



NewSpace India Limited

[A Government of India company under Department of Space]

Ref: No. NSIL/RFP/IA /2023/01

17 November 2023

Sub: Request for Proposal Engagement of Internal Auditor

1. NewSpace India Limited (NSIL), incorporated during March 2019, is a Central Public Sector Enterprise (CPSE), under Department of Space (DOS) and is the commercial arm of Indian Space Research Organisation (ISRO). As part of “Space Reforms” announced by Government of India during June 2020, NSIL has been mandated to undertake operational satellite missions on a “Demand Driven” mode, wherein NSIL has the responsibility to build, launch, own & operate the satellite and provide services to its committed customers. In addition, NSIL also has the responsibility to build the operational launch vehicles developed by ISRO through Indian Industry; provide launch services to global satellite customers and carry out transfer of ISRO developed technologies to Indian Industry.
2. Further details of the Company can be seen in its website: www.nsilindia.co.in.
3. As per Companies Act 2013, NSIL has implemented Indian Accounting Standards (Ind AS) from financial year 2021-22 as NSIL’s net worth exceeds INR 500 crores as on March 31st 2023.
4. NSIL through this RFP is inviting proposals from Chartered Accountant firms/Companies for Internal Auditing services.
5. The Request for Proposal (RFP) consists of THREE parts as indicated below:
 - Part I** - consists the general requirement of the service, the time frame for rendering the service, etc.
 - Part II** – consists the terms of reference/ Scope of Work
 - Part III** – Price Bids.
6. The address and contact numbers for sending Bid or seeking clarifications, if any, regarding this RFP are given below:

(a)	Bid/ Queries are to be addressed to	Sathish Babu E Dy. Manager, Commercial
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(b)	Postal address for sending the Bids	NewSpace India Limited (NSIL) ISRO HQ Campus, New BEL Road Bengaluru-560 094
(c)	Name/Designation of the contact person	Dy. Manager, Commercial
(d)	Telephone number of the contact person	080-2217 2049
(e)	E-mail ID of contact person	E-mail: sathish.babu@nsilindia.co.in

7. Details regarding validity of the bids, mode of submission of bids, evaluation criteria, documents to be enclosed and payment terms are defined in detail in the RFP.

8. Schedule of the Bidding Process is as follows:

S. No.	Activity	Schedule
a)	Document reference No	Ref. No. NSIL/ RFP/FIN/2023/ IA/01
b)	RFP issue date	17 th November 2023
c)	Last Date for Receipt of Clarification	30 th November 2023
d)	Submission of Bid	18th December 2023

-Sd-
[Sathish Babu E]
Dy. Manager, Commercial

NEWSPACE INDIA LIMITED (NSIL), BENGALURU

TENDER SPECIFICATION

1. Background

NewSpace India Limited (NSIL), a Government of India company under Department of Space (DOS), is the commercial arm of Indian Space Research Organisation (ISRO). NSIL has the mandate of enabling Indian Industries to scale up high-technology manufacturing and production base for meeting the demands from domestic and international customers. NSIL's major businesses involves building satellite and launch vehicles; owning and operating satellites; providing launch services onboard ISRO's operational launch vehicles to global customers; providing satellite-based services (Earth observation and communication); establishing ground segment and providing mission support services; and technology transfer to Indian Industries.

2. Scope of Work:

The Service Provider in general shall be responsible for the following works. The detailed scope of work in various areas are given in **Annexure I**. Bidder may seek clarifications on the SOW by email or meet the concerned officials during working hours.

a) Review of Internal Control and Risk Management System:

- a. Independently review and appraise the systems of control exist in the Company;
- b. recommend improvements to internal controls;
- c. ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- d. provide the status of the existing policies as to whether the same is carried out and the associated risks;
- e. facilitate good practice in managing risks effectively;
- f. ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud, if any and used for the purpose intended.

- b) Provide necessary guidance for development of proper accounting system, maintenance of essential books of accounts and preparation, presentation & finalization of accounts in accordance with the provision of Companies Act, 2013 and other relevant instructions issued by the Ministry of Corporate Affairs, Department of Public Enterprises and Institute of Chartered Accounts of India so as to avoid any qualification by the Statutory Auditors & CAG.

- c) Conduct risk-based audit and report to the management the inefficient and weak areas, deficiency in internal control system with suggestion for remedial measures. Auditor to provide observations regarding systems to eliminate / mitigate identified risks along with classifications of risks with solutions to any gaps identified.
- d) Report on financial impropriety and irregularities and system inadequacies that lead to such impropriety/ irregularity with suggestion of measures for improvement of the system on quarterly basis Furnish ATRs / Progress report on each of the assignments.
- e) Report on the Company's EDP & IT system related to accounting and billing aspects, with special emphasis on their adequacy and security aspects.
- f) The responsibilities of the internal auditor include reporting on the adequacy of checks & balances and internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, compliance of extant norms etc
- g) Half yearly / quarterly report to include summary of critical issues / findings that require attention of the senior management
- h) Report on any other matter of significance.

3. Eligibility Criteria

3.1. General

The interested Bidders shall have to comply with the following criteria to participate in the tendering process:

- (a). Chartered Accountant firms/ Companies currently empanelled with C&AG of India for conducting audit of PSUs will be given preference for the audit. (Self-attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)
- (b). Must have its Head Office in Bangalore. Such office must exist within the State for not less than three years as on 31st March 2023 as per the Institute of Chartered Accountants of India (ICAI) Certificate (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)
- (c). Must be registered with the Institute of Chartered Accounts of India for not less than 10 years as on the last date of submission of the RFP. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)
- (d). Must be having minimum three partners as on 1st January, 2023 (Self attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)

- (e). Must be having a minimum three years of experience (as on 31st March, 2023) in Concurrent Audit and / or Internal Audit/ or Statutory Auditor of Public Sector Undertakings (PSU).
- (f). Must have conducted Concurrent Audit and / or Internal Audit/ or Statutory Auditor of at least two Public Sector Undertakings during the last 5 Financial Years i.e., 2018-19 to 2022–23 (Self-attested copy of Appointment Letters / Agreements / Work Orders issued by such PSUs along with proof of claim to be furnished.)
- (g). Must be registered under Goods & Service Tax. (Self-Attested GST Registration Certificate to be furnished.)

4. Guidelines for Tender submission

Bid submission process is explained hereunder:

Bidders who wish you participate in the tender are requested to submit a tender fee of Rs. 590/- in the form of Demand Draft in the name of NewSpace India Limited payable at Bangalore. Bids submitted without Tender fee will not be considered for bid evaluation.

4.1. Submission of Tender Proposal

NSIL invites duly signed offer, consisting in two parts/ envelopes marked as follows:

- a. Part – I: Techno-Commercial (other than price)
- b. Part – II: Price

PART – I – TECHNO COMMERCIAL BID (This part should not contain price)

TECHNICAL: The detailed technical specification of offer should be covered in this part. Please enclose a compliance statement as per RFP for all the eligibility criteria.

COMMERCIAL TERMS: This part should cover commercial terms & conditions such as payment terms, applicable tax rates offered by the bidder. In this part, please enclose a copy of the details indicated in Fee quotation (WITHOUT FEE OR BY MASKING THE FEE) mainly to know Compliance of all commercial terms. This part should not contain fees. However, applicable tax rate shall be disclosed in this part.

The Service Provider shall confirm all the points in both Techno-Commercial and Fee part without fee or masking the fee and send the same along with Techno-Commercial Bid.

The information of the Service provider shall be furnished as per the format given in Annexure II to X.

This part i.e., Part - I Techno-Commercial part should contain Annexure II to VIII, compliance matrix for scope of work given in Annexure I & Annexure IX (without prices) and be kept in a sealed cover duly superscribed as under:

Tender Ref No: NSIL/ RFP/FIN/2023/ IA/01

Due Date for submission of Tender: 18th December 2023

Part – I (Techno-Commercial Bid)

To

Deputy Manager (Commercial)
NewSpace India Limited
ISRO HQ Campus, New BEL Road,
Bengaluru – 560 094, India

From

PART II – PRICE BID

This part shall indicate Fee.

The fee for the entire scope of the activities should be indicated in this part in the format prescribed in Annexure – IX which should be firm and fixed:

The Fee is to be mentioned both in figures and in words. In case there is any difference between figures and words quoted, the amount in words shall prevail. The price bid shall be submitted as per RFP and shall provide Compliance Statement for all the points. This part should also be kept in another sealed cover superscribed as follows:

Tender Ref No: NSIL/ RFP/FIN/2023/ IA/01

Due Date for submission of Tender: 18th December 2023

Part – II (Price Bid)

To

Deputy Manager (Commercial)
NewSpace India Limited
ISRO HQ Campus, New BEL Road,
Bengaluru – 560 094, India

From

- 7 The Part-I [Techno-commercial Bid] cover and the Part-II [Price Bid] cover prepared as above shall be inserted in another envelope and super scribed as follows and sealed.

Tender Ref No: NSIL/ RFP/FIN/2023/ IA/01

Due Date for submission of Tender: 18th December 2023

To

Deputy Manager (Commercial)
NewSpace India Limited
ISRO HQ Campus, New BEL Road,
Bengaluru – 560 094, India

From

- 8 The tender prepared as above shall be delivered to the addressee so that they receive the tender before the due date and time. The Bidder shall be required to act in an expedient manner and shall strictly follow the timelines as mentioned in this RFP and any delays for whatsoever reason shall not be acceptable. The offers received after the due date and time shall be summarily rejected and will not be considered.

5. Terms and Conditions

The selection process, other terms and conditions are described hereunder:

5.1. Selection Process

- a. A committee constituted for this purpose would evaluate the proposal. If required, presentation would be called from the Bidders

5.2. Payment Terms

- a. The payment milestones will be negotiated and finalised at the time of placement of supply/ work order with the bidder.
- b. All payments shall be subject to deduction of TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and other applicable taxes if any as per Government of India rules.
- c. GST or any other tax will be payable extra, as applicable.
- d. All payments shall be made subject to adjustment of applicable penalties.
- e. Milestone payments will be released as per the work order.
- f. The bidder has to submit the Performance Bank Guarantee as per the format, which would be provided along with the work order.

STANDARD FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL

Name & Address of the CA Firm:

Sl.No	Criteria	Maximum Marks	Marks obtained	Remarks
1	No. of years Registration with the Institute of Chartered Accountants of India a) Between 10 to 12 years – 5 marks b) Above 12 years up to 15 years -7 marks c) Above 15 years – 10 marks	10		
2.	No. of FCA Partners a) Between 3 to 5 nos. – 5 marks. b) Between 6 to 8 nos. – 8 marks. c) Above 8 nos. – 10 marks			

		10		
3.	Years of Experience of Audit in PSU: a) Between 3 to 5 years – 5 marks b) Above 5 years, upto 10 years – 7 marks c) Above 10 years – 10 marks	10		
4.	No. of Internal Audit / Concurrent Audit Handled during last 3 years of Companies with Turnover of more than Rs.500 crores a) Between 1 to 3 nos. – 5 marks. b) Between 3 to 5 nos. – 7 marks. c) Above 5 nos. – 10 marks	10		
	Total	40		

The total mark for financial bid is 60 marks. Scoring of financial bids for the selection of Internal Auditor will be computed based on average price quoted for 3 years as below:

Normalize Financial Bid Score = (Lowest average tender price * 60) / (Average Tender price quoted by the individual tenderer). The tenderer scored highest total marks of Tech and financial processes will be L1, similarly the tenderer scored second, and third highest marks will be L2 and L3 respectively

5.3. Annexures

The following annexures are included in the Tender document:

- Appendix-I: Scope of Work - Technical Specification
- Annexure- II: Profile of the Firm
- Annexure-III: Details of the fulltime partners of the firm
- Annexure-IV: Details of fulltime C A officials of the firm
- Annexure-V: Particulars of the Branches
- Annexure-VI: Work experience and Financial Profile
- Annexure-VII: Details of Audit conducted
- Annexure – VIII- Declaration
- Annexure- IX – Price Bid
- Annexure X- Declaration

ANNEXURE I**1. Scope of Work / Terms of Reference****1.1. AUDIT OF SYSTEMS & PROCEDURES**

- i. Whether adequate internal control system exists for monitoring the day-to-day operations?
- ii. Whether all the Policies & Procedures are adequately documented?
- iii. Whether the management and the employees are aware of all the existing Policies & Procedures.
- iv. Whether the laid down Policies & Procedures are effective and give adequate visibility to the management?
- v. Whether the laid down Policies & Procedures are adequate to meet the business requirements? Is it being modified from time to time?
- vi. What is the status on implementation of various Policies & Procedures? Is there a mechanism available to Management to check the implementation?
- vii. In respect of IT, whether the technological infrastructure is adequate

1.2. POLICIES & PROCEDURES TO BE VERIFIED FOR ITS ADEQUATENESS:

- i. Purchase Procedure with respect to supply of various materials and services.
- ii. Procedure on receipt and issue of materials, consumables & stationery
- iii. Procedure on bill processing with respect to vendors.
- iv. Procedure on rising of Invoices, Accounting Policies & Procedures.
- v. Payroll procedