

**ASSAM PETRO-CHEMICALS LIMITED**

(A Government of Assam Undertaking) | An ISO 9001:2008 Certified Company
CIN- U24116AS1971SGC001339, GSTN: 18AABCA6913A1Z6

Head Office & Factory Site:

Assam Petro-Chemicals Ltd., Namrup, P.O. Parbatpur,
District: Dibrugarh, Assam-786623
Phone: (0374) 2500331/2500246/2500518, Fax: (0374) 2500332
Email: nrapal@sancharnet.in, admin_apl@assampetroche

Ref. APL/CFA/2020-21/101/1969

Date: 15-04-2020

Time extension of Tender No. APL/CFA/2020-21/101 dated 24-03-2020 is extended as per the new Schedule given below:

Sl. No.	Event	Date & Time
1	Last Date of submission	15-05-2020 upto 03:00 PM
2	Date of Opening	15-05-2020 at 03:30 PM

S/d

Managing Director

Notice Inviting Tender

Appointment of Internal Auditor for the Financial Year 2020-21

By

Assam Petro-Chemicals Limited
(A Govt. of Assam Undertaking)

Registered Office

4th Floor, Orion Place, G.S. Road,
Bhangagarh, Guwahati, Assam
Phone:0361-2461470 / 2461471 / 2461594

Head Office

Namrup, P.O. Parbatpur
Dibrugarh, Assam – 786623
Phone:0374-2500331 / 212 / 518

[This Document is meant for the exclusive purpose of Audit against this NIT and shall not be transferred, reproduced or otherwise used for the purpose other than that for which it is specially issued.]

ASSAM PETRO-CHEMICALS LIMITED

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SECTION-I NIT INFORMATION

Name of Assignment: **Tender for Appointment of Internal Audit of APL for the Financial Year 2020-2021**

Important Information

Sl. No.	Event	Information to the Consultants
1	Date of Release	24-03-2020
2	Last Date of submission	15-04-2020 upto 03:00 PM
3	Date of Opening	15-04-2020 at 03:30 PM
4	NIT Document	The details can be downloaded free of cost from the websites www.assampetrochemicals.co.in
5	Address for communication	Assam Petro-chemicals Limited Namrup, P.O. Parbatpur 786623 Dibrugarh, Assam – 786623 Phone: 0374-2500331 / 212 / 518
6	Contact Person	Deputy General Manager (F&A) Phone:0374-2500331 / 212 / 518 (Extn.-643) E-mail: s.das@ assampetrochemicals.co.in

SECTION-II PREFACE

Assam Petro-chemicals Limited (APL) was conceived for productive utilization of natural gas, which was being flared up in the Upper Assam oil fields. Only a small quantum of natural gas was then used in fertilizer industry and power generation. To prevent this colossal wastage, the company was set up by Government of Assam with joint participation of Assam Industrial Development Corporation Ltd (AIDC) and the public. Incorporated in 1971, the company was a pioneer in the field as it was the first to manufacture petrochemicals in India using natural gas as feedstock. It started with a small Methanol plant with Formalin and a few Urea Formaldehyde resins as downstream projects with technology supplied by Mitsubishi Gas Chemicals Co. Inc, Japan. Commercial production began in 1976. To augment its capacities to meet increasing demand for its products, a bigger Methanol plant with 100TPD capacity was commissioned in 1989 with technology supplied by ICI, UK and a 100 TPD Formaldehyde Plant in 1998 with technology from Derivados Forestales of Nederland which has then been revamped to 125 TPD in the year 2012.

Assam Petro-Chemicals Ltd. is now implementing a mega project of 500TPD Methanol and 200 TPD Formaldehyde plant as an expansion project of the company at a total cost of Rs. 1337 crore. Implementation of the 500 TPD Methanol project is going on at the adjacent plot of existing plant at Namrup in Dibrugarh district of Assam. Implementation of 200 TPD Formalin project is about to start at Boitamari in Bongaigaon District. Governor of Assam, Oil India Limited and Assam Gas Company Limited are investing in equity capital for implementation of 500 TPD Methanol and 200 TPD Formalin project. Government of Assam alongwith Assam Gas Co. Ltd and AIDC Ltd. will hold 51% of shares and Oil India Ltd. will hold 49% of the equity capital of the company.

The company (APL) intends to appoint a Chartered Accountant / Cost Accountant Firm for conducting internal audit of the functions and all actives of the company for the Financial Year 2020-21. The Firms are therefore requested to send their Proposal as per the Terms of Reference described in Section III, IV & V.

