



**Goa Shipyard Limited**

Ship Builders, Ship Repairers & Engineers

( A Govt. of India Undertaking - Ministry of Defence )



EOI No. GSL/FIN/2019-20/APPT./01 dtd 25-04-2019.

### EXPRESSION OF INTEREST

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT/ APPOINTMENT OF COST ACCOUNTANTS FOR CONDUCTING COST AUDIT IN GOA SHIPYARD LIMITED (GSL) FOR THE FINANCIAL YEAR 2019-20 to 2021-22.

#### **GOA SHIPYARD LIMITED (GSL)**

CIN: U63032GA1967GOI000077

OFFICE ADDRESS: VADDEM HOUSE, VASCO-DA-GAMA, GOA - 403802

Website: [www.goashipyard.com](http://www.goashipyard.com) or [www.goashipyard.co.in](http://www.goashipyard.co.in)



## ABOUT GOA SHIPYARD LIMITED (GSL)

GSL is CRISIL 'AAA' rated ISO 9001:2015 + ISO 14001:2015 + ISO 45001:2018 certified Schedule 'B', Miniratna, Category-I, public sector undertaking under Ministry of Defence, engaged in the construction of ships & other floating structures and also ship repair activities with state of the art infrastructure and is one of the few shipyards with DSIR recognized 'In-house R&D Unit', equipped with high end CAD/CAM facilities. The shipyard was established in 1957 and now celebrating its glorious 60 years. Over the years the yard has undergone many changes and presently undergoing major modernisation activities on completion of which yard will attain an installed capacity to concurrently build 14 steel hull vessels of upto 110 m lengths. The yard is equipped with a state of the art ship lift system for handling vessels afloat and ashore. Yard has also completed installation of plant & equipments for the construction of MCMVs for the defence sector. Presently yard has an order book position of Rs 16000 Cr. and is expected to dwindle within a year to Rs 50000 Cr on embarking the construction of MCMVs. The yard has manpower strength of 1700 employees.



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## INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF COST AUDITOR

<b>EOI No. GSL/FIN/2019-20/APPT./01 dated. 25-04-2019</b>	<b>EOI available for download : - from 25.04.2019 to 13.05.2019</b> <b>Last date &amp; time of submission :- 13.05.2019 (upto 16:00 hrs)</b> <b>Date of Opening of EOI :- 14.05.2019 at 15:00 hrs</b>
<p>GSL, invites EOI from firms registered with The Institute of Cost Accountant of India for Empanelment as Cost Auditor of Goa shipyard Limited for the FY 2019-20, FY 2020-21 &amp; FY 2021-22.</p> <p>Interested and eligible firms having their registered office/practice within Goa/Karnataka/Maharashtra may submit their application as per format at "Annexure 1" (Format of Application) dully filled in and signed along with requisite <b>self attested</b> documents to the office of –</p> <p style="padding-left: 40px;">General Manager (Finance), Goa Shipyard Limited Vaddem House, Vasco-Da-Gama Goa – 403 802.</p> <p>so as to reach, on or before 13.05.2019 (upto 16:00 Hrs.). EOI opening on 14.05.2019 at 15:00 hrs.</p> <p><b>No applications will be considered if received after due date and time fixed as above for submission of EOI.</b></p> <p><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"><li>EOI should be submitted in the prescribed format only. Submissions in any other format will not be acceptable.</li><li>EOI received after due date and time will be liable for rejection and will be returned unopened. No further correspondence on such responses will be considered.</li><li>Firms who participates in EOI, if so desire, may take part in 'EOI Opening' process on production of authorization / Identity certificate. Only one person from each firm will be allowed to be present.</li><li>EOI submitted should be free from correction, over-writing, use of white Ink etc. However if any correction is inevitable, the same should be authenticated with signature and seal of the firm.</li><li>All information/ details required shall be properly filled in EOI and no column should be left blank or should not be filled with ambiguous/ incorrect details.</li><li>Each page of Bid and EOI (<b>including Annexure</b>) should be dated and signed along with office seal of the firm.</li><li>Canvassing in any form shall render the submitted EOI liable for rejection.</li></ol> <p><b>For any query please contact:</b> <i>GSL Finance Department at 0832- 2514196; during office hours or email at <a href="mailto:sunilsbagi@goashipyard.com">sunilsbagi@goashipyard.com</a> or <a href="mailto:ashotoshsahu@goashipyard.com">ashotoshsahu@goashipyard.com</a>. Query if any to be sent immediately but not later than (Ten) days before the due date of closure of EOI.</i></p> <p><b>Important Note:</b></p> <ol style="list-style-type: none"><li>For the purpose of this EOI 'Firm' means a proprietary/ partnership/ LLP firm of practicing CMAs having practice for a period of at least 05(Five) years as on 01.04.2019.</li></ol>	



- II. Interested and eligible CMA proprietor/partnership/LLP firms may download the EOI from GSL website link <https://goashipyard.co.in/tender/open-tender/> and may submit their application in the format prescribed in EOI along with all supporting documents
- III. Applicants may regularly visit the above website to keep themselves updated regarding clarification/amendments/time extension etc, if any with regards to the above EOI.

For Goa Shipyard Limited

Sd/-

**General Manager(Finance)**



## FORMAT OF APPLICATION

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office (s):  
(Enclose Self attested copy of Registration/Constitution)

Head Office:

Address	Date of Establishment	Contact Person/Mobile number/Landline Nos./Fax	E- mail

Branch Office 1:

Address	Date of Establishment	Contact Person/Mobile number/ Landline Nos./Fax	E- mail

(Insert information of additional Branch office(s), if any)

5. Details of Proprietor/existing CMA qualified Partners:

Sl No.	Name of the Proprietor /Partner(s)	Membership No.	Membership Status ACMA/ FCMA/	Date of joining the firm as Partner
1.				
2.				
3.				

Indicate the details of CMA qualified partner with longest association with the firm as below:

Name of the partner  
Associate as partner since date ----

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**



6. Details of CMA Qualified Assistants:

(Enclose self attested copies of qualification certificate issued by ICAI\*)

Sl No.	Name of the Assistant	Membership No.	Qualification	Date of joining the firm
1.				
2.				
....				

\*ICAI – Institute of Cost Accountants of India

7. Details of 'CMA Inter' Qualified Assistants:

(Enclose self attested copies of qualification certificate issued by ICAI)

Sl No.	Name of the Assistant	Qualification	Date of joining the firm
1.			
2.			
....			

8. Details of Experience of the firm as a Cost Auditor.

(Enclose self attested copy of Documents evidencing/declaration of turnover with respect to audit assignments from PSUs/Private Companies.

Sl No.	Name of the Company/Unit	Year of Audit	Scope of Audit	Period of Audit
1.				
2.				
....				

**Note:** In cases where firm's experience as Cost Auditor in Private Limited Company, auditee entities with minimum annual turnover of Rs 5 Crores and above during the year of audit only will be considered and for that the firm have to give a self declaration of turnover for the same.

9. PAN No. of the Firm:

10. GST Registration No. of Firm:

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**



**SELECTION CRITERIA (POINT ALLOCATION) CONSIDERED FOR EMPANELMENT OF AUDIT FIRMS WILL BE AS FOLLOWS:**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>POINTS TO BE ALLOCATED</b>	<b>MAXIMUM POINTS</b>
1	No. of years since establishment of the Partnership Firm/ Proprietary Firm /Limited Liability Partnership from the date of constitution of firm	2 (two) per year of existence reckoned as on 01.04.2019 (fraction of the year i.e. <six month to be ignored)	20 (Twenty)
2	Cost Audit carried out under section 148 of the Companies Act, 2013 of PSUs/ Private Limited Company. (restricted to last five years w.e.f FY-2014-15)	8 (eight) per assignment	40 (Forty)
3	No. of CMA qualified Partners in the Firm who have been with the applicant Firm for a minimum period of one year as on the date of application.	4 (four) for each Partner who is ACMA. Reckoned as on 01.04.2019	20 (Twenty)
4	No. of Qualified Cost & Management Accountants employed with the Firm	2 (two) per Qualified Assistant	10 (Ten)
5	No. of CMA-Inter qualified Assistants employed with the Firm	2 (two) per CMA Inter qualified assistant	10 (Ten)
	<b>TOTAL POINTS</b>		<b>100 (One hundred)</b>

Note:

- I. In cases where firm's experience is in Private Limited Company at Sl. 2 above, auditee entities with minimum annual turnover of Rs 5 Crores and above during the year of audit only will be considered.
- II. In case at Sl. No. 1 above, the firm should be having its practice for a minimum period of at least 05 years as on 01.04.2019.
- III. CMA firms having registered office/practice in Goa/Karnataka/Maharashtra only will be considered for EOI.

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**





### **Check list**

#### **A. Instructions to Audit Firms:**

1. Format of Application shall be filled in and completed in all respects. Incomplete applications will be rejected.
2. As the applications are evaluated on the basis of the Selection Criteria as per Annexure-A, attaching any other information/ documents other than as required may be avoided.
3. All the documents submitted should be dated and self attested by a Partner with his / her name and under the seal of the firm.
4. Applications must be submitted in a sealed **envelope superscribing on the envelope** the EOI Notice No. GSL/FIN/2019-20/APPT/01 dtd 25.04.2019, last date & time of submission of EOI – 13.05.2019 (upto 16:00hrs) , Date of opening of EOI- 14.05.2019 at 15:00 hrs and the words **“Application for Empanelment of Firms for conducting Cost Audit for Financial year 2019-20 to 2021-22.”** The **name and address of the firm** must also be indicated on the body of the envelope which shall be **deposited** in the correct Tender Box kept at Reception, Goa shipyard Limited, Vaddem House, Vasco-da-gama, Goa - 403802. The EOI maybe forwarded by a Registered Post/speed Post/ courier at GSL and addressed to General Manager (Finance) – Goa Shipyard Limited, Vaddem House, Vasco-da-Gama, Goa – 403 802 which on receipt at GSL will be deposited in the tender box.
5. Any application received after the stipulated date & time, due to any reason whatsoever, will not be considered. GSL does not take any responsibility for the loss of application in-transit. Application sent through Fax or email will not be considered.
6. CMA firms with minimum score of 50 and above only will be considered for Empanelment.
7. Firms who have conducted the Cost Audit of GSL for consecutive three years up to FY 2018-19 will not be considered for appointment as Cost Auditor for financial year 2019-20. However, such firm may be considered for periods beyond 2021-22 in case they satisfy other laid down criteria.
8. In the event of a tie, firms which have proximity to location of GSL/scoring higher marks in selection criteria at Sl. 2 to 5 will be preferred. Further the empanelment will be at the discretion of GSL
9. CMA firms having registered office/practice in Goa/Karnataka/Maharashtra only will be considered for EOI.



## **B. List of documents to be submitted along with the applications/ EOIs:**

Interested firms are advised to go through the contents of the EOI documents carefully and submit **self attested copies** of the following documents in proper sequence along with the EOIs duly **stamped and signed on all pages as below:**

1. Latest registration certificate and constitution certificate of the firm issued by The Institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address (es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Certificates issued by the respective Institutes (self attested) as proof of qualification of qualified and semi-qualified assistants.
3. Copies of appointment letters (self attested) for Cost Audit & Internal Audit in PSUs/ Government(s) Central / State & Private Limited Company as proof of experience.
4. Firms with experience of Cost Audit in Private Limited Company have to submit a self declaration of turnover to the effect that the annual turnover of the auditee during the year of audit was Rs 5 Crores and above.
5. Self attested copy of PAN card of Firm.
6. Self attested copy of GST Registration of Firm.
7. A copy of complete EOI document duly signed by the partner/proprietor of the firm with the superscription "**Terms & condition of EOI read & accepted**" as a token of acceptance of all terms and conditions.

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**



### **Scope of Work for Cost Auditor**

1. To Carry out Cost Audit of the Company in accordance with the provisions of Section 148 of the Companies Act, 2013 and provisions of the Companies (Cost Records and Audit) Rules 2014 as amended from time to time. Cost Audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
2. Compliance with any other instruction issued in respect of Cost Audit under Companies Act, 2013.
3. Attending formal meetings with the Company management, Audit Committee/Board of Directors of the Company in connection with the Cost Audit Work.

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**



## **ESSENTIALS FOR CONDUCTING COST AUDIT.**

The terms and conditions for conducting COST Audit in GSL are detailed hereunder:

### **1. AUDIT TEAM**

- a. Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) led by a senior qualified partner of the Firm for the cost audit work.
- b. Audit Firm shall not sub-contract the Audit work to any other third party.
- c. Auditor may be called to be present during Audit Committee Meetings/Board Meetings.

### **2. COST AUDIT REPORT**

- a. The Cost Auditor should submit his final report within seven working days from the date of approval of financial statements by GSL Board of Directors.
- b. The report should also contain references to areas where observations have been noted. The specific suggestions for improvement, if any, may also be highlighted for each area.
- c. Three copies of the signed Cost Audit Report are to be submitted to GSL.
- d. The Audit firm shall also give their observation on the Cost Audit carried out by them.

### **3. AUDIT FEE**

- a. Cost Audit fee is fixed at Rs 1,50,000/- (Rupees One lakh fifty thousand) plus applicable GST towards Cost audit fee and Out of pocket expenses at actual (maximum upto Rs 50,000/-) plus applicable GST.
- b. GSL Guest house, lunch & dinner will be provided by the Company.

### **4. PAYMENT OF AUDIT FEES**

- a. The bill for Professional Service rendered by the audit firms will be paid on submission of Cost Audit Report. The Audit Firm shall raise the bill only after submission of the Final Audit Report.
- b. The bill for Out of Pocket Expenses shall also be submitted along with the bill for professional service rendered subject to ceiling amount mentioned in above "**Para 3 – Audit fee**".
- c. The Audit Firm should raise bill with all mandatory details like GSTN, amounts with respect to professional fees, reimbursement of out of pocket expenses on the letter head/Invoice of the Firm.



- d. The Audit Fee will be credited to the bank Account as mentioned in mandate form (Bank details) as per the format enclosed at Annexure – G.
- e. TDS as applicable will be deducted.

## 5. GENERAL TERMS AND CONDITIONS

- a. Firms that secure 50 points and above as per criteria given in Annexure – A shall be considered for empanelment. Firms will be given points and ranked in the descending order.
- b. This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Cost Audit.
- c. Empanelled firms will be intimated about the decision on empanelment.
- d. The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Company for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- e. The individual or the firm, as the case may be, who are eligible for appointment shall not be disqualified for appointment under the Companies Act 2013, The Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made there under and not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.
- f. The individual or the firm, as the case may be, shall satisfy the criteria provided in section 141 of the Companies Act 2013, so far as may be applicable;
- g. The proposed appointment is within the limits laid down by or under the authority of the Companies Act 2013.
- h. The Cost Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of GSL at all the times. An undertaking towards maintaining confidentiality is to be provided by the Audit firm along with EOI and at the time of acceptance of Audit assignment as a **non disclosure undertaking in the format attached at Annexure – E**, be duly filled & Signed and provided to GSL before commencement of Audit.
- i. On assignment of work in subsequent years after the first year, GSL may at its discretion place the audit assignment turn by turn on the Audit firms empanelled.
- j. If progress/performance of the audit team is not found satisfactory, GSL's management reserves the right to terminate the appointment of the Firm.
- k. The Audit Firm will be debarred from Empanelment in future or in course of audit assignment/empanelment, in GSL the following cases :
  - (a) If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with EOI.
  - (b) The Audit Firm is found to have sub-contracted the work.



- (c) If the Firm does not take-up audit in terms of the appointment letter.
  - (d) If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
  - (e) If the firm refuses to take up the assignment as mentioned in the letter of appointment for any reason whatsoever.
- l. Disputes/differences of opinion, if any, shall be mutually discussed and settled with Director (Finance). If the dispute could not be settled at GSL Director (Finance) level, it will be forwarded to GSL Chairman and Managing Director (CMD) for a decision, which will be final and binding on all concerned.
- m. The audit team will not be permitted to carry smart phones inside the GSL premises on security reasons.
- n. Office timing of GSL is 9.15 AM to 4.30 PM with 45 minutes lunch break (From Monday to Saturday). 2nd and 4th Saturday will be the closed holidays.

#### **7. FORCE MAJEURE**

The Cost Audit firm will not be liable for any delay or default in timely completion of audit assignments for reasons arising from Force Majeure such as caused by an accidental fire, not caused due to neglect and/ or default, flood, war, act of God, civil or military commotion, acts of Government, provided on occurrence of any such event/s they are immediately intimated to GSL in writing not later than ten days from the date of beginning of the occurrence of the event and cessation of the event. Firm should substantiate how it has affected the execution of the contract. Depending on the merit of the case, contract may be extended after obtaining the approval of CFA, only for the duration of the affected period.

#### **8. JURISDICTION**

The contract shall be governed under the Indian Laws and subject to the Jurisdiction of Courts of Goa only.

#### **9. DISCLAIMER**

GSL reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reasons.

Date:

Place:

**Signature of the Authorized Signatory  
of Proprietor/Firm with seal**



**Certificate Of Undertaking & Compliance Certificate**  
**(On Applicant's Letter Head)**

We M/s. \_\_\_\_\_, proprietor/ Firm of  
Cost Accountant do hereby verify and declare that-

- a. We have read and understood the terms and conditions of the EOI No. GSL/FIN/2019-20/APPT./01 dtd. 24-04-2019 for Empanelment of Cost Auditors in GSL and agree to abide by and comply unconditionally all the terms and conditions contained in the EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, the firm would stand disqualified for empanelment/allotment of audit assignment
- c. The firm or partner has/have /has not/have not been debarred or cautioned by Institute of Cost Accountants of India during the last five years.
- d. The constitution of the firm as on date of application is the same as that as per Institute of Cost Accountants of India records.

**Date:**

**Place:**

**Signature of the Authorized Signatory  
of the Proprietor/ Firm with seal**



**Non-Disclosure Undertaking**

We M/s. \_\_\_\_\_, Proprietor/ Firm /LLP of Cost Accountants do hereby represent, warrant, confirm unequivocally and undertake as follows-

- (a) Subject to conditions contained in this EOI and on assignment of Cost Audit to our FIRM, GSL may have to disclose certain vital confidential information to us for undertaking the assignment.
- (b) Confidential information: the confidential information used herein shall mean and include any/all information, which is directly or indirectly disclosed to the FIRM or comes to the FIRM'S knowledge in the course of audit, regardless of the form in which it is disclosed. "confidential information" includes without limitation, any information in tangible or intangible form, know-how, data, process, technique, design, drawing, program, formula or test date, trade secret, prices, techniques, algorithm, computer program( source and object code),etc. whether in oral , written, graphic or electronic form.
- (c) No person acting on behalf of our Firm will divulge or use any such information for any purpose other than audit & certification. We shall exercise the same care in protecting the said confidential information from disclosure as we do with regard to our own confidential information and will not disclose such confidential information to any third party/parties.
- (d) We will not seek any such information other than what is necessary for the purpose of Cost Audit works as specified in the EOI/appointment.
- (e) If any of the representation, declaration and obligations as stated above are found to have been violated, at any stage, we hereby agrees that on intimation of such violation, GSL shall claim damages/compensation from us for breach of this undertaking. That apart GSL will also have the right to cancel the appointment. We undertake to abide by the decision of the GSL in this regard.
- (f) We shall bind our employees with the terms of this confidentiality clause and shall take all actions reasonably necessary to secure the confidentiality of such information against theft, loss or disclosure.

This clause shall survive the termination or expiry of the assignment as Cost Auditor of GSL.

**Date:**

**Place:**

**Signature of the Authorized Signatory  
of the proprietor/Firm with seal**





**GOA SHIPYARD LTD**  
**Electronic Payment System Mandate Form**

To,  
General Manager (F),  
Goa Shipyard Ltd.,  
Vasco-Da-Gama, Goa 403 802

Date:

Sub: Electronic Payment System Mandate Form

The details for processing the payment through electronic mode as below:

1) Particular of Firm	
Name	
E-mail ID	
PAN Number	
Name & mobile number of responsible person	
2) Particulars of Bank account	
a) Name of the Bank	
b) Address of the Branch	
c) Bank Telephone No.	
d) Branch IFS Code No (11 Digit Code given by RBI)	
e) 9-Digit code number of the bank and branch appearing on the MICR cheque issued by Bank	
f) Type of the account with code S.B., Current or Cash Credit (10/11/13)	
g) Ledger and Ledger folio number	
h) Account number (as appearing on the cheque book)	
j) RTGS Enabled Branch	YES / NO

\*The Bank details will be emailed to this ID by GSL. The firm should confirm the detail from the same email ID to GSL.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**

**Encl:-** Cancelled cheque leaf of the above Bank Account.



**COMPLIANCE SHEET/ CHECK LIST**

S. No.	Particulars	Whether Supporting documents as indicated in the EOI attached? Y/ N
1	The Firm should be a Cost Accountants Firm (Partnership/Proprietary Firms/ Limited Liability Partnership).	
2	The firm should have been in practice for a minimum period of at least 05 years as on 01.04.2019.	
3	No. of Partners in the Firm who have been with the applicant Firm for a minimum period of one year as on the date of application. Reckoned as on 01.04.2019	
4	Number of partners (CMA)	
5	No. of Qualified Assistants (Cost Accountants) employed with the Firm	
6	No. of CMA-Inter qualified Assistants employed with the Firm	
7	Cost audit carried out under section 148 of the Companies Act, 2013 (restricted to last five years w.e.f FY-2014-15)	
8	Format of Application	
9	Acceptance of Term and conditions for undertaking Cost Audit work	
10	Certificate of undertaking & compliance certificate	
11	Non- disclosure undertaking	
12	Electronic Payment system mandate Form	
13	Stamped & signed copy of the Bid document (EOI)	

Date:

Place:

**Signature of the Authorized Signatory  
of the Firm with seal**

