

**India Trade Promotion Organisation**  
**(A Govt. of India Enterprise)**  
**Pragati Bhawan, Pragati Maidan**  
**New Delhi – 110001**

**Tender No. 208/17/ITPO/F&A/IA/2019-2020**

**Date:22/04/2019**

**Subject:- APPOINTMENT OF CA/CMA FIRM AS INTERNAL AUDITORS of ITPO FOR A PERIOD OF TWO YEARS (1<sup>ST</sup> July,2019 to 30<sup>th</sup> June,2021)**

Online bids are invited through two bid system for "Appointment of CA/CMA firm as Internal Auditors of ITPO for a period of two years (1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2021)". (Manual bids shall not be accepted). The details of the tender are as under:

The tender documents are also available on our website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be downloaded.

1. Tender documents may be downloaded from ITPO's website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**INDICATIVE CRITICAL DATE SHEET**

Publish Date	<b>22/04/2019 4:30 PM</b>
Bid Document Download Start Date	<b>22/04/2019 4:30 PM</b>
Bid Submission Start Date	<b>22/04/2019 4:30 PM</b>
Bid Submission End Date	<b>07/05/2019 3 PM</b>
Technical Bid Opening Date	<b>08/05/2019 3 PM</b>

2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Bidders who has downloaded the tender from the **ITPO's website [www.indiatradefair.com](http://www.indiatradefair.com)** (for reference only) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>,.
4. Intending Bidders are advised to visit again ITPO website [www.indiatradefair.com](http://www.indiatradefair.com) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of bid for any corrigendum / addendum/ amendment.
5. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

### **TENDER COST:**

Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi.

#### **BANK Details for NEFT/RTGS:**

Name of the Beneficiary: India Trade Promotion Organisation

Name of the Bank : Central Bank of India

Branch Address : Pragati Maidan, New Delhi-110001

Account No. : 1167404133

Type of Account : Saving

IFSC : CBIN 0284078

MICR CODE : 110016150

PAN NO. : AAATI2955C

GSTIN : 07AAATI2955C1ZX

6. The Hard Copy of original instruments in respect of cost of tender document, must be delivered in the Room of Shri R.K. Thakur, Dy. General Manager (Fin.) at G-18, Hall No. 7, Pragati Maidan, New Delhi - 110001 on or before bid opening date/time as mentioned in critical date sheet. The Demand Draft attached/submitted for tender fee shall be non refundable. Non submission of cost of tender document on or before closing date and time of bid would result into summarily rejection of bid.

### **SUBMISSION OF DOCUMENTS**

**The documents shall be submitted online in two parts (Technical bid and Financial bid). The opening date of financial bid will be intimated later after evaluation of technical bid.**

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee as applicable and enter details of the instrument.

- 4) The original tender cost should be posted/couriered/given in person to the concerned official, latest by before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). The bidders are advised to fill the cell with the character as specified in the bid format. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected summarily
- 6) The server time (which is displayed on the `bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

**INDIA TRADE PROMOTION ORGANISATION**  
**(A Govt. of India Enterprise)**  
**(FINANCE AND ACCOUNTS DIVISION)**

**SUB: APPOINTMENT OF CA/CMA FIRM AS INTERNAL AUDITORS FOR  
A PERIOD OF TWO YEARS (1<sup>ST</sup> July,2019 to 30<sup>th</sup> June,2021)**

**( INTERNAL AUDIT )**

**File No.208/17/ITPO/F&A/IA/2019-20**

**Dated: - 22/04/2019**

1. ITPO is incorporated under Section 25 of the Companies Act 1956 and functions under the Administrative control of Ministry of Commerce and Industry (Department of Commerce). The annual turnover of the company is Rs. 360 crore approximately. It is a nodal agency of Govt. of India for holding of international trade fairs in India and abroad and provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade.
2. ITPO intend to engage the services of CA/CMA firm for conducting the **internal audit work of the organization**. The firm should also be one who can provide multiple services to ensure that the compliance with applicable laws is done and internal working is strengthen.
3. The scope of Internal Audit work is as per annexure-I.
4. The eligibility criteria are as under:-
  - (i) The firm must have at least 10 years experience in conducting internal/statutory audit of Central Public Sector Undertakings (Excluding Banks) having minimum annual turnover of Rs. 360 crores in any one of the last three financial years ended on 31.03.2019. Proof of award of Internal/Statutory Audit of CPSE to be submitted.
  - (ii) The firm should have Head Office in Delhi/NCR.
  - (iii) The firm should have at least five qualified partners apart from experienced audit staff. Out of the five qualified partners, two partners should be FCA. Besides, ten semi-qualified staff should also be on the roll of the firm. One of the five partners would be required to visit ITPO at least once in a week.
  - (iv) The firm should have multiple experiences in areas like direct and indirect taxes, company law and corporate governance matters besides familiarity with procedures and practices followed in PSUs etc.

(v) Tender fee is Rs 1180/- (Tender cost Rs 1000/- + GST) which is non-refundable.

Interested CA/ CMA firm fulfilling the above criteria are requested to submit their online bids with the detailed profile of their firm along with the following documents/ information on or before 7<sup>th</sup> **May, 2019 at 3.00 PM online.**

- (a) Scan copy of 10 years experience in conducting Internal /statutory auditors of CPSU.
- (B) Scan copy of proof of Head Office in Delhi/NCR.
- (C) Details of qualified partners / semi qualified CA/CMA viz Name, CA/CMA, Membership No., Year of Passing etc. (as per annexure –II & annexure-III).
- (D) Details of multiple experiences in areas like direct and indirect taxes, company law and Corporate governance matters besides familiarity with procedures and practices followed in CPSUs etc.
- (E) Tender acceptance letter. (annexure-III).
- (F) Proof of remittance of tender fee in ITPO's Bank account or Scan copy of (bank draft). The original instrument of bank draft should be deposited in the office of Dy General Manager Finance (Fin.) Room No. G-18, Hall no.7, Pragati Maidan, New Delhi-110001 on or before opening of the technical bid.

**FINANCIAL BID:-**

**PRICE BID IN BOQ.XXXX (.XLS) FORMAT.**

For further details, interested firms may contact Sh. Raj Kumar Thakur, Deputy General Manager(Finance), Pragati Maidan, New Delhi-110001, Mob. Tel No. 9891066002

ITPO reserves the right to accept or reject any or all applications and for altering/cancelling/modifying the terms of the contract without assigning any reasons thereof.



**INDIA TRADE PROMOTION ORGANISATION**  
**(FINANCE & ACCOUNTS DIVISION)**

**SCOPE OF WORK/INTERNAL AUDIT PROGRAMME: July 2019-June 2021**

- 1) The Internal Audit will broadly cover:
- (a) Verifying compliance with policies, procedures and controls laid down by the Management.
  - (b) Verifying Compliance of Statutory requirements like GST, Income Tax, TDS and other applicable statues by the Organization.
  - (c) Verifying the accounting records, reports and operating results and also verifying Ind AS compliance of the organization for their accuracy and reliability and evaluating the adequacy and effectiveness of system of internal control.

The Audit shall be conducted on a quarterly basis and report shall be submitted as per the following schedule:

<b>Period of Report</b>	<b>Due date of Report Submission</b>
1 <sup>st</sup> Report July 2019 – September 2019	31 <sup>st</sup> October, 2019
2 <sup>nd</sup> Report October 2019 – December 2019	31 <sup>st</sup> January, 2020
3 <sup>rd</sup> Report January 2020-March 2020	30 <sup>th</sup> April, 2020
4 <sup>th</sup> Report April 2020 – June 2020	31 <sup>st</sup> July, 2020
5 <sup>th</sup> Report July 2020 – September 2020	31 <sup>st</sup> October, 2020
6 <sup>th</sup> Report October 2020-December 2020	31 <sup>st</sup> January, 2021
7 <sup>th</sup> Report January 2021 – March 2021	30 <sup>th</sup> April, 2021
8 <sup>th</sup> Report April 2021 – June 2021	31 <sup>st</sup> July, 2021

- 2) The Audit shall encompass complete verification of all accounting entries in respect of cash/bank/journal vouchers, books of accounts and other records and not on the basis of sample checking.
- 3) The Audit shall examine whether guidelines, procedures, administrative instructions, delegation of powers prescribed by the Competent Authority from time to time.
- 4) The Audit shall point out cases of losses incurred by the Corporation and violation of laid down procedures, if any.
- 5) The audit shall point out all non-compliances of Statutory Requirements.
- 6) Audit shall make suggestions for improvement of system of checks and controls.
- 7) Concurrent Checking of all Vouchers i.e Cash, Bank, Journal and Bills in following Divisions/ sections:

1. **FINANCE AND ACCOUNTS DIVISION**

- Cash and Banking Section, inter-alia, including verification of fixed deposits of ITPO with various banks and issue of certificate of their existence for submission to Management. Checking and review of fund management and placement of fixed deposits.
- Management Accounts Section, inter-alia, preparation of annual accounts in compliance of Companies Act, 2013 and Ind AS.
- Bill checking Section –(Works and non Works Accounting ) including issue of Certificate against capital expenditure from loan sanctioned by SBI.
- Revenue Section including verification of Debtors.
- Salary Section – Salary and other Employee related payments/Advances.
- Foreign Fairs Accounts Section including issue of Utilisation Certificate
- Medical Section-Employee related payments/Advances

2. **ENGINEERING DIVISION**

- Verification of Work awarding system
- Verification of tendering system
- Audit of works awarded – Civil , Electrical, Conservancy, repair & maintenance and horticulture.
- Verification of various works and non-works subject files with reference to the bills passed for payment.

- Certificate on quarterly basis for capital expenditure by ITPO for IECC for onwards submission to SBI as per loan sanctioned to ITPO.

### 3. **FAIRS IN INDIA DIVISION**

- Checking of fair accounts including fixation of rentals, budgets and revenue, award of contracts for fairs in India organised by ITPO.

### 4. **FOREIGN FAIRS DIVISION**

- Checking of fair accounts including fixation of rentals, budgets and revenue.
- Issue of Utilisation Certificate for foreign fairs/events, for submission to Department of Commerce for claiming grant under MAI etc.
- Issue of certificate related to unhedged Foreign Currency Exposure (UFCE) once in a financial year as per RBI guidelines for submission to SBI in connection with sanction of term loan.

### 5. **BUSINESS DEVELOPMENT DIVISION**

- Checking of fair accounts including fixation of rentals and account of all services availed by 3<sup>rd</sup> party organisers for events organised by them in Pragati Maidan.
- Checking of all income accruing to the company from the services availed by the organiser for utilisation of Exhibition Halls, Convention Centre/Amphi Theatre and any other facility under newly built International Exhibition cum Convention Centre (IECC) project.

### 6. **PERSONNEL AND ADMINISTRATION DIVISION**

- Verification of Recruitment and Promotions.
- Utilization of ITPO Vehicles, Hiring of vehicles and other services etc.
- Award of various works by the Division.
- Checking of leave records and final settlement on retirement, VRS, etc.
- Sanctions of various advances viz., House Building, Vehicle Advance, etc. to employees.

### 7. **STORE DIVISION – Fixed assets and Consumables**

- Review of system of stores control.
- Verification of records for checking Purchase, issue and disposal of consumables and Fixed assets.
- Review of system of recording of fixed assets in registers, their accounting in books of accounts and depreciation accounting.

8. **PUBLICITY DIVISION**

- Review of publicity activities/ events as per approved plan/ budget.
- Verification of various publicity expense files with reference to the bills passed by Bill checking section.

9. **PRINTING DIVISION**

- Verification of files for printing contracts awarded - system of tendering and empanelment of vendors and payment etc.
- Verification of various printing expense files with reference to the bills passed by Bill checking section.

10. **SECURITY DIVISION**

- Verification of contracts for hiring of security guards / agency
- Verification of payments made under the division

11. **FOOD AND BEVERAGES (F&B) DIVISION**

- Verification of system of allotment of Kiosks and restaurants.
- Checking of rentals and income from F&B activities.
- Verification of other related payments and income.
- Verification of various food & beverages files with reference to the bills passed by Bill checking section.

12. **COMPUTER DEPARTMENT**

- Verification of system for procurement of Hardware & software (including internet facility ).
- Verification of system of maintenance of records for various assets under the computer division.
- Verification of system of issuing IT assets to other divisions.

13. **Estate Management Division**

- Review of the working of Estate Management Division entrusted with the Estate matters and immovable properties of ITPO.

#### 14. **Audit of various activities under the following Divisions:**

- Cultural Division
- PR & Protocol Division & Trade Information Division

#### 8) **INTERNAL CONTROL OVER FINANCIAL REPORTING (ICFR)**

Conducting ICFR study and preparation of ICFR Report including through quantitative analysis, reporting thereon and all related issues requiring compliance under section 134(5) Rule 8() (VIII) of Companies Act 2013 with yearly reporting. To check that laid down Internal Financial Controls are being followed by the company and that such internal financial controls are adequate and were operating effectively. Presentation and clarifications to the Audit Committee/BODs, if required.

#### 9) **OTHERS**

##### i. **Pre-Audit:**

Any other cases which Management may refer for pre-audit, the pre-audit may be carried out by the Internal Audit team.

##### ii. **STATUTORY COMPLIANCES**

- Advisory role relating to applicability and/or changes in various Acts, statues applicable to the company viz. Income Tax Act, GST, Property Tax, etc.
  - Checking of timely compliance as per terms / rules as applicable and review of Statutory Compliances i.e. GST including Input Tax Credit, Income-Tax, Property Tax, Entertainment Tax, / Works Contract Act and any other acts which may be applicable/ relates to the activities of ITPO.
- iii. Verification of other investment like in Mutual funds/ Subsidiaries/ Joint venture etc.
  - iv. Issuing advisory notes as deemed fit for awareness/ educating ITPO staff on issues like E-TDS, GST , changes in the tax laws which are applicable to ITPO so that the accounting procedures are in line with requirements.
  - v. Checking compliance of delegations of financial powers and implementation of its provisions.
  - vi. Assistance in early finalization of annual accounts, including compliance of accounting standards as per the ICAI guidelines.
  - vii. Examining the HR- systems, procedures, policies, guidelines, methods and verification of pay roll and HR related data.
  - viii. Review of financial accounting package with a view to improve the same.
  - ix. Out of pocket Expenses- No TA/DA and other out of pocket expenses will be paid.

- x. Payment Terms- Payment shall be released to the Internal Auditors quarterly on submission of Internal Audit Report and acceptance of the same by the Management.
- xi. Undertaking- The successful bidder shall furnish an undertaking that they will not leave the work mid-way and will complete the assignment as per tender terms.
- xii. Secrecy- the Internal Auditor so appointed shall not disclose any data/ information of the organization including internal audit report prepared by them to any outside third party.
- xiii. Presentation, if so desired, before the management, audit committee, board of directors and statutory auditors in relation to any issue covered in Internal Audit.
- xiv. Suggestions, if any, in respect of any area observed during the course of audit may be clearly spelled out.
- xv. The above scope of work is not exhaustive, which may change according to the requirement of the management. Internal Auditors may also cover other areas which they found deemed fit during the course of audit.

**10) The Internal Audit Report shall be submitted to the CMD, ITPO.**

**11) Requirement of staff for Internal Audit**

The CA/CMA firm will have to depute at least four officials on regular basis (10am to 6 pm) during the period of audit consisting of following:

- One qualified Chartered Accountant/Cost & Management Accountant
- One semi qualified Chartered Accountant/Cost & Management Accountant
- Two Articles

The attendance record of the audit staff will be maintained by the Internal Audit Section of ITPO.

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

-

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - Appointment of CA/CMA firm as internal auditors for a period of two years (1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2021).

-

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



## Annexure- II

### Application form for Internal Audit Assignment (Please strike off whichever is not applicable)

Status of the firm		Partnership/LLP	
1.	a)	Name of the firm (in capital letters)	
2.		Institute Registration No.	Region
3.	a)	Date of constitution of the firm	
	b)	Date since when the firm has a full time FCA/CMA	
	c)	Date of formation	
4.		Number of full time qualified partners of the firm as on 01.04.19 (please fill up Annexure F1)	Fellow _____ Associate _____
5.		Number of full time semi Qualified employees as on 01.04.2019 (please fill up Annexure F II)	
6.		Whether there are any Court/ arbitration/any other legal case against the firm (if yes, give a brief note of the case indicating its present status).	YES _____ NO _____

**Note:**

1. Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
2. **Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them.** ITPO reserves the right to seek additional information or ask supporting documents from Bidders for verifying/ evaluating their credentials whenever required.



**“Annexure F-2”**

**Details of Full Time Semi Qualified Employees**

(Please refer to SL. No5 of the application form)

<b>S. No</b>	<b>Name</b>	<b>Membership No</b>	<b>Whether FCA/ACA/CMA</b>	<b>Date of joining the firm as full time employee</b>

**Signature of Managing partner/  
Sr. Partner**

**Seal of the firm  
(Name of Partner)**

**Date  
MRN No**