SECTION-III SCOPE OF WORK

The audit firm would be required to conduct the audit of APL in accordance with the standards /procedure on audit. The detailed scope of work for Audit for the financial year 2020-2021 is at **Annexure- A**. Initial engagement period of appointment will be for one year for the FY 2020-2021. Based on the satisfactory performance, the tenure may be further extended year to year basis for a maximum period of two more years.

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

TIMELINES:

Schedule	For the period	Remarks
1st Quarterly Audit	1st April, 2020 to 30th June, 2020	Audit to be commenced immediately after award of work. Should be Report submitted latest by 31 st July,2020
2nd Quarterly Audit	1st July, 2020 to 30th September, 2020	Report Should be Submitted latest by 31th October, 2020
3rd Quarterly Audit	1st October, 2020 to 31st December, 2020	Report Should be Submitted latest by 31st January, 2021
4th Quarterly Audit	1st January, 2021 to 31st March, 2021	Report Should be Submitted latest by 30th April, 2021
Annual Audit	1st April, 2020 to 31st March,2021	Report Should be Submitted latest by 30th April, 2021

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

Audit firm is required to visit APL offices as and when required as per scope of work. The audit should be executed by a competent team of professionals, comprising of at least 1 qualified Chartered / Cost Accountant with at least 2 years of experience and 1 semi-qualified staff (CA/CMA, CS, Inter CA/CMA, MBA (Finance) M.Com) who have strong exposure & experience and should be closely supervised by a partner level person who will oversee the audit and attend all meetings with the Top Management/Audit Committee/Board of Directors, as and when required.

SECTION-IV INSTRUCTIONS

PRICE BASIS AND PAYMENTS:

The proposal should include price all-inclusive lump sum (including TA/DA and out of pocket expenses, etc.) 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 in a separate envelope sealed properly. The Contract price and the scope of work also include any services certification etc. which is not specifically identified but are required for completion of the assignment. Goods & Services Tax, if any, will be paid extra at the applicable rates and is not to be quoted in the price.

The Company will not pay any TA/DA or other incidental expenses Accommodation and fooding facilities will be provided by the company to the principal as well as the audit staff at the company's guest house.

TERMS OF PAYMENT:

All payments would be claimed by the Firm from APL on being due, and would be accepted for payment by Competent Authority of APL based on the satisfactory completion of the work in sole discretion of APL. The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

Percentage of Fee	Milestone/ stage completion
20% Payment	After Successful Completion and Submission of Report 1 st of Quarterly Audit.
20% Payment	After Successful Completion and Submission of Report of 2 nd Quarterly Audit.
20% Payment	After Successful Completion and Submission of Report of 3 rd Quarterly Audit.
40% Payment	After Successful Completion and submission of Report of 4 th Quarterly Audit & Annual Audit.

The audit firm shall raise invoice after successful completion and Submission Report of audit and as per the work order. APL shall make payment on receipt of such invoice in triplicate.

PENALTY PROVISIONS:

1. Delay in completion of audit: 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 Managing Director, APL subject to maximum 10% of amount of fee as and when due.

TAXES AND DUTIES:

APL shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Auditing Firm under the contract. As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, APL shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Auditing Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Audit Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

OWNER'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL

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

CONFIDENTIAL:

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

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.

SELECTION PROCESS:

Sl. No	Particulars	Points per criteria	Maximum Points	Self Assessment	Supporting documents
1	Year of Establishment of the Audit Firm / Limited Partnership Firms (Minimum 5 years)	1 (one) per year in the existence (fraction of the year to be ignored)	20		Copy of certificate of incorporation from ICAI
2	No. of Partners in the Firms / Limited Liability Partnership Firm who are associated with the firm for not less than three years as on date of application	a) 2 (two) for each Partner who is ACA/ACMA b) 3 (three) for each Partner who is FCA/FCMA	15		Copy of Firm Constitution Certificate
3.	No. of Qualified Assistants (CA / CMA) employed with the firm	2 (Two) per Qualified Assistant	10		Membership certificate issued by ICAI / ICMA
4	No. of Semi-qualified Assistants (CA/CMA Intermediate employed with the firm).	1 (One) per Semi-qualified Assistant	5		Self declaration certificate
5	Experience of Internal / Statutory Audit assignment of Oil, Gas, Petrochemicals or Fertilizer Sector PSUs (Central/State)	5 (Five) Points per assignment per year (fraction to be ignored)	30		Satisfactory work completion certificate
6	Experience of Internal / Statutory Audit assignment of other than Oil, Gas, Petrochemicals or Fertilizer Sector PSUs in Central/State	2 (Two) Points per assignment per year (fraction to be ignored)	10		Satisfactory work completion certificate
7	Turnover of the firm (Average annual turnover in the Last three years) At least Rs.20 Lakh	Rs. 20-25 Lakh = 5 Marks Rs. 25-30 Lakh = 8 Marks Above Rs.30 Lakh=10 Marks	10		Audited financial statements
		Total	100		

The Audit Firm having Head Office or Branch Office in Assam will only be considered.

Professional firms which obtain at least 75% marks based on the technical parameters would be considered for opening financial bid.

The Management reserves its rights to relax any of the above conditions in appropriate cases considering the experience and expertise of the firm.

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, superscribed as “Quotation for Engagement of Chartered / Cost Accountant firm for conducting Internal Audit of APL for the Financial Year 2020-21”.

Envelop-1 consists:

- (i) Form-1 (Technical Proposal)
- (ii) Annexure- B
- (iii) Undertaking on firms letter head.
- (iv) A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.
- (v) Date of formation of the firms/other organization with a full time FCA / FCMA.
- (vi) Details of partners / Sole Proprietor / CA / CMA Employees as on date, date of joining the firm, date of becoming FCA/ FCMA, and their other interest, if any.
- (vii) Membership certificate of practice
- (viii) Copy of CAG empanelment certificate, if applicable.
- (ix) A copy of the latest partnership deed in the case of partnership firms.
- (x) A copy of the IT return 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) A copy of 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 audit experience of the firm/organization for the last 3 years may be given in the specified format. (Only assignments which carry a fee of Rs.50,000/- and above may be mentioned).

Envelop-2 consists:

- (ii) Form-2 (Financial Proposal)

Interested Audit firm may send the bid latest by 15-04-2020 at 03:00 PM Technical Proposal shall be opened on 15-04-2020 at 03:30 PM. Financial bid of technically qualified bidders only (as per eligibility criteria) shall be opened on 20-04-2020.at 03:00 PM.

In case of any further information in this regard, undersigned may please be contacted as per details mentioned hereunder.

Deputy General Manager (F&A)
Phone: 0374-2500331 / 212 / 518 (Extn.-643)
E-mail-s.das@ assampetrochemicals.co.in
Assam Petro-chemicals Limited
Namrup, P.O. Parbatpur
Dibrugarh, Assam – 786623

SECTION- V : NIT FORMS

On Auditing Firm's Letter Head

FORM-I

(Technical Proposal)

To

Managing Director,
Assam Petro-chemicals Limited
Namrup, P.O. Parbatpur
Dibrugarh, Assam – 786623

Sub: Appointment of Chartered / Cost Accountant Firms for conducting internal audit of APL for the Financial Year 2020-21.

Sir,

1. With reference to your Tender No: APL/CFA/2020-21/101 dated 24-03-2020.for appointment of Chartered / Cost Accountants Firms for conducting internal audit of Assam Petro-chemicals Limited for the Financial Year 2020-21, I/we wish to apply for the appointment as internal auditor of APL 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 the APL.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 60 days from date of opening of bids.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No:

E-Mail :.....

Seal

Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are requested to tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

On Auditing Firm's Letter Head

Form-2

Financial Proposal

To
Managing Director,
Assam Petro-chemicals Limited
Namrup, P.O. Parbatpur
Dibrugarh, Assam – 786623

Sub: Appointment of Chartered / Cost Accountant Firms for conducting internal audit of APL for the financial Year 2020-21.

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)

S. No.	Particulars	Fee in INR (Rs) Price bid shall be quoted	
1	All-inclusive Lump sum fee (including TA/DA and 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.	In Figure	In Words

Please Note: Goods & services Tax, if any, 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

Annexure-A

Assam Petro-chemicals Limited

OBJECTIVES

The objectives of the internal audit for the Financial Year 2020-2021 is to seek a professional opinion on the internal financial control of the company (APL) and to ensure proper maintenance of books of accounts and other relevant documents at all levels.

Scope

The Audit will be carried out in accordance with the Generally Accepted Auditing Principles (GAAP), Indian Accounting Standard (IAS) and will include tests and controls, as the auditors feel necessary under the circumstances covering entire business activities and offices of the company. Following areas are given as indicative but not exhaustive and all areas are to be covered,;-

1. Audit to cover all the areas ensuring that,

- a) Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- b) Transactions are duly supported by proper supporting documents.
- c) Propriety of the transactions.
- d) Checking the maintenance of books of accounts and records.
- e) Checking the bank reconciliation statements.
- f) Checking of component wise, category-wise and account head wise expenditures.
- g) Checking of investments, short term deposit etc. made from time to time.
- h) Checking of various taxes/statutory compliance & liabilities(including contingent)
- i) To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at the meetings of Board of Directors are given in the Books of Accounts.
- j) Checking of procurement of materials, payment authorisation.
- k) Fixed Asset Register, Recognition of Fixed Assets, Depreciation & W/P capitalisation of Assets.
- l) Payment to Contractors& Vendors of Projects & Bills processing including ongoing Project.
- m) All Project financial activities like bank documentation outside agencies etc.
- n) Checking of Inventory whether maintaining Level of inventory or not Also obsolete and non moving/slow moving inventory are to be checked and Reported.

2. Financial Books

- a) Verification of Bank Book Journal, Vouching of Imprest Cash.
- b) Scrutiny of General Ledger, Staff Advance Registers, Commenting on loan outstanding entries, etc.
- c) Verification of cash and cheques in hand etc. as on the last day of the each quarter.
- d) Verification of all vouchers and sheets ensure correct accounting head.
- e) Scrutiny of general ledger and verification of Statement of Profit and Loss, Balance sheet, Cash Flow Statement and other notes on accounts.
- f) Verification of Salary/ Consultancy payments, P.F, I.T., TDS, etc., and verification of submission of various returns to the competent authorities in time.
- g) Verification of all financial information completely, promptly and after the necessary authorization was recorded.

3. Tenders & allied matters: (Procurement & Contract Management)

- a) The tenders floated should be as per Guidelines for Tendering and Purchase Policy of the Company and within the delegation of power of the officer etc.
- b) Ensure the basis of preparation of estimates of work/package is realistic and logical.

- c) Comparative Statement and the evaluation procedure should be checked based on random sampling method to establish the reasonableness of rates (considering the special conditions, if any) and irregularities to be reported.
- d) Check the Terms & Conditions of Letter of Award issued and Earnest money provided is kept in safe custody and is sufficient and valid.
- e) An agreement should be executed within the time stipulated by LOA and does not have negative future impact.

4. Project Execution

- a) Physical and financial evaluation, variance study of actual costs vis-à-vis sanctioned estimates, performance guarantee, in terms of the contract.
- b) Analysis of variation in work contract and work executed, basis of rates billed and check for required approval.
- c) Scrutinize present status of work that is still to be executed, with respect to the contract for any changes in Bill of Quantities having material impact on the project has acceptance of the competent authority
- d) Where extension of completion date of the contracts is required, the delay should be well justified, mention the reason of delay and whether approved by competent authority. Recommend Liquidated Damages as per the provisions of the contract, wherever required.
- e) Action of officers not included in Delegation of Power should be supported by proper approvals from competent authority.
- f) In case of departmental work, Check for logical and realistic estimates is duly approved by competent authority. Further, material procured and consumed should be properly reconciled at frequent interval.

5. Establishment matters (Human Resource Department)

- a) Surprise attendance verification of manpower and Checking of wages and salaries of different categories of employees including officers, contract staff, monthly and daily rated workers on the basis of their respective terms and conditions of employment.
- b) Random checks a few individual files and Service Book.
- c) Ensure compliance of PF and ESIC laws in case of daily wages, manpower on roll and as well as on contract.
- d) Verify the records with special attention to LTC, Leave & Medical rules, Final Settlement, Travelling allowances, Staff Loans/Advances.
- e) Any other procedural checks as required by Internal Auditor like:
 1. For arbitration, court cases and contingent liabilities, proper provisions should be calculated and booked.
 2. Management's compliance/ action on comments of the Statutory Auditors in their Audit report.
 3. Review of the deposit with Govt. Departments such as Electricity, Water, and Telephone etc. and EMD held by the company after completion of work/ contract etc.
 4. Checking of all Statutory licences for operation of Plant & Establishment.

6. System Improvement

The selected Auditor(s) will report any lacuna/weakness noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported. To give suggestions for improvement in production, marketing, maintenance, etc.. Internal Auditors are encouraged to suggest solutions for system improvement and to rectify the errors or deficiencies and not merely confine to making observations but ensure compliance of the audit observations at the office itself in their presence. Irregularities of serious nature noticed during audit are to be reported to the Competent Authority through a special report confidentially

7. Liaison

The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met. To suggest the measures for cost control. Efficiency of the plant operation cost like operational energy & raw material consumption efficiency.

8. The Chartered / Cost Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the audit qualifications in the Audit report of this assignment.

9. Others

- a) Audit shall be on Continuous Basis.
- b) Certification and authentication of APL' Projects Utilization Certificates.
- c) Income Tax Service including filling of returns, getting assessments done, TDS compliance and consultancy on Income tax matters.
- d) Filing of annual returns with Registrar of Companies.
- e) Consultancy on compliance of Goods & services Tax including filling of returns, getting Assessment done, TDS consultancy and compliance thereof.
- f) Audit and Consultancy in Provident Fund, Gratuity and other related matters.
- g) Consultancy in stocktaking of Fixed Assets & inventory.
- h) Any other related matters of importance.

10. Reporting

After finalization of Audit, the Auditor shall submit Audit Report on the Accounts Audited as per timelines given in Section- III.

Internal Audit Reports should be prepared in five separate parts, namely:

Part-I: Executive Summary of significant observations;

Part-II: Action taken by the unit/section on previous Internal Audit Report;

Part-III: Important items which, in the opinion of the Auditor, should be brought to the notice of the Management/Audit Committee/Board of Directors;

Part-IV: Matters which, though erroneous, are minor in nature and would be adequate, if rectified locally;

Part-V: Suggestions for systems improvement;

The Auditor must discuss the draft report with the unit/section head before drawing up the final report and make a specific mention of this in his report. The Auditor must hand over one copy of the report to the unit/office head for necessary compliance and send a copy of the full Report (in soft and hard both) duly signed and dated to the Managing Director.

No para of the Internal Audit Report can be taken as closed unless satisfactorily resolved. Outstanding paras will be carried forward to the next report and need to be properly addressed in Part-II of the Internal Auditor's Report

10. GENERAL

Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of APL, and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.

General Conditions

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered / Cost Accountants & employees to be engaged for the Audit work experience etc.
2. The selected Firm will have to start the audit within 10 days from the date of issuance of the letter of appointment from APL.
3. The Audit of Accounts of APL as per the assigned work has to be completed in a time bound manner as specified in Section- III.
4. The selected firm will be required to comply with the instructions if any issued by the APL.
5. The successful Tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
6. These are only proposed draft terms and conditions and can be modified at any time by APL at its sole discretion.
7. In case of any dispute, the decision of the Managing Director, APL shall be final and binding.

APPLICATION

Details of Chartered / Cost Accountant firm for the Internal Audit of APL for the Financial Year 2020-2021:

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/ ICAI Registration No. with Region Name and Code No.	
5	CAG Empanelment No., if applicable	
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 / FCMA	
10	Number of Full-Time Partners as on 31-03-2019 (Details to be provided in "Annex-C")	
11	Number of Full Time Chartered / Cost Accountant Employees as on 31-03-2019	
12	Number of Part Time Chartered / Cost Accountant Employees as on 31-03-2019	
13	Number of Branches (Details to be provided in "Annex-D")	
14	Whether the firm is engaged in any statutory/Internal/Concurrent Audit and other accounting work of any Govt. Companies/Autonomous body, and Academic Institutions etc. (If yes, details may be given "Annex-E").	
15	Turnover of the Firm (last 3 years) 2018-19 2017-18 2016-17	

(On Firms Letter Head)

Annex-C

Details of Full Time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA (FCMA / ACMA)	Date of joining the firm (full time)	Station & Region where residing at present

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annex – D

Particulars of Branches (including foreign branches, if any)

Sl. No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annex- E

Details of Statutory/Internal Audit Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five year as on 31-03-2019.

Name of Client	Type of Audits(Tick appropriate Box)		
	Statutory	Tax	Internal/other
A. Central / State Public Sector Undertaking of Oil, Gas, Petrochemicals or Fertilizer			
B. Other than above			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Undertaking

I/We the following partners of M/s. _____, Chartered / Cost 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 Cost & Management Accountants Act / and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI / ICMAI 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 / CMA Act;
4. 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/ICMAI.
- 5.

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: