



THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED
(A Government of India Undertaking)

REGISTERED OFFICE
UDYOGAMANDAL, ELOOR, KOCHI,
KERALA 683501.

FINANCE DEPARTMENT

TENDER NO: -02/FACT/FINANCE /2018-19

Tender for Appointment of Auditor for GST Audit in FACT and Consultant for GST

Last Date & Time of Receipt of Tender : **3.00 PM on 23.10.2018**

Date & Time of opening of Bid Documents : **3.00 PM on 24.10.2018**

Venue: Registered office-
The Fertilisers And Chemicals Travancore Limited,
Udyogamandal, Eloor, Kerala-683501

CIN: L24129KL1943GOI000371

GSTIN: 32AAACT6204C1Z2

Phone: 0484 – 2567603, 2567771

Website: www.fact.co.in



FINANCE DEPARTMENT
NOTICE INVITING TENDER

1.0 FACT PROFILE:

1.1 The Fertilizers And Chemicals Travancore Limited., popularly known as FACT set up the first large scale Nitrogenous factory in the country in 1944, on the banks of river Periyar at Udyogamandal, near the Cochin Port. From a single product fertilizer plant of the forties, FACT has through the years grown into a large multi-product, multi-divisional corporation today - a legend of our times and triumph of the public sector.

FACT's two fertilizer manufacturing divisions at Udyogamandal and Cochin together have so far produced and distributed millions of tonnes of fertilizer nutrients, which has helped farmers to produce over 50 million tonnes of food grains.

FACT's marketing division has a well-organised sales network, which ensures that even the farmer in the remotest village is fully benefitted through its agronomy and rural development services.

The rich fund of expertise, experience and skills gained over the years in manufacturing units of FACT were pooled together in the mid-sixties to form two separate engineering divisions, FACT Engineering & Design Organization (FEDO)&FACT Engineering Works (FEW). These two divisions between them cover the entire spectrum of consultancy and engineering services and have contributed a great deal to attain self-reliance in fertilizer and chemical technology in the country. In 1990, FACT further diversified into the field of petrochemicals by setting up a Caprolactam unit. Today, FACT is on the threshold of further diversification and backward integration.

The Registered office is situated at Udyogamandal, Eloor, Cochin.

1.2 FACT is a leading producer and marketer of Complex fertilizers and Ammonium Sulphate industrial products in India. FACTAMFOS (20:20:0:13) is the flagship brand of the company. The Company also manufactures and markets AMMONIUM SULPHATE fertilizers under the brand name FACT Ammonium Sulphate, Bio-fertilizers in addition to traded products like Urea, MOP and a wide range of industrial products like Caprolactum, Nitric Acid, etc.

1.3 FACT is a listed company with an authorized share capital of Rs.1000crore and paid up capital of Rs.647.07 crore. The shares of the company are listed at National Stock Exchange of India Limited (NSE).

1.4 FACT operates under the administrative control of the Ministry of Chemicals & Fertilizers, Department of Fertilizers, Government of India.

1.5 Further details regarding the operational and financial performance of the company including Annual Reports of the Company is available on company's website www.fact.co.in.

1.6 FACT maintains Books of Accounts as required under the applicable regulations and statutes. The Company's books of accounts are maintained in SAP ERP systems and FACT has implemented various SAP modules i.e. FI/CO, MM, PP, PM, SD, HR/Payroll

etc. The accounts of the Company are prepared Profit Centre / Cost Centre wise, with each Profit Centre / Cost Centre representing areas of operation like Head office, Udyogamandal Division, Cochin Division, Petrochemical Division, FEDO, FEW and Marketing divisions and Corporate Office based on which the accounting and operations are recorded and controlled. The company prepares Interim and Annual financial results as per the Companies Act 2013 and the listing Agreements with the Stock Exchanges.

1.7 FACT has registrations under GST in 7 states viz Kerala, Tamil Nadu, Karnataka, Andhra, Telangana, West Bengal, Nagaland and Union Territory of Pondicherry. Since each of the State GST Acts also has the provisions relating to GST Audit, state-wise audit is to be conducted under each of the registrations. Since the production units are in Kerala almost all the procurement of input and services is done in Kerala. The regional offices in other states are primarily doing Sales and minor payment of transportation, rent etc., As the accounts are in SAP ERP the entire details can be viewed from Kerala.

2.0 Tender:

2.1 Bids are invited in two parts (Technical and Financial/Price bids) by The Fertilizers and Chemicals Travancore limited from the firms of Chartered Accountants/ Cost Accountants Firms or LLPs for Pre-qualification and Appointment of auditors for GST Audit of FACT for the year 2017-2018 and Consultant for GST for a period of one year.

2.2 Bidders shall study carefully the complete enquiry documents viz. Notice Inviting Tenders, Pre-Qualification Criteria, Instructions to Bidders, Special Terms & Conditions of the enquiry, Standard Terms and Conditions, Price Bid format (BOQ),

2.3 Offers against this enquiry shall be submitted online on e-procurement portal <https://e-rocure.gov.in>, with valid 'Digital Signature Certificate' (DSC). Offers submitted on any other platform or in any other mode including e-mails, typed/printed offers as hard copy etc. SHALL NOT be accepted.

2.4 All interested bidders are requested to register themselves on the above website with their valid DSC. It is mandatory for bidders to have valid DSC (of Class II or Class III) issued by any of the Certifying Authority approved by Govt. of India for participating in the enquiry. Valid DSC shall be arranged by the bidders themselves at their cost. Bidders may refer Bidders Manual Kit available on the above website for detailed information and instructions for registering, submitting offers etc.

2.5 The documents, if any, which necessarily have to be submitted in originals if specified specifically in the enquiry documents, shall be submitted offline. However, scanned copies of such documents shall be uploaded along with the offer submitted online.

3.0 Eligibility Criteria for pre-qualification:

Eligibility for prequalification is limited to CA/CMA firms on Partnership/LLP. The pre-qualification criteria for the firms are given below:

3.1.MANDATORY:

- 3.1.1. The Firm should have office in Kerala as on the date of submission of Tender. Bidder having office at Kochi will be given 5 points during evaluation.
- 3.1.2. The firm (Partnership/LLP etc.) should be in practice for the past 10 years as on the date of submission of Tender. (Supported by date of Incorporation certificate issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India).
- 3.1.3. The Firm should have experience in implementation of GST or consultant for GST for at least one year in a company with a revenue of Rs. 100 Crore. or more as on date of inviting tender. Implementation experience of full time affiliate firms/LLP will be considered supported by proof of execution of services (e.g. appointment letter, certificate of completion).
- 3.1.4. The firm should have at least 4 Partners, including 2 full time partners/directors with at least 8 years' experience in the indirect taxation field as on the date of submission of Tender (supported by copy of Constitution certificate of the firm issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India).
- 3.1.5. The firm should have qualified/ semi-qualified assistants to attain minimum points as on the date of submission of Tender (supported by institute documents), stipulated under Clause no "2(d)" in evaluation criteria mentioned in "Annexure A".
- 3.1.6. The Bidder should have undertaken assignments related to Service Tax/ Vat/Excise of at least one company having annual revenue of Rs.100 crore or more, for a period of at least one year in the last five years supported by proof of execution of services (e.g. appointment letter, certificate of completion).

3.2. NON-MANDATORY

- 3.2.1. The firm should have experience in conducting audit in SAP ERP system (MM, SD & FI/CO module) in at least 1 manufacturing company/ organization/co-operative (to be supported by documents by the firm).

4.0 The firms, which are not fulfilling any of the mandatory pre-qualification criteria, will not be considered.

- 4.1 The Pre-qualified firms would remain valid for a period of two years.

5.0 Submission of Bids

5.1 Part A - PRE-QUALIFICATION- BID shall contain the following

- a) Annexure A – Scanned copy of General Terms & conditions duly signed with seal towards acceptance.
- b) Annexure B –Scanned copy of Declaration sheet duly signed with seal.
- c) Annexure C—unpriced bid
- d) Annexure E –Scanned copy of Application form for GST Audit Assignment along with Annexures E1 to E6 duly signed with Seal.
- e) Annexure F-Scanned copy of Undertaking duly signed with Seal.
- f) Annexure G-Scanned copy of List of Documents to be attached.
- g) Scanned copy of Documents in support of Pre-qualification Bid mentioned at Para 3 above duly signed with seal.

5.2 Part B Price Bid:

- a) Price Bid i.e. Bill of Quantity (BOQ) attached to the enquiry shall be uploaded after filling all relevant information such as name of The bidder In Financial Bid, lump sum fee that is inclusive of Travelling, Boarding, Lodging and all other expenses but excluding Taxes for conducting the assignments are to be quoted.
- b) The priced BOQ shall be uploaded strictly in the format attached with the enquiry, failing which the offer is liable to be rejected. Renaming or changing format of the BOQ sheet will not be accepted by the System.
- c) Please fill-in all the relevant fields. Blank fields in the uploaded BOQ shall be taken as that particular tax / duty / charge is not applicable or as included in the basic price. No claim afterwards will be entertained.
- d) Prices shall be quoted only in the prescribed BOQ and those indicated elsewhere, if any, shall not be considered.
- e) BOQ shall be uploaded only in Part B.
- f) Bidders shall quote the unit prices in figures strictly in the order of serial numbers and units as per the Price Bid (BOQ). The rates of all applicable taxes/duties shall be clearly indicated. The prices shall be firm without any escalation on any account till the order is completely executed.
- g) Both Part-A and Part-B of the Bid shall be uploaded with all relevant documents before due date & time in the above portal. The system does not allow submission of bids or any other document forming part of the bid after the due date & time of bid submission. Non-submission of any document or submission of incomplete documents may result in rejection of offers.
- h) Timely submission of offers along with all the relevant documents online is the responsibility of the bidders. The bids shall be submitted well in advance to avoid last minute issues like non availability of internet, server etc., FACT shall not be held responsible for bidder's inability to submit documents in time due to power

failure, non-availability of internet etc., and for incomplete submission of offers or non-submission of any documents forming part of the offers.

6.0 Bid Opening

- a) Part-A of the bids of all bidders who submit their Bid as per the instructions by the due date and time as above and which are in conformity with the instructions specified in the enquiry documents shall be opened online, on the specified bid opening date & time.
- b) Part-B - Price bids of bidders whose Part-A bid is found acceptable based on pre-qualification evaluation only will be opened on a subsequent date. Price bid opening date & time shall be intimated to the qualified bidders by email, SMS etc. through the system.
- c) In Financial Bid, lump sum fee that is inclusive of Travelling, Boarding, Lodging and all other expenses but excluding Taxes for conducting the assignments are to be quoted.

7.0 The, scope of work, extent and periodicity of checking, reporting formats etc. are mentioned in Annexure-D enclosed. It may be noted that the scope as given under this Annexure is only indicative and not exhaustive.

8.0 Time schedule: The Audit has to be conducted as per time schedule prescribed by the CGST Act. The consultancy will be for a period of one year from the date of awarding the contract.

9.0 Payment Terms:

- a) The payment of audit fees would be made within 30 days from submission of final audit reports. The tax invoice will be verified and certified by FACT and payment will be released by Finance Department, subject to deduction of Income –Tax at source as applicable.
- b) Payment of consultancy will be made quarterly.
- c) **Statutory Taxes etc.:** All other taxes or other statutory levies etc. shall be paid extra.

10.0 Period of Contract: The period of contract will be for one year from the date of contract.

11.0 Purchasers Right : FACT reserves the right to reject any or all bids without assigning any reason whatsoever. No claims shall lie against FACT on this account and FACT's decision in this regard shall be final and binding on the bidders.

12.0 Bidders are requested to visit our web site (www.fact.co.in) or Central Public Procurement Portal (<https://eprocure.gov.in>) for any updates/corrigenda on the enquiry, including extension of due date, if any. No advertisement will be given in the print media.

13.0 General:

- a) VALIDITY OF BIDS: The rates quoted by the bidder shall be valid for FACT's acceptance for a period of 90 days from the date of opening of Part-A bids.
- b) The tender documents are available at FACT website www.fact.co.in and CPP portal at www.eprocure.gov.in and can be downloaded from these sites.
- c) Unless otherwise mentioned specifically, all correspondence relating to this enquiry shall be made in English referring the enquiry number and date, to:

ASST. GENERAL MANAGER (Costing)
Head Office, Finance department
FACT Limited Udyogamandal
Cochin- 683501
India

- d) Every page & supporting document forming part of the tender need to be numbered, signed & sealed by the bidders.

For further details, log on to www.fact.co.in & www.eprocure.gov.in

In case of requirement of any further information, please feel free to contact the undersigned.

Deepam Pillai
ASST. GENERAL MANAGER (Costing)

Encl:

1. General Terms & Conditions (**Annexure-A**)
2. Declaration Sheet (**Annexure-B**)
3. Financial Bid Formats BoQ (**Annexure-C**)
4. Scope of work, Quantum, periodicity and Reporting Formats (**Annexure-D**)
5. Application form for GST Audit Assignment (**Annexure E along with its proforma under Annexure E1 to E9**)
6. Undertaking format (**Annexure F**)
7. List of documents to be attached (**Annexure G**)

GENERAL TERMS AND CONDITIONS

1.0 Requirements for Bid to be considered Valid.

1.1 In Financial Bids, lump sum fee that is inclusive of Travelling, Boarding, Lodging and all other expenses but excluding Taxes for conducting the assignments are to be quoted.

1.2 No cutting or overwriting would be allowed in Financial Bids. In such cases, bid would not be considered.

1.3 While submitting the bid, tenderers are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer.

1.4 FACT takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full.

1.5 The submission of offer shall have no cause of action or claim against FACT for rejection of offer. The bidding firms shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by FACT, even though FACT may opt to modify/withdraw the Invitation to Tender or does not accept the offer or cancel the tender as a whole.

1.6 The successful bidders engaged, will not be allowed to sub-contract the job awarded to them.

1.7 The successful bidders engaged, will be provided with infrastructure facilities like office space for staff, computers (not lap tops) with SAP, internal telephones and printer.

2.0 Bid Evaluation Process & Award of Contract

2.1 Technical Bid Evaluation

Part A of all bidders will be opened first. The bidder firms, which are pre-qualified as per Tender Document Clause No. 3 (i.e. Eligibility criteria for pre-qualification), would be evaluated by a designated Committee on the following line:

1. The Committee would evaluate the bidder firms based on the documents submitted against pre-qualification criteria and assign the points / marks out of total points/marks as below:

2. Evaluation criteria

Clause No	Particulars	Minimum Requirement	Points/Marks to be allocated	Minimum Points /Marks	Maximum Points /Marks
(a)	Existence of the firm as on date of Tender in completed years.	10 Years	1 mark per Year	10	15
(b)	Experience in implementation of GST/ Consultant for GST in companies having annual revenue of Rs.100 cr. or more.	At least One company having annual revenue of Rs.100 cr. or more.	10	10	20
(c)	Qualified partners inclusive of two full time partners/directors with 8/10 years' experience in indirect taxation.	4 Numbers	1 mark for each person	4	10
(d)	Number of Qualified/ semi Qualified Assistants as on Date of Tender		1 Mark for each qualified and ½ mark for semi qualified	4	10
(e)	Assignments related to Service Tax/ Vat/Excise in companies having annual revenue of Rs.100 crore or more for a period of at least one year in the last five years.	At least One company having annual revenue of Rs.100 cr. or more.	2 Marks for each Company	4	10
(f)	Office at Kochi			0	5
	TOTAL			32	70

3. The area wise total of points / marks as above will be considered as the scores for Technical Bid Evaluation of each firm.

4. These scores of points/marks of each firm would be disclosed before opening of financial bids.

2.2 Financial Bid Evaluation

- i) The pre-qualified bidder firms would be informed regarding the date, time and place of opening of financial bids and can remain present at the time of opening of financial bids.
- ii) After evaluation of technical bids as above, the financial bids of only pre-qualified bidder firms would be opened.
- iii) Evaluation will be based on the total amount quoted. (for both audit and consultancy).

iv) The lowest bidder firm would be given 30 points / marks and the next higher bidder would be given proportionate points / marks out of total 30 points / marks.

For example: If first three lowest quotations received are for Rs. 100, Rs. 120 and Rs.150, then the firm quoting Rs.100 would be given 30 points, the firm quoting Rs.120 would be given 25 points ($100/120*30$) and the firm quoting Rs.150 would be given 20 points ($100/150*30$)

This process would be carried out for all the bidders.

2.3 Award of Assignment / Contract

The contract shall be awarded to the bidder scoring the highest points/marks as determined at 2.2 above.

2.4 In case of any tie within the bidders, preference would be given to the bidder firm that has scored more points / marks out of total 70 in Technical Bid evaluation.

3.0 Other Terms and conditions.

1. The bids should be unconditional. Conditional bids would be rejected.
2. FACT reserves the right to negotiate with the bidders.
3. If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
4. The acceptance of tender will rest with FACT and FACT reserves itself full right to reject any or all tenders.
5. The tenderer are not entitled to any compensation for the expenses incurred in connection with the preparation and submission of tenders.
6. Currencies for bid and payment shall be in Indian Rupees only.
7. The successful bidder would ensure that the information obtained during the audit in respect of FACT is maintained in strict confidence and secrecy. An undertaking towards maintaining confidentiality is to be provided by the successful bidder.

4.0 Termination of contact

FACT reserves the right to terminate the contract, if the progress/performance of the audit firm is found unsatisfactory or any part/whole of the contract terms are not fulfilled. FACT also reserves right to de-list such audit firms and take other appropriate action against them.

5.0 Arbitration:

Except where otherwise provided in the contract, all matters, questions, disputes or difference whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either party to the contract be referred to the arbitration of Director Finance, Fertilizers And Chemicals Travancore Limited or his/her nominee.

The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment there-of and the rules made there under.

The bidders hereby agree that they shall have no objection if the arbitrator so appointed is an employee of FACT and had to deal with the matter to which the contract relates and that in the course of his/her duties as such he/she has expressed his/her views on all or any of the matter in dispute or differences.

6.0 Jurisdiction

In respect of all tender conditions, the decision of FACT shall be final and binding. The venue of the Arbitration shall be Udyogamandal & Ernakulam courts will have exclusive Jurisdiction.

7.0 Force Majeure:

Neither party shall be liable for any claim on account of any loss, damage or compensation, whatsoever, arising out of any failure to carry out the terms of this contract where such failure is caused due to war; rebellion, mutiny, civil commotion, fire riot, earthquake, drought, floods, crop failure, or Act of God or due to any restraint or regulation of the State or Central Government or a local authority/authorities provided a notice of such occurrence is given to be other party in writing within 10 days from the date of occurrence of the force condition, furnishing therewith a documentary evidence supporting the invoking of the force majeure clause. On cessation of the force majeure, the party invoking force majeure shall inform the other party of the period for which the force majeure condition continued and shall also give documentary evidence thereof to this effect.

8.0 General

Bidder/Tenderer shall mean the firm who submits the tender and enters into contract with FACT and shall include their executors, administrators and successors and permitted assignees.

DECLARATION SHEET

I/we, hereby certify that all the information and data furnished by me/us with regard to this tender specification are true and complete to the best of my/our knowledge. I/we have gone through the Terms, conditions and stipulations in detail and agree to comply with the requirements.

I/we, further certify that I am / we are the duly authorized representative of the under mentioned tenderer.

I/We, further certify that the following close / distant relative(s) of partner/director of our firm are presently working in Fertilizers And Chemical Travancore Limited (FACT):

S.No. Name Designation Department

- 1.
- 2.

I/We, further certify that the following Ex-employees of Fertilizers And Chemical Travancore Limited (FACT) are presently working/associated with our firm:

S.No. Name Last Designation in FACT

- 1.
- 2.

I/We, further certify that no sister concern / Common Partner is bidding separately in this tender in the name of other concern/firm.

I/We also undertake that the terms and conditions of Notice Inviting Tender and Annexure-A of NIT is acceptable to us without reservations and no deviation to NIT has been taken while making the offer.

I/We further agree to abide by the conditions of contract and to carry out all work that would be assigned (as per Annexure D) within the specified time in accordance with instructions referred to in the Notice Inviting Tender.

In case of acceptance of the Bid by Fertilizers And Chemical Travancore Limited (FACT), I/We bind myself/ourselves to execute the contract as per the conditions mentioned in the Assignment awarded.

Yours faithfully

For M/s _____

(Signature of Bidder with Seal)

Address: _____

E-Mail-ID : _____

Contact No : _____

Financial Bid for Appointment of Auditor for GST Audit of FACT for 2017-18 and consultant for GST for one year

Name of the Firm

Address:

E-Mail ID

Contact Numbers

S. NO	Area of Audit (Refer clause no 2.1(i) of Tender Document)	Financial bid in BOQ format — “Quoted”/ “ NOT Quoted” .
1	Audit under GST for registrations in the states of Kerala, Tamil Nadu, Karnataka, Andhra Pradesh, Telangana, West Bengal, Nagaland and Union Territory of Pondicherry	
2.	Consultant for GST for one year	

Note 1 The quoted bids are valid for entire contract period and no escalation will be claimed during the contract period.

2 GST/ statutory levies will be extra as applicable.

3 Above fees is in Indian Rupees and inclusive of all i.e. TA, DA, Lodging, Boarding, incidental expenses etc.

4. Financial bid in BOQ format —“Quoted”/ “ NOT Quoted” (Please don't fill Amount here, Amount to be filled in BOQ Only)

(Signature of Partner with Membership number and seal of the firm)

Overall Indicative Scope

The following check points are only indicative and not exhaustive. The firm may be asked to look into any other activity as may come to the notice during the course of audit and/or render any advice/opinion in the area of audit.

Further, the scope of Audit / Consultancy shall include:

- (i) The firm will be required to conduct the annual GST audit as required under Section 35(5) of CGST Act and issue audit report.
- (ii) Conducting detailed trial balance / ledger review to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism.
- (iii) Verifying the issuance of invoices, debit, credit notes, bill of supply and other documents and records maintained to check whether they are as per the GST Law.
- (iv) To validate the output liability of GST and claim of input tax credit computed by FACT including exercise of matching of input tax credit as per FORM GST 2A with the accounts.
- (v) To provide guidance and to review and verify the monthly / annual GST returns and file the vetted GST returns along with preparation of the annual reconciliation statements which is required to be submitted with the annual return;
- (vi) Advising on all the matters (regarding GST Law, accounting, process, policy, system, software) to ensure GST compliance.
- (vii) Assistance in all GST compliances including audit proceedings / show cause notices/ demands and other proceedings as applicable initiated by appropriate authorities including drafting/ filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands.
- (viii) To provide guidance/advise for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and verify completeness of the data generated through the system for GST Returns.
- (ix) Keeping FACT informed about any changes which may take place in GST from time to time and its impact on the company.
- (x) To create training material & presentation / manual for the use of FACT's staff.
- (xi) Any other matter relating to GST.

Annexure -E

Application form for **Appointment of Auditor for GST Audit of FACT for 2017-18**
(Please strike off whichever is not applicable)

Sr. no.	Particulars	Details	
1.	a)	Name of the firm (in Capital letters)	
	b)	Address of the Head Office	
	c)	Address of Office at Kerala/Kochi	
	d)	Name of the Senior Partner, who shall issue/sign the Audit report.	
	e)	Contact number of Head Office and Kochi Office.	
	e)	E-mail address	
	f)	PAN of the firm	
	g)	GST No.	
2.	Firm Registration No. (As Issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India)		
3.	Date of Incorporation (as per certificate issued by Institute).		
4	Existence of the firm as on date of Tender in completed years		
5	Whether the firm has Office in Kochi (If yes, please fill up details at Annexure-E1)	Yes	No
6	Experience in implementation of GST/ consultant for GST in at least one company with annual revenue of Rs.100 CR or more. (if Yes fill details in Annexure E2)	Yes	No
7.	Number of full Time Partners of the firm as on date of tender (Please fill up Annexure-E3)		
8.	Number of qualified/semi qualified Chartered Accountants / Cost Accountant Employed with firm (Please fill up Annexure-E4)		
9.	Experience in assignment related to Excise/service tax/VAT in at least one company with annual revenue of Rs.100 CR or more for a period of at least one year in the last five years(If yes, please fill up details at Annexure-E5)	Yes	No
10	Whether the firm has experience in conducting audit in SAP ERP system (MM, SD & FICO module) in at least one company/ organization/co-operative (If yes, please fill up details at Annexure-E6)	Yes	No

(Name & Signature of Managing/senior partner of the firm with seal)

Annexure E1

Firm's Name _____

Please mention name and address of Office in Kerala/Kochi

(Please refer to Sl. No.5 of the application form at Annexure E)

S.No.	Address of Office in Kerala and at Kochi if any

Please attach the copy of branch incorporation issued by institute of Chartered Accountant/
Cost Accountant.

(Name & Signature of Managing/ senior partner of the firm with seal)

List of Firm's experience in implementation of GST/ consultant for GST in at least one company with annual revenue of Rs 100 CR. or more, as on date of Tender.

(Please refer to Sl. No.6 of the application form at Annexure E)

S.No.	Year of assignment	Name of the Company	Annual Revenue - Minimum 100 Crore. (Yes/No)	Type of assignment

Please attach the copies of work order/letter placed by above companies on the firm's name along with copies of relevant documents supporting completion of Audit.

(Name & Signature of Managing/ senior partner of the firm with seal)

Annexure –E3

Firm's Name _____

Details of Full Time Partners of the Firm as on date of Tender.

(Please refer to Sl. No.7 of the application form at Annexure E)

Sl. No.	Name of the Partner	Membership No.	Whether Associate/ Fellow member/Advocate	No. of Years Experience in indirect taxation field	Date of joining the Firm as Partner Full time)

- Please attach incorporation certificate of the firm in support of above.

(Name & Signature of Managing/ senior partner of the firm with seal)

Firm's Name _____

Details of Qualified/ semi qualified Chartered Accountants/Cost Accountants employed with the firm as on the date of Tender.

(Please refer to Sl. No.8 of the application form at Annexure E)

S.No.	Name	Qualification	Membership No. (if qualified)	Date of joining the firm (Full time)

- Please attach a self-attested copy of the Membership certificate in case of qualified and self-attested copy of certificate/ mark sheet in case of semi qualified in support of above.

(Name & Signature of Managing/senior partner of the firm with seal)

Firm's Name _____

List of Firm's experience in assignments related to service tax/excise/VAT, in at least one company with annual revenue of Rs 100 CR. or more for a period of at least one year in the last five years as on date of Tender.

(Please refer to Sl. No.9 of the application form at Annexure E)

S.No.	Year of assignment	Name of the Company	Annual Revenue -Minimum 100Crore. (Yes/No)	Type of assignment

Please attach the copies of work order/letter placed by above companies on the firm's name along with copies of relevant documents supporting completion of Assignment.

(Name & Signature of Managing/ senior partner of the firm with seal)

Firm's Name _____

Please indicate name of the Companies in which the firm has experience in conducting audit in SAP ERP system (MM, SD & FICO module).

(Please refer to Sl. No.10 of the application form at Annexure E)

S.No.	Name of the Company	Turnover of the company	Whether Manufacturing Company (Yes /No)	Year of Audit	Type of Audit Statutory/Internal

Please attach the copies of work order/letter placed by companies on the firm's name along with copies of relevant documents supporting the existence of SAP ERP system during the period of Audit and completion of Audit.

(Name & Signature of Managing/ senior partner of the firm with seal)

Annexure –F

Undertaking

I _____, the Managing Partner/Sr. Partner of M/s _____, Chartered Accountant/ Cost Accountant firm do hereby verify and declare:

- i) That the particulars given under Annexure E and related Annexures enclosed are complete and that if any of the statements made or the information so furnished in the application form is later found to be in-correct or false or there has been suppression of material information, the firm would not only stand disqualified from award of job but would be liable for disciplinary action under relevant Acts.
- ii) That the firm or partners has not been debarred or disqualified or cautioned by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India during the last three years. (If debarred/disqualified, give details).
- iii) That the constitution of the firm as on date of tender shown in the application is same as that in the constitution certificate issued by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.
- iv) That the information obtained in respect of FACT will be maintained in strict confidence and secrecy.

(Signature of Managing/ senior partner of the firm with seal)

Firm's Name _____

LIST OF DOCUMENTS UPLOADED TO E-PROCUREMENT WEBSITE

S. No	Name of Document	Document attached		
		Yes	No	At Page No.
	Documents under Part A:			
1.	Duly signed with seal towards acceptance -Annexure A			
2.	Duly signed & stamped copy of Annexure B-Declaration Sheet			
3.	Duly signed & stamped copy of Service Tax Registration Certificate / GST No. (ST-2)			
4.	Duly signed & stamped copy of PAN Card (in the name of the Firm)			
5.	Duly signed & stamped copy of Application form for appointment of auditor for GST Audit Assignment as per Annexure E			
6.	Duly signed & stamped copy of Annexure F - Undertaking Sheet			
7.	Duly signed & stamped copy of Annexure – E1 to E3 stating Particulars of partners, qualified Chartered Accountants / Cost Accountants and Article assistants / Audit staff, along with Membership Certificate copies of partners, qualified Chartered Accountants / Cost Accountants.			
8.	A copy of incorporation certificate issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.			
9.	A copy of Firm's constitution certificate of firm issued by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India to the firm containing inter-alia, the details of partners as on date of tender.			
10	Duly signed & stamped copy of Annexure E4 to E6 along with the copy of work orders placed by Manufacturing Companies / organizations / co-operatives and other manufacturing companies on your firm's name.			
11	Documents under Part B:			
	Financial Bid in the format as prescribed at Annexure C			

(Note: All the above documents should be signed, certified, page numbered and properly tagged and uploaded to E-procurement website. FACT owns no responsibility for the loss of any documents sent subsequently in piecemeal.)

(Signature of Managing/senior partner of the firm with seal)

