Audited balance sheet needs to be submitted. The firm should furnish details in format Appendix.-3.

Information related to the aforementioned criteria along with covering letter to be provided in Appendix-I must be submitted along with Part-II offer- "Qualifying Bid".

NOTE:- Relevant documentary proofs in respect of all the above requirements need to be submitted alongwith the Part-II offer-"Qualifying Bid". Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.

COMMERCIAL DETAILS OF CA/CWA FIRMS
(Format for submission with Part-II Qualification Bid)

1. Full Name of the CA/CWA Firm :
2. Location of Headquarter & Branches :
3. Full address of Headquarter :
4. Date of commencement of Business. :
(Kindly attach a self attested certificate of ROC)
5. Telephone Nos / Mobile No. :
6. E-mail address. :
7. In case of Partnership Firm :
Names and details of partners (also
indicate their respective qualification
and period of partnership in the firm)
8. Number and Name of fully qualified (C.A/CWA) :
/- Staff also indicate their respective qualification
and period of service with the firm)
9. Number of semi qualified staff (Inter) :
(also indicate their respective qualification
and period of service with firm).
10. Number of candidates doing Article-ship
11. Names & Addresses of major clients :
(Attach separate sheet, if required).
12. Details of audit conducted for Companies etc.
including Govt. Company or State/ Central PSU
including Banks) during the last 5 years.
(Attach separate sheet, if required).
(Kindly mention in details, the kind of audit undertaken)
13. No. of persons proposed to be deployed :
(Mention their qualification)

It is here by certified that the information given as above and also else where in the offer are correct to the best of my belief and knowledge. I understand that CSPHCL can take action against any finding of incorrectness in future appropriately.

Signature of authorized representative
Seal.

PROFESSIONAL FEE FOR INTERNAL AUDIT OF CSPHCL
(Format for submission with Part-III Price Bid)

PROFESSIONAL FEE FOR THE AUDIT WORK
for the financial year 2014-15

<p>Fixed Professional fee on lump sum basis Inclusive of all charges, Taxes & Duties except Service tax for all offices of CSPHCL for the financial year 2014-15)</p>	<p>Amount in Figures Rs.....</p> <p>Amount In words : Rupees.....</p> <p>.....</p>
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Signature of authorized representative
Seal.

Format for Covering Letter to the Proposal submitted by the firms
(Format for submission with Part-II Qualification Bid)
On Applicant's Letterhead

Date:

To
General Manager (Fin)
CSPHCL
Ground Floor, Vidyut Sewa Bhawan,
Dangania,
Raipur (CG)

**Sub :- Enquiry for Outsourcing CA/CWA Professional Firms for the work of
"Internal Audit" for 2014-15**

Sir,

In response to the inquiry, dated issued by the CSPHCL, we offer PROPOSAL in response to bids invited with regard to selection of Firms for above said Work.

In the capacity of the Applicant for the internal audit work, we declare that we are willing to carry the work intended to be outsourced, should the CSPHCL select us for this purpose.

We are submitting this PROPOSAL on our own. If selected, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience as specified in the Enquiry. We understand that the basis for our qualification will be our PROPOSAL, and that any circumstance affecting our continued eligibility under the inquiry, or any circumstance which would lead or have led to our disqualification under the inquiry, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all PROPOSALS you receive.

We declare that we have neither entered into nor are party to (whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other Applicants for the Project, in connection with the preparation and/or submission of our PROPOSAL for the Work, or preparation of the bidding documents.

We declare that we are not facing any enquiry or investigation under Prevention of Corruption Act in India or similar enactment in any other country.

We undertake that, in competing for (and, if we are selected, in executing) the work, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We submit herewith, authenticated copies of the firm's Partnership Deed. We declare that we have disclosed all material information, facts and circumstances to the CSPHCL, which would be relevant to and have a bearing on the evaluation of our PROPOSAL and selection.

We acknowledge and understand that in the event that the CSPHCL discovers anything contrary to our above declarations it is empowered to forthwith disqualify us and our PROPOSAL from further participation in the process.

Yours faithfully,

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:

PERSONNEL CAPABILITIES

(Format for submission with Part-II Qualification Bid)

Number & category of Personnel to be deployed on the Works if undertaken:

Provide the information as required in the following table:

S.No	Name of Personnel	Qualification of Personnel	Experience (in years)
1			
2			
3			
4			
5			
6			

Authorised Signatory
Name & Title of Signatory
Name of Applicant:
Address:

Financial Details (as per enclosed audited Balance Sheet)

(Format for submission with Part-II Qualification Bid)

Please enclose copies of last three Audited/ Certified Annual Balance Sheet and P&L Account.

(Amount-Rs.in Lac)

Sl. No.	Particular	Professional receipt
1.	F.Y. 2011-12	
2.	F.Y. 2012-13	
3.	F.Y. 2013-14	
4.	Total for three years	

Average of three F.Y.s

As per enquiry term minimum average annual turnover should be Rs. 20 Lacs.

In case audited accounts for FY 2013-14 are not available, relevant details for FY 2010-11 may be provided

Authorised Signatory
Name & Title of Signatory
Name of Applicant:
Address: