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दोलाबारी, कालियाभोमोरा  
Dolabari, P.O. Kaliabhomora  
तेजपुर-784027, असम (भारत)  
Tezpur-784027, Assam (India)



**पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान**  
**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT**  
(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)  
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India)

No. NRWM/CAAUDITETC/80/2025-26

Comp. No. 299143

**NOTICE INVITING e-TENDER THROUGH GeM**

**ONLINE BIDS** (Technical and Financial) are invited by the Director, NERIWALM, Dolabari, Tezpur-784027 (Assam) from appropriate registered CA firms having experience and valid documents for similar nature of work as given below. The tender documents along with tendering procedure, terms and conditions, etc. may be viewed and downloaded from the institute's website <https://neriwalm@gov.in>.

The tenders (Technical Part) will be opened in the Administrative Building of NERIWALM in presence of the tenderer or their authorized representatives, if any. The (Financial Part) shall be opened on the same day "OR" afterwards to be notified subsequently through Gem PORTAL at the same place. In the event of the date of opening being declared holiday, the tender will be opened on next working day at the same place and time. Chronological details are as given below:

Sl. No	Name of service	Estimated/Minimum Fees	Time of completion
1.	Book keeping and Preparation of financial statement 2025-26 along with other accounts related works.	Estimated Fees shall be Rs. 2,24,200.00/- (Rupees two lakhs twenty four thousand two hundred) including taxes like GST and also the minimum fees as per the ICAI guideline.	45 (forty five) days from the date of signing the formal agreement.

Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The Tender Documents may please be read thoroughly before filling up.

Deputy Director (Admin)  
NERIWALM

**Copy to :**

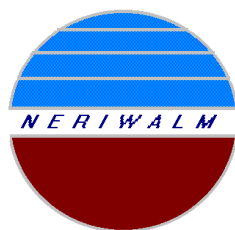
1. PS to Director for favour of Director's kind information.
2. CVO, NERIWALM for kind information.
3. DDO, NERIWALM for information.
4. Accounts Officer, NERIWALM, Tezpur for information.
5. Purchase Cell, for publishing the Tender Document in Gem portal.
6. Notice Board, NERIWALM, Tezpur for wide circulation.
7. NERIWALM website : [www.neriwalm.gov.in](http://www.neriwalm.gov.in).

# **Request for Proposal (RFP)**

**For Appointment for Book Keeping and Preparation of Financial Statements 2025-26 and other accounts works.**

**Through GeM**

**Invited by**



**पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान**  
**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT**  
**(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)**

**(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,**

**Ministry of Jal Shakti, Govt. of India)**

**Dolabari, P.O Kaliabhomora**

**Tezpur-784027, Assam (India)**

**Website: <https://neriwalm.gov.in>**

**Phones: 03712-291069**

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### Data Sheet

Request for proposal on behalf of the Director, NERIWALM, Tezpur, Assam are invited in two bid systems i.e., Technical Bid and Financial Bid for appointment of Book keeping and Preparation of financial statement firm for the financial year 2023-24.

<b>Schedule</b>		
<b>S. No.</b>	<b>Activity Description</b>	<b>Schedule</b>
1.	Tender (RFP) No.	NRWM/ACCTS/GIA-BOOK KEEPING AND PREPARATION OF FINANCIAL STATEMENT /80/2023-24
2.	Validity of the Bid	Bid shall be valid for 6 months from the date of submission of the proposal.
3.	Address for bid submission	Director, NERIWALM, Assam, Dolabari, P.O. Kaliabhomora, Tezpur-784027, Assam (India)
4.	Date of release of Tender Document	<b>As per Gem</b>
5.	Last date of receiving queries	<b>Within 3 days of the release of the tender Document</b>
6.	Email id for receiving Queries	director.neriwalm@gmail.com
7.	Issue of Addendum/Revised Tender Document (if required)	<b>Within 4 days of the release of Tender Document (only if required). On the following website: <a href="https://neriwalm.gov.in">https://neriwalm.gov.in</a></b>
8.	Last date and time of Bid submission	<b>As per Gem</b>
9.	Date and time of Technical bid opening and evaluation	<b>As per Gem</b>
10.	Date and time of Financial bid evaluation	<b>As per Gem</b>
11.	Issue of Notice of Award (NOA)	<b>Within 7 days of Financial Bid Opening</b>
12.	Signing of the Contract	<b>Within 10 days of issue of Notice of Award</b>
13.	Contract Period	<b>1 (one) year.</b> <b>However, the contract may be extended subsequently, on mutual consent and on the same terms and conditions for a period of 1 year on review of performance, depending upon the requirements.</b>

## **Disclaimer**

The information contained in this Tender Document or subsequently provided to the Bidders, whether verbally or in documentary or any other form, by or on behalf of the Ministry of Jal Shakti, Department of Water Resource, River Development and Ganga Rejuvenation , Government of India hereinafter referred to as the acting through the North Eastern Regional Institute of Water and land Management (NERIWALM), or any of its employees or advisors, is provided to the Bidders on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender Document is to provide the Bidder(s) with information to assist the formulation of their bid. This Tender Document does not purport to contain all the information each Bidder may require. This Tender Document may not be appropriate for all persons and it is not possible for the Government of India or the NERIWALM or its representatives, to consider the objectives, financial situation and particular needs of each Bidder who reads or uses this Tender Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender Document, and where necessary obtain independent advice from appropriate sources. Neither the Government of India nor the NERIWALM nor their employees or their consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Document. The NERIWALM (i.e. The Tender Inviting Authority) shall incur no liability under any law including the law of contract, tort, and the principles of restitution, or unjust enrichment, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender document. The statements and explanations contained in this Tender document are intended to provide an understanding to the Bidders about the subject matter of this Tender and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidders.

The issue of this Tender Document does not imply that Tender Inviting Authority is bound to appoint the firm as Successful Bidder. The Tender Inviting Authority reserves the rights to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons thereof. The decision of the Director, NERIWALM, Tezpur in this regards shall be final and binding on all.

The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

Each Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses affiliated with any demonstration or presentation which may be required by the Tender Inviting Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will be borne by the Bidders and the Tender Inviting Authority and its employees and advisors shall not be liable, in any manner whatsoever, for the same or for any other costs or other expenses incurred by any Bidder in preparation or submission of its Bid, regardless of the conduct or outcome of the Bidding Process.

## **Purpose and Scope of this Tender Document**

2.1 NERIWALM needs a systematic examination of the financial transactions done at the office of the Director on a regular basis to ensure the accuracy, authenticity, and compliance with procedures and guidelines of the Institute a full-fledged professional Book keeping and Preparation of financial statement firm covering functions of Departmental Internal Book keeping and Preparation of financial statement.

### **2.2 Objectives of Works:**

1. To ensure voucher/evidence-based payments to improve transparency.
2. To ensure accuracy and timeliness in maintenance of Books of ACCOUNTS.
3. To ensure timeliness and accuracy of periodical Financial Statements.
4. To ensure compliance with laid down systems, procedures and policy.
5. To regularly track, follow-up and settle advances on priority basis.
6. To assess and improve overall internal control systems.

### **2.3 The scope of work of as follows:**

1. The scope of works covers all activities being implemented by the NERIWALM.
2. Update the Tally Prime as per the Financial Statement with the opening balance with necessary adjustment with accrual basis up to 2025-26 as per the Financial Statement 2025-26.
3. Preparation of Financial Statement for the year 2025-26 with necessary adjustments from F.Y. 2022-23, 2023-24 and 2024-25 and with CAG with observations.
4. Book keeping and Preparation of financial statement, verification and certification of statement of expenditure in tally.
5. Capacity Building to the accounts team on tally prime gold for future reference.
6. Tally TDL support.
7. Preparation of Utilization Certificates.
8. Preparation of financial statement on the basis of previous Book keeping and Preparation of financial statement firm's comments, observations thereon.
9. Preparation and hand holding support of "NERIWALM Accounting Manual of NERIWALM as per Uniform format of Accounts prescribed by the Controller General of Accounts, Govt. of India for central autonomous body.
10. Filling of Income tax return as and when required and other Income tax and GST related Works.
11. Tally Pay roll for NERIWALM Employee.
12. Any other evaluation work as desired by the Authority NERIWALM.
13. Firms shall submit monthly Executive summary effecting major deficiencies, weakness noticed in the internal controls, suggestions to improve the internal control, the extent of non-compliance of the Government of India) guidelines and various tax laws (Income Tax, GST etc.).

### **2.4 Methodology for conducting Book keeping and Preparation of financial statement /reporting:**

1. The team shall be led by the Chartered Accountant – Proprietorship/Partner of the Book keeping and Preparation of financial statement firm with experienced assistants as the work may warrant.
2. The Book keeping and Preparation of financial statement personnel for the Book keeping and Preparation of financial statement period should not be changed so that the continuity and consistency is maintained. The Book keeping and Preparation of financial statement firm shall conduct appropriate due diligence before employing any personnel who will be entrusted with the work of conducting the Book keeping and Preparation of financial statement of the Institute. The Book keeping and Preparation of financial statement firm is also responsible for any commission and omission of its employees which may cause and or likely to cause any loss/damages to the Institute.
3. If there are any changes in the constitution of the firm during the period of the appointment, it shall be informed to the Institute immediately.
4. Before commencing the Book keeping and Preparation of financial statement, the members of the Book keeping and Preparation of financial statement team should be properly introduced to the Institute by proper introduction letter duly attested by the Chartered Accountant Proprietor/Partner of the firm.
5. Book keeping and Preparation of financial statement firm to be guided by the Circular. Manual of Instructions and other Guidelines available in the Institute for conducting Book keeping and Preparation of financial statement.
6. The book keeping and Preparation of financial statement firms should keep watch on withdrawals/purchases and any other deviations to the codal formalities shall have to be reported to the authority immediately.
7. The Book keeping and Preparation of financial statement team should adopt the following procedure in the matter of reporting their findings:
  - a. As on the last day of the Book keeping and Preparation of financial statement period, the Book keeping and Preparation of financial statement firm shall prepare an Executive Summary/Quarterly report (as applicable) signed by both the book keeping and Preparation of financial statement firm and the controlling officer.
  - b. The Executive Summary should cover the critical areas mentioned in the checklist/guidelines and the irregularities/shortcomings observed during the course of the Book keeping and Preparation of financial statement. Book keeping and Preparation of financial statement firms are however free to report any other deficiencies which they may come across during the course of Book keeping and Preparation of financial statement.
  - c. Any transactions of serious nature which is unusual/not normal to the usual course of business or any other unhealthy practices indulged by the Institute, persistent irregularities, observed during the physical verification, transaction of fraudulent nature, other serious irregularities like disbursement without proper sanction/incomplete documentation/irregularities as per guidelines, as a whole on a monthly basis may however be reported immediately by way of separate letter along with Executive Summary.

- d. The serious irregularities, if any, noticed shall be covered exhaustively in the executive summary submitted to the Institute.
- e. The executive summary along with the annexure should be submitted by the book keeping and Preparation of financial statement firm so as to reach the Institute by **10<sup>th</sup> of the succeeding month.**

**2.5 Standards:** The Book keeping and Preparation of financial statement should have to be carried out in accordance with Engagement and Quality Control Standards (Book keeping and Preparation of financial statement and Assurance), SIAs issued by the Institute of Chartered Accountants of India. The book keeping and Preparation of financial statement firm should accordingly consider materiality when planning and performing (except where certain minimum coverage of implementing unit is specified) the book keeping and Preparation of financial statement firm reduce the risk to an acceptable level that consistent with the objective of the Book keeping and Preparation of financial statement . In addition, the book keeping and Preparation of financial statement firm should specifically consider the risk of material statements in Financial Statements resulting from fraud.

### **General Terms and Conditions:**

**2.6 Parties:** The parties to the Contract are the Book keeping and Preparation of financial statement firm (the tender to whom the work is awarded) and the Director, NERIWALM, Tezpur.

**2.7 Addresses:** For all purposes of the contract including arbitration there under, the address of the Book keeping and Preparation of financial statement firm mentioned in the tender shall be final unless the Book keeping and Preparation of financial statement firm notifies a change of address by a separate letter sent by registered post to the Director, NERIWALM, Dolabari, P/O.- Kaliabhumura, Tezpur-784027. The book keeping and Preparation of financial statement firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

**2.8 Performance Security:-**

Within 10 days of the GeM Contract is drawn, the Contractor shall furnish a Performance Security for an amount equivalent to 5% of the quoted/awarded amount in the form of Demand Draft/FD/Bank Guarantee/Insurance Surety Bond issued by a schedule Bank from its branch payable at Tezpur, Assam . The Performance Security in case of BG/FD shall continue valid for the whole contract period plus 03 (three) months.

The proceeds of the Performance Guarantee/Security shall be payable to the NERIWALM as compensation for any loss resulting from the Firm's failure to complete its obligations under the contract.

The Performance Security will be discharged/returned by NERIWALM after satisfactory completion of the work including any obligations under the contract.



**2.9 Period of validity of the Bid:** Bid shall be valid for 6 months from the date of submission of the proposal.

**2.10 Period of Contract/duration:** The contract will be initially for a period of 1 (one) year. However, the contract may be extended subsequently, on mutual consent and on the same terms and conditions for a period of 1 year on review of performance, depending upon the requirements.

**2.11 Payment of Fees:** The Book keeping and Preparation of financial statement fees after statutory deductions will be released after fulfillment of the following conditions:

1. Submission of Financial Statement with updating in Tally.
2. Submission of Book keeping and Preparation of financial statement Report within the stipulated time.
3. Update Tally with TDL.
4. Preparation and hand holding support for making Accounting Manual of NERIWALM.
5. Pay roll in Tally for NERIWALM employee.
6. Submission of Executive Summary Report within the stipulated time
7. Review of Action Taken Report of previous Book keeping and Preparation of financial statement Report.

**2.12 Estimated Fees shall be Rs. 2,24,200.00/- (Rupees two lakhs twenty four thousand two hundred) only including taxes like GST (Minimum fees as per the ICAI guideline).**

**2.13 Agreement:** The successful bidder will have to enter an agreement initially for a period of one year, further extendable subject to clause 2.14 of “General Terms and Conditions”.

## Specific Terms and Conditions:

**2.14 Eligibility Criteria :**

Sl. No.	Eligibility Criteria	Supporting Documents to be submitted	Page No.
(a)	C&AG Empanelment of India for 2023-24.	<b><u>For (a) &amp; (b)</u></b> C&AG certificate	
(b)	Firm should be eligible for major audit/under C&AG		
(c)	The firm must have its Head Office within the State of Assam.	<b><u>For (c)</u></b> Attested copy of the Registration Certificate issued by the ICAI contains Head Office and Branch office.	
(d)	The firms should have an average	<b><u>For (d)</u></b>	

	annual turnover of Rs. <b>60 lakhs Per Annum</b> for the last three years	The firm must submit a copy of Audited Balance Sheet and P&L Account with Turn-Over Certificate for the last three years	
(e)	The firm should have a minimum <b>5 years of experience</b> of internal/ Book keeping and Preparation of financial statement of Government funded Institute/Public Sector undertakings	<b><u>For (e) and (f)</u></b> The firm must submit an attested copy of Certificate of ICAI as on 01.01.2023.	
(f)	Number of full time <b>FCA</b> associated with the firms for <b>not less than 2 years</b> (as per certificate of ICAI as on 01.01.2023) should be <b>4</b>		
(g)	The firm should have sufficient staff strength and able to put <b>minimum of 2 ACA</b> member team at a time	<b><u>For (g) and (h)</u></b> List of Partners/Book keeping and Preparation of financial statement staff of the firm	
(h)	Book keeping and Preparation of Financial Statement team must consist of <b>1 CA Partner, 1 Qualified Assistant 1 Tally (TDL) Expert.</b>		
(i)	No. of assignment of /Statutory Audit/Concurrent audit/internal audit Book keeping and Preparation of financial statement	<b><u>For (i)</u></b> The firm must submit a copy of the appointment letters from the organizations. <b>Branch Book keeping and Preparation of financial statement of any Bank shall not be considered while taking into account the total no. of assignment.</b>	
(j)	The firm or any other partners should not be blacklisted by any organization in respect of any assignment (i.e.,) Government/Public Sector any other organization	<b><u>For (j)</u></b> The firm or any partners of the firm should not be black listed by any PSUs or Govt. organization or any other organization in respect of any assignment or behavior. – <b>An up-to date Affidavit of Non-Blacklisting on Non Judicial Stamp Paper in any Govt./Semi Gov./PSU deptt. from public notary/competent legal authority.</b>	

2.15 The Technical Proposal evaluation shall be based on the following parameter:

Sl. No.	Particulars	Minimum Criteria	Minimum Marks	Maximum Marks	Evaluation Criterion	Marks
1.	Turnover of the Firm (Average annual in last three financial years)	60 lakhs	10	20	60-100lakhs 100 lakhs and above	10 20

2.	Book keeping and Preparation of financial statement / Audit Experience of the firm. Number of Assignments in Commercial/Statutory Book keeping and Preparation of financial statement.	40 assignments	10	20	0-40 40 and above	10 20
3	Number of full time FCA associated with the firms for not less than 5 years (as per certificate of ICAI as on 01.01.2022)	4 years	10	20	0-3 3 and above	10 20
4.	Staff Strength ACA	2 persons	10	20	0-1 1-2 1.	10 20
5	Book keeping and Preparation of financial statement Team 1 CA / 1 qualified Assistant with tally expert	1 CA  1 qualified Assistant	5	10	0-1 2 and above	5 10
	Tally Gold with TDL Expert	Tally TDL Expert person	5	10	0-1 1-2	5 10

**2.16 Selection Methodology:** A two-stage procedure shall be adopted in evaluating the proposals.

**First Stage:**

- (ii) Only Technical Proposals shall be opened first for all the firms
- (iii) Thereafter, a technical evaluation shall be carried out as per the evaluation parameters provided in the Clause ***Specific Terms and Conditions.***
- (iv) The Technical Proposal scoring at least 50% of the marks shall be considered as Qualified on Technical Parameters. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or it fails to achieve the minimum technical score (i.e at least 25%).

**Second Stage:** Financial proposal shall be opened only for those firms who have qualified on Technical Parameters (i.e at least 50%). Financial Proposal of the firms which have not qualified on technical parameters shall be returned unopened after completion of the selection process.

**2.17 Guidelines for Submitting the Proposals**

Bidders are required to submit the proposal as per the guidelines and formats detailed out in the following paragraphs:

- 1. All bidders must comply with the tender document clauses.
- 2. Technical / Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.

3. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
4. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written ink.
5. The Technical bid must be submitted along with the **Index/Contents**.
6. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the Technical Proposals are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
7. In case same Book keeping and Preparation of financial statement fee is quoted by two or more CA firms, the selection of book keeping and Preparation of financial statement firm shall be done considering the marks obtained in the following factors

Sl. No.	Particulars	Evaluation Criterion	Marks
1.	<b><u>Experience – A</u></b> Number of Assignments in Commercial/Statutory Audit/Internal Audit/ Book keeping and Preparation of financial statement/ Audit all relevant works as per scope of work.	0-5 nos. 5-10 nos. 11-15 nos. More than 15 nos.	5 10 15 20
2.	<b><u>Experience – B</u></b> Number of Assignments of Central Autonomous Body, PSU, Externally Aided Projects/Social Sector Project etc. (excluding Book keeping and Preparation of financial statement of Charitable Organization)	0-5 nos. 5-10 nos. 11 and above	5 10 20
3.	<b><u>Experience – C</u></b> Experience in relevant field	0-5 nos. 5-above	5 20
4.	<b><u>Turnover</u></b> Average annual Turnover of the firm for the last three years	0-5 lakhs 5-10 lakhs	10 20
5.	<b><u>Number of full-time FCA</u></b> Number of full time FCA associated with the firms for not less than 5 years (as per certificate of ICAI as on 01.01.2023)	0-8 nos. 8-and above	10 20

Note: If the Book keeping and Preparation of financial statement firms obtain the same marks then the appointment shall be made upon extensive comparative analysis between the successful bidders on the following factors:

- Experience
- Turnover
- Number of full time FCA
- Strength of the Book keeping and Preparation of financial statement Team

8. **NERIWALM reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.**

**2.18 Technical and Financial proposals formats:**

1. Letter of Transmittal **(Form T-1)**
2. Technical Proposal format **(Form T-2)**
3. Detail of Qualified Staff **(Form T-3)**
4. Relevant Experience **(Form T-4)**
5. Financial Bid format **(Form T-5)**
6. Draft Agreement **(Form T-6)**

**Form T-1****(Letter of Transmittal)**

To  
The Director,  
NERIWALM  
Tezpur – 784027  
Assam

Sir/Madam,

We, the undersigned, offer to provide the Book keeping and Preparation of financial statement 2025-26 and other accounts works services for NERIWALM, Tezpur in accordance with your Request for Proposal dated [*Insert Date*]. We hereby submitting our proposal, having details about the firm and proposed Book keeping and Preparation of financial statement fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till six months from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

**We understand that NERIWALM, Tezpur is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.**

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully

(Seal and Signature)

**Form T -2**  
**Format for Technical Proposal**

Sl. No.	Particulars	Supporting documents required to be submitted along with this form
1.	Name of the Firm	
2.	<p>Addresses of the firm</p> <p><b>Head Office Address:</b></p> <p>Phone No.</p> <p>Email:</p> <p>Mobile No. of Head Office in charge</p> <p>Date of Establishment of the firm</p> <p>Date since when is H.O at the existing Station</p> <p><b>Branch Office Address:</b></p> <p>Phone No.</p> <p>Email:</p> <p>Mobile No. of Head Office in charge</p> <p>Date of Establishment of the firm</p> <p>(Particulars of each Branch to be given.</p> <p>Mention the date of establishment of each branch offices since when existed at the existing place)</p>	
3.	<p>Firm Income Tax Pan No.</p> <p>(Attached copy of PAN card)</p>	
4.	<p>Firm GST Registration No.</p> <p>(Attached copy of Registration)</p>	
5.	<p>Firm's Registration no. with ICAI</p> <p>(Attach a copy of certificate downloaded from ICAI websites showing the name and address of H.O., B.O and partner etc.</p>	
6.	<p>Empanelment no.</p> <p>(Attach proof of empanelment with C&amp;AG for the year 2023-24 confirming that the firm is eligible for PSU Book keeping and Preparation of financial statement</p>	
7.	<p>No. of years of firm existence and date of establishment of firm</p> <p>(Attach copy of Partnership Deed)</p>	
8.	<p>Turnover of the firm in the last three years</p> <p>Attach copy of Book keeping and Preparation of financial statement ed Balance Sheet and P&amp;L Account for the last three years otherwise a Certificate issued by any C.A firm may also be provided in this regard providing the breakup of fees (Book keeping and Preparation of financial statement ing Fees, Taxation, others)</p>	
9.	<p>Book keeping and Preparation of financial statement Experience of the firm (Copy of the offer letter and the fee charged for each assignment. Relevant evidences to be given of the turnover and fee):</p> <p>(i) Number of Assignments in Commercial/Statutory audit/ Internal audit Book keeping and Preparation of financial statement</p> <p>(ii) Number of Assignments of Externally Aided GIAs/Social Sector GIA (excluding Book keeping and Preparation of financial statement of Charitable Organisation)</p>	

	(iii) Experience in the other relevant assignment	
10.	<p>Details of Partners (Attested copy of the certificates of ICAI not before 01.01.2023):</p> <p>Provide the following details</p> <p>(i) Number of Full Time Fellow Partners associated with the firm</p> <p>(ii) Name of each partner</p> <p>(iii) Date of becoming ACA</p> <p>(iv) Date of becoming FCA</p> <p>(v) Date of joining the firm</p> <p>(vi) Membership No.</p> <p>(vii) Qualification</p> <p>(viii) Experience</p> <p>(ix) Whether the partners is engaged full time or part time with the firm</p> <p>(x) Their Contact Mobile No. Email and Full Address</p>	



**Form T-3**

- 1) Details of Qualified Staff (Chartered Accountants) – Please provide a self-attested copy of certificate of ICAI as on 01.01.2022 for each qualified staff

<b>Sl. No.</b>	<b>Name of Staff</b>	<b>Length of Association with the firm (in years)</b>	<b>Educational Qualification</b>	<b>Areas of Key Expertise</b>	<b>Membership No.</b>	<b>Relevant Experience</b>

N.B. May add extra sheets if required with seal and signed

2. Details of Semi qualified Staff (including Article Clerks etc.)

<b>Sl. No.</b>	<b>Name of Staff</b>	<b>Semi Qualified Staff/ Article Clerks/Others</b>	<b>Length of Association with the firm (in years)</b>	<b>Educational Qualification</b>	<b>Areas of Key Expertise</b>	<b>Membership No.</b>	<b>Relevant Experience</b>

N.B. May add extra sheets if required with seal and signed

**Form T-4**

- 1) Experience of Book keeping and Preparation of financial statement/audit in relation to External Aided GIAs/State's Social Sector GIAs (Excluding the Book keeping and Preparation of financial statement of Charitable Institutions and NGOs)

<b>Sl. No.</b>	<b>Name of the Book keeping and Preparation of financial statement of Organization</b>	<b>Grants-in-aids handled of the Book keeping and Preparation of financial statement of organization</b>	<b>Type/ Nature of Assignment</b>	<b>Scope and coverage of the assignment</b>	<b>Duration/ Completion of Assignment</b>	<b>Proof of letter of work or assignment awarded by the Book keeping and Preparation of financial statement of organization (attach a copy of the letter)</b>	<b>Page No.</b>

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N.B. May add extra sheets if required with seal and signed

2) Experience of Book keeping and Preparation of financial statement/audit in Commercial Sector/PSUs etc.

Sl. No.	Name of the Book keeping and Preparation of financial statement of Organizations	Grants-in-aids handled of the Book keeping and Preparation of financial statement of organization	Type/ Nature of Assignment	Scope and coverage of the assignment	Duration/ Completion of Assignment	Proof of letter of work or assignment awarded by the Book keeping and Preparation of financial statement of organization (attach a copy of the letter)	Page No.


N.B. May add extra sheets if required with seal and signed

**Form T-5****Format for Financial Bid****(To be submitted in a separate sealed envelope clearly marked****“FINANCIAL PROPOSAL FOR THE APPOINTMENT OF BOOK KEEPING AND PREPARATION OF FINANCIAL STATEMENT FIRM FOR NERIWALM GIA account PROGRAMME, TEZPUR FROM 2023-24” followed with a warning note “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”)**

<b>Particulars</b>	<b>Total Amount (in rupees)</b>
BOOK KEEPING AND PREPARATION OF FINANCIAL STATEMENT FEE	(Both in Numeric and in words) Rs. _____/-
(a) Book keeping and Preparation of financial statement Fees (per year including TA/DA etc.)	Rupees _____
(b) GST	Rs. _____/- Rupees _____
(c) Total Fees	Rs. _____/- Rupees _____

**Note: Percentage of funds involved shall not be a basis of quoting the Book keeping and Preparation of financial statement Fee.**

-----END OF THE TENDER DOCUMENT-----