

**ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED (AHECL).
(A GOVT. OF ASSAM UNDERTAKING)**

REGISTERED OFFICE

1st Floor, Block-II, HOUSEFED Complex, Lastgate, Dispur,
Guwahati-781006.

CIN: U11101AS2006SGC008235.

Website: www.ahecl.in

Phone: 9127062203, email: gm@ahecl.com

**DETAILS OF THE EXPRESSION OF INTEREST (EOI) BEARING NO:
AHECL/ESTT./18/2019/2323 DATED 14.06.2024 FLOATED FOR ENGAGEMENT OF ONE
CHARTERED ACCOUNTANCY FIRM / COMPANY AS INTERNAL AUDITOR FOR THE
FINANCIAL YEAR 2024-25.**

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**DESCRIPTIONS OF SCOPE OF WORKS, ELIGIBILITY CRITERIA, EOI
SUBMISSION FORMATS AND PROCEDURE AS AVAILABLE ON AHECL
WEBSITE (www.ahecl.in).**

(S/d-)

**Chief Financial Officer
AHECL**

INDEX

SL NO.	PARTICULARS	PAGE NOS.
1.	<u>SECTION-I:</u> ABOUT ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED. (AHECL).	3
2.	<u>SECTION-II:</u> EOI INFORMATION GENERAL TERMS & CONDITIONS	4 to 6
3.	<u>SECTION-III:</u> SCOPE OF WORK	7 to 8
4.	<u>SECTION-IV:</u> ELIGIBILITY CRITERIA OF THE EOI	9 to 10
5.	<u>SECTION-V:</u> EVALUATION SYSTEM OF THE EOI	11 to 13
6.	<u>SECTION-VI:</u> SUBMISSION FORMS ANNEXURE-I (TECHNICAL BID) ANNEXURE-II (FINANCIAL BID) ANNEXURE-III (ACCEPTANCE CUM UNDERTAKING OF THE EOI).	14 to 18.

SECTION-I

(ABOUT AHECL)

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED. (AHECL)

Assam Hydrocarbon and Energy Company Limited (AHECL) was incorporated on 5th September, 2006 under the Companies Act 1956 and as amended under the Companies Act, 2013 by the Govt. of Assam, primarily with the objectives of exploration of hydrocarbons and other sources of energy. With an Authorized Capital of Rs. 100 Crores (Rupees One Hundred Crores) only, the Company is categorized as a “Public Company Limited by Shares”.

DETAILS OF THE SHAREHOLDERS OF AHECL:

Share Holding Pattern of Share Holders

Authorised Capital = Rs. 100,00,00,000/-

Paid-up Capital = Rs. 61,00,00,000/-

(61000000 Shares of Rs. 10/- each)

Sl. No.	Shareholder's Name	No. of Shares	% of total Shares of the Company
1.	Additional Chief Secretary (Industries), Govt. of Assam	2,60,000	0.43%
2.	Commissioner & Secretary to the Govt. of Assam, Deptt. of Power, Mines & Minerals etc.	1,00,000	0.16%
3.	Chairman, ASEB	1,00,000	0.16%
4.	Commissioner, Finance	2,50,000	0.41%
5.	Principal Secretary, Planning & Development	1,00,000	0.16%
6.	Director of Geology and Mining, Assam	1,00,000	0.16%
7.	MD, AIDC, Govt. of Assam	90,000	0.15%
8.	Governor of Assam	6,00,00,000	98.36%
TOTAL		6,10,00,000	100%

SECTION-II
(EOI INFORMATION)

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED
(A Govt. of Assam Undertaking)

Ref: AHECL/Estt./18/2019/2323

Date: 14.06.2024

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF INTERNAL AUDITOR FOR F/Y 2024-25.

Assam Hydrocarbon and Energy Company Limited (AHECL), a Govt. of Assam Undertaking invites Expression of Interest (EOI) from eligible registered Chartered Accountancy Firms/ Companies, having its office in Guwahati city and having experiences of financial audits with Govt. PSUs / Undertakings etc. for more than 05(five) years, for engagement as Internal Auditor of the Company initially for a period of one year (i.e F/y 2024-25). **The detailed terms & conditions of the EOI and the prescribed formats for submission of technical & financial bids may be collected from the registered office of AHECL or be downloaded from the Company's website (www.ahecl.in).** Interested C.A Firms / Companies may submit their technical & financial bids on any working day on or before 05.07.2024 till 5:00 p.m at the following address:

To
MANAGING DIRECTOR
ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED
1ST FLOOR, BLOCK-II, HOUSEFED COMPLEX,
LASTGATE, DISPUR
GUWAHATI-781028, ASSAM.

By order.
Sd/-
Chief Financial Officer
AHECL

KEY DATES & TIME OF THE EOI

SL No.	ACTION	DATE & TIME
1.	Date of Release	Detailed EOI documents / Bid submission forms may be downloaded from the Company's website (www.ahecl.in) from 4:00 pm onwards dated 15 th June, 2024.
2.	Pre-Bid Queries	Any pre-bid-queries should be sent to the email ID: gm@ahocl.com positively by 17 th June 2024 up to 5:00 pm.
3.	Last date & time of submission of both technical & financial bids.	05.07.2024 up to 5:00 PM. <i>(In exceptional circumstances and at its discretion, AHECL may extend the deadline for submission of bids by issuing an amendment which may be made available on the AHECL website.)</i>
4.	Date of Opening of Technical & Financial Bids	06.07.2024 at 11:30 PM.
5.	Address for communication	ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED <u>REGISTERED OFFICE</u> 1 ST FLOOR, BLOCK-II, HOUSEFED COMPLEX, LASTGATE, DISPUR, GUWAHATI-781006.
6.	Contact Person	SHRI. BIDYOT DEKARAJA CHIEF FINANCIAL OFFICER ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED.

SUBMISSION OF EOI

The Technical & Financial Bids shall be submitted separately in sealed envelopes in two parts viz **Part-1: Technical Bid** marked as "*Technical Bid for Internal Audit of AHECL for FY 2024-25*" & **Part-2: Professional Fees cum Price Bid** marked as "*Financial Bid for Internal Audit of AHECL for FY 2024-25*" as per the prescribed formats which are given as (ANNEXURE-I) and (ANNEXURE-II) respectively and both the quoted rate in Part-2 of Financial Bid shall be exclusive of all taxes. The envelopes should be submitted in one single sealed envelope. All the Bidders must ensure that their bids are complete in all respects and conform to the EOI terms & conditions, and the specifications are complied with, failing which their bids are liable to be rejected without seeking any clarifications on any exception/deviation taken by the Bidder in their bids. All supporting documents required to be attached with Technical Bid must be serially numbered and properly arranged, otherwise the Technical Bid may be rejected. The Management of AHECL reserves the right to get cross verified the authenticity of any supporting documents from issuing authority if felt necessary and in case of any false declaration of supporting documents the bid will be rejected. In case of any tie the Selection Committee may take the appropriate decision which will be final.

CURRENCY IN EOI

Bidders should quote prices in Indian Rupee only. Prices quoted in any other currency shall not be considered and the bid will be treated as non-responsive.

LANGUAGE OF EOI

The technical and financial bids prepared by the Bidders and all correspondence and documents relating to the bids exchanged by the Bidder and AHECL shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English duly endorsed by the Bidder, in which case, for purposes of interpretation of the bids, the translation shall prevail.

GENERAL CONDITIONS

- a) Any document submitted in a manner other than as set out in this EOI document and / or attaching any condition shall not be treated as eligible and rejected in the selection process.
- b) Participation in this EOI in the form of a Consortium and/or Joint Venture is not allowed.
- c) All participants to the EOI will be treated with same status.
- d) The selected Chartered Accountancy Firm / Company, including any Partner or other personnel in the Firm will not solicit for a position on the Company's Board of Directors, nor hire, any present professional employee of the Company, if such solicitation, hiring or employment may impair the independence of the Company under any other law, regulation, rule, listing requirement or professional standards governing the independence of accountants. Without limiting the foregoing, the Internal Auditors agrees not to solicit, hire or employ, without the prior written consent of the Company, any present professionally qualified employee of the Company.
- e) AHECL reserves the right to accept / reject any or all bids without assigning any reason whatsoever.
- f) AHECL also does not bind itself to accept the lowest quotation.
- g) The bid documents will be opened on the stipulated date in presence of Bidders who would like to be present in the Conference Hall of the registered office of AHECL.
- h) Any Corrigendum / Addendum to the EOI will be floated only through the website (www.ahecl.in) of the Company.

SECTION-III **(SCOPE OF WORK)**

The scope of work under this EOI and the main objective of the internal audit shall be strengthening the operating effectiveness of the Internal control in the Company and management reporting of required risk mitigation and / or control development aspects which is not only limited to recording of financial transactions & reporting assets, liabilities, income & expenditure, etc., as may be required including any such required procedure to test compliance with the Laws & Regulations but extend to such other review, examination, inspection, assessment, evaluation, detection and analysis of various business processes of the Company. A detailed scope of works is given below:

1. SCOPE OF WORK RELATED TO ACCOUNTING:

- a. Audit of Cash Book, Bills, Vouchers, Ledgers, General Ledgers etc. (Books of Accounts) of the Company on Tally and carrying out bank reconciliation, physical verification etc.
- b. Audit of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports as per various statutory requirements on generally accepted accounting principles as per statutory.
- c. Providing professional support to Accountant/ Officers of the Company whenever required or whenever sought for which may include furnishing Accounts related data of the Company during Assam Legislative Assembly Sessions / Budget Sessions / enquiry by any Govt. Departments / RTI etc.
- d. Providing necessary timely remedial suggestions / corrective actions to the Management of the Company during submission of Internal Audit Reports and ensuring discussion with the Management of the Company.
- e. Providing assistance in drafting Management's reply to any observations / comments (if any) made by Statutory Auditor / C&AG on the Accounts of AHECL even after submission of Internal Audit Report and coordinating during Statutory Audit and C&AG Audit.
- f. Review and evaluation of existing internal audit control system, suggesting improvements and establishing internal control systems wherever necessary.
- g. Computation of depreciation of fixed assets and reconciliation of assets with physical verification report.
- h. Ensure proper maintenance of supporting documents, registers and records of accounts of the Company.
- i. Acquainting with all previous years' audited Balancesheets of the Company and furnish any information related to Accounts / Income Tax/ TDS/ GST/ VAT/ Service Tax etc. which may be required by the Company / Statutory bodies etc. whenever or if situation arises.
- j. Take over any pending matters from the previous Internal Auditor and take necessary action thereof.
- k. Any other matters related to Accounts of the Company which may arise from time to time.

2. SCOPE OF WORK RELATED TO INCOME TAX AND OTHER RELATED MATTERS:

- a. Provide support to Accountant / Accounts Officer of the Company for preparation and filing of annual e-TDS Returns of the Company.
- b. Preparation and filing the Annual ITR of the Company including revised ITR, if required.
- c. Supporting the Accountant of the Company in filing documents for IT and appearing before the IT Authority for the purpose if necessary.
- d. Preparation and filing of replies with Income Tax Department with respect to notices/orders received by the Company in respect of assessments.
- e. Preparation and filing of replies with Income Tax Department with respect to Income Tax Demand / TDS demands of the Company in respect of any assessments.
- f. Preparation and filing of replies with Competent Authority of GST, VAT, Service Tax etc. in respect of any notice / queries / demand etc. of the Company.
- g. Reporting and accounting as per regulatory and legal requirements including taxation, annual report and accounts.
- h. Filing and preparation of various statutory returns (like ETDS filing) applicable to Company and issuing certificate to concerned parties if required.

3. SCOPE OF WORK RELATED TO BUSINESS MATTERS OF THE COMPANY:

Provide professional support to the Company in preparing any legal documents, MOU, Revenue Sharing Models, Legal Agreements, RFQs, EOIs, RFPs , Advertisements etc. related to the business of the Company if and whenever required.

SECTION IV: (ELIGIBILITY CRITERIA)

The bidders fulfilling the following criteria are eligible to bid for the EOI

Sl No.	Mandatory Criteria	Particulars	Documents to be submitted
1.	Form of Entity	Applicant Chartered Accountancy Firms / Company must be registered under the Institute of Chartered Accountants of India (ICAI).	C.A Firm / Company Constitution Certificate / Certificate of Incorporation to be submitted.
2.	Tenure of Establishment of C.A Firm / Company.	Applicant C.A Firm / Company must have continuous standing of at least 05 years	
3.	Office	Applicant C.A Firm / Company must have its office in Guwahati City.	
4.	Nos. of Partners / Employees	Applicant C.A Firm / Company must have at least two full time working professionally qualified employees / partners in the immediately preceding two financial years.	Copies of Membership & Certificate of Practice of the qualified partners / employees to be submitted.
5.	Turnover of Firm / Company (Professional Receipts)	The annual turnover of the C.A Firm / Company should be Rs. 20 Lakhs or more in each of immediately preceding two financial years.	a) Copy of Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c of the last two years to be submitted. b) Copies of Income Tax Returns of the last two years to be submitted. c) Copies of GST Returns of the last two years to be submitted.
6.	Experience	a) Applicant C.A Firm / Company should have minimum experience of 03(three) years in conducting Internal Audits. Preference may be given to those C.A Firm / Company having experiences of financial audits of Oil & Gas sector projects / oil field	Details of experiences to be furnished conspicuously. Copies of the Engagement Letters along with terms of reference and the type of audits etc. to be submitted.

		activities of State Govt. PSUs/ Undertakings etc. or any oil sector CPSUs under the Govt. of India.	
7.	Other	<p>Applicant C.A Firm / Company must have</p> <p>a) Valid PAN</p> <p>b) Valid GSTIN Registration</p> <p>c) No Criminal Proceedings pending w.r.t the Firm / Company or its Partners / Employees in any Court of Law in India or before any Disciplinary Committee of ICAI or any other professional institutes/ bodies / Govt. entities etc..</p>	<p>a) Copy of PAN Card.</p> <p>b) Copy of the GST Registration Certificate</p> <p>c) Acceptance Letter cum Undertaking in the letterhead of the Firm / Company as per Format given as (ANNEXURE-III) should be submitted asserting No Criminal Proceedings are pending w.r.t the Firm and / or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI or any other professional institutes/ bodies/ Govt. entities etc.</p>

Note: CA Firm / Company which does not meet all abovementioned mandatory seven criteria(s) shall be treated as non-responsive Bidder and shall be summarily rejected for evaluation purpose.

PERFORMANCE STANDARDS

The Chartered Accountancy Firm / Company should perform the Audit with the highest standards of professional and ethical competence and integrity. It is expected that compliance to different standard of auditing as may have been issued time to time by professional institutes / bodies etc. with particular emphasis on Internal Control & Risk Assessment shall be harmoniously exercised while carrying the audit work under the engagement.

SECTION-V

(EVALUATION SYSTEM)

1. SELECTION COMMITTEE

The Selection Committee constituted by the Competent Authority of AHECL shall evaluate Technical & Financial Bids and will determine whether they are substantially responsive to the requirements set forth in the EOI.

2. SELECTION PROCEDURE

A two-stage evaluation procedure will be adopted which will be based on Quality Cost Based System (QCBS) where weights given to the Technical Bid: 60%, Financial Bid: 40%. The determination of the **Technical Score (Tp)** of a C.A Firm / Company will be as per the Technical Evaluation Table given below at **Page No. 12** and the formula for determining the **Financial Score (Fp)** is as under

$$\mathbf{Fp = 100 \times Fm / F}$$

Where, Fm: Price of L-1 Bidder & F: Price of the concerned Bidder.

The final evaluation shall be based on Quality Cost Based System (QCBS) where the weights given to the Technical (Tp): 60%, Financial Proposal (Fp): 40%.

$$\mathbf{Final\ Score = 0.6 \times Tp + 0.4 \times Fp}$$

Where Tp: Technical Score, Fp: Financial Score

The decision of the Selection Committee in the evaluation of the Technical, Financial bids of the prospective bidders will be final.

1. TECHNICAL EVALUATION:

Technical Evaluation for selecting the CA Firm / Company is mentioned below:

Sl. No.	Mandatory Criteria	Points over the Minimum Eligibility.	Total Marks	Supporting Documents
1.	Tenure of existence of C.A Firm / Company.	<p>a) More than 05 years to 10 years: 05 Marks b) More than 10 and up to 20 years: 10 Marks c) More than 20 years and above: 20 Marks</p> <p>Maximum Marks: 20. <i>(CA Firm /Company having existence of less than 05 years shall be treated as non-responsive.)</i></p>	20	Firm Constitution Certificate / Certificate of Incorporation to be submitted.
2.	No. of Employees / Partner of C.A Firm / Company	<p>2 Marks per FCA and 1 Mark per ACA Maximum Marks: 10.</p>	10	Membership Certificate from ICAI for FCA/ ACA to be submitted
3.	Turnover of C.A Firm / Company (Professional Receipts)	<p>In each of last two immediately preceding financial years</p> <p>a) Above Rs.20 Lakhs but up to Rs.100 Lakhs- 5 Marks. b) Above Rs100 Lakh-10 Marks Maximum Marks:10</p>	10	<p>a) Copy of Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c of the last two years to be submitted.</p> <p>b) Copies of Income Tax Returns of the last two years to be submitted.</p> <p>c) Copies of GST Returns of the last two years to be submitted.</p>
4.	Experience	<p>Minimum 03(three) years of previous experience in conducting Internal Audit.</p> <p>1. Experience of 05 years to 10 years in State PSUs/ Undertakings-20 Marks. 2. Working experience of above 10 years in State PSUs/ Undertakings-30 Marks. 3. Experiences of financial audits of oil & gas sector projects / oil field activities of State Govt. PSUs/ Undertakings etc. or any oil sector CPSUs under the Govt. of India. -30 Marks Maximum Marks:60</p> <p><i>Multiple assignments in the same PSU / Undertaking for more than 1 year will be considered as single assignment.</i></p>	60	<p>Details of experiences to be furnished conspicuously.</p> <p>Copies of the Engagement Letters/ Work orders along with terms of reference and the type of audits / Certificate of completion to be submitted.</p>
Total Marks (Technical Score) :Tp			100	

2. FINANCIAL EVALUATION:

The formula for determining the Financial Score (**Fp**) of the CA Firm / Company is as below:

$$\mathbf{Fp=100 \times Fm/F}$$

Where, Fm: Price of L-1 Bidder & F: Price of the concerned Bidder.

**SECTION-VI
(EOI FORMS)**

ANNEXURE-I

EXPRESSION OF INTEREST- PART-1 (TECHNICAL BID)

(to be submitted in the Letter Head of CA Firm / Company)

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

SI No.	Particulars	Details		
1.	Name of the Chartered Accountancy Firm / Company			
2.	Date of establishment (in dd/mm/yyyy format)			
3.	Firm's / Company's Registration Number			
4.	Address of the Firm / Company (Head Office) with contact details			
5.	Phone Nos. & email Address:			
6.	Total number of Partners (as on 31 st March'2022, 31 st March'2023 & 31 st March'2024)	FY-2021-22	FY-2022-23	FY-2023-24
7.	Details of working Partners as on 31.03.2024 (enclose required documents in the manner as specified in the EOI)			
8.	Full Name of the qualified Partners / Employees	Membership number with date (dd/mm/yy)	FCA / ACA	Date of admission as Partner in Current Firm / Company (dd/mm/yy)
9.	Annual Turnover of the CA Firm / Company (in Rs. as per audited financial statements & Return of Income. <i>(Copies of Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c, Income Tax Returns, GST Returns of the last two years to be submitted.</i>)	FY-2022-23	FY-2023-24	
10.	Experiences of Audit of the CA Firm / Company in State Govt. PSUs / Undertakings / CPSUs. (Multiple assignments in the same PSU / Undertaking for more than 1 year will be considered as single assignment. Please enclose required documents in the manner as specified in the EOI)			
	Name of the Auditee Organisation & Type of Organisation	Financial year of Audit	Date of engagement	
			From	To
11.	Experiences of financial audits of Oil & Gas sector projects / oil field activities of State Govt. PSUs/ Undertakings etc. or any oil sector CPSUs under the Govt. of India (Multiple assignments in the same PSU / Undertaking for more than 1 year will be considered as single assignment. Please enclose required documents in the manner as specified in the EOI)			
	Name of the Auditee Organisation & Type of Organisation	Financial year of Audit	Date of engagement	
			From	To

12. PAN number of the C.A Firm / Company:

13. GST Registration number of the C.A Firm / Company:

14. List of documents attested by Head Office In-charge / Authorised Signatory of the CA Firm/Company with name & designation under common seal of the Firm / Company.

Sl. No.	Particulars	Enclosed	Running Page Nos.
(a)	Copy of Firm Constitution Certificate / Certificate of Incorporation Issued by the ICAI.	Yes/No.	
(b)	Copies of Audited Financial Statements for FY2022-23& 2023-24.	Yes/No	
(c)	Copies of Income Tax Returns for FY2022-23 & 2023-24.	Yes/No.	
(d)	Copy of Firm / Company PAN Card.	Yes/No	
(e)	Copy of GST Registration Certificate.	Yes/No.	
(f)	Copies of GST Returns for FY2022-23 & 2023-24.		
(g)	Undertaking as specified in Section IV (ANNEXURE-III)	Yes/No	
(h)	Copies of Engagement Letters along with terms of reference/ Work Orders in support of: 1. Experience of the C.A Firm / Company in conducting internal audits. 2. Working experience of above 10 years in State PSUs/ Undertakings 3. Experiences of financial audits of oil & gas sector projects / oil field activities of State Govt. PSUs/ Undertakings etc. or anyoil sector CPSUs under the Govt. of India.	Yes/No. Yes/No. Yes/No.	

Date:

Place:

(Signature of the Authorized
Signatory with name & designation
under common seal of the C.A Firm/ Company)

ANNEXURE-II

EXPRESSION OF INTEREST- PART-2 (FINANCIAL BID)

(TO BE SUBMITTED IN THE LETTER HEAD OF CA FIRM / COMPANY)

TABLE FOR QUOTING ANNUAL PROFESSIONAL FEE CUM PRICE BID

Sl. No	Particular	Fees in Rupees	
		In Figures	In Words
1.	All-inclusive Lump Sum Fee (including TA/DA and other out of pocket expenses, etc.) for the entire Scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Note: *Minimum Annual Financial Bid: Rs. 35,000/- (Rupees Thirty Five Thousand) only

Date:

Place:

(Signature of the Authorized Signatory
with name & designation
under common seal of the C.A Firm/ Company)

ANNEXURE-III

(TO BE SUBMITTED IN THE LETTER HEAD OF CA FIRM / COMPANY)

ACCEPTANCE LETTER CUM UNDERTAKING

(w.r.t to the EOI bearing No. AHECL/Estt/18/2019/2323 dated 14.06.2024)

To
Managing Director
Assam Hydrocarbon and Energy Company Limited
1st Floor, Block-II, HOUSEFED Complex
Lastgate, Dispur
Guwahati-781006.

Sub: Acceptance of terms & conditions of the Expression of Interest (EOI) bearing No. AHECL/Estt/18/2019/2323 dated 14.06.2024 of M/s. Assam Hydrocarbon and Energy Company Limited (AHECL) for engaging of one Internal Auditor of the Company for the F/y 2024-25.

Sir,

1. I / We hereby certify that I/We have read all the terms and conditions including all the documents like Annexure(s), etc. of the EOI floated by M/s. Assam Hydrocarbon and Energy Company Limited (AHECL) for engaging of one Internal Auditor for the F/y 2024-25 and I/We shall unconditionally abide hereby by the terms & conditions contained therein and in violation of which AHECL should be free to cancel our quotation without any intimation.
2. I/ We hereby certify that there is no Criminal Proceedings pending w.r.t our Firm / Company or its Partners / Employees in any Court of Law in India or before any Disciplinary Committee of ICAI or any other professional institutes/ bodies / Govt. entities etc.
3. I / We offer to work at the rates as indicated in our financial bid.
4. I/We unconditionally accept the term & condition that AHECL is not bound to accept my/our quotation and will not be required to give any reason if the quotation is rejected.
5. I/We further undertake that the information submitted by me/us are true and correct in all respect.

Date:

Place:

(Signature of the Authorized Signatory
with name & designation
under common seal of the C.A Firm/ Company)

References:

Applicant CA Firm / Company may refer to the Annual Reports of AHECL for the F/y 2020-21, 2021-22 & 2022-23 as may be seen in the website (www.ahecl.in) of AHECL for reference regarding the volume of the Accounts of the Company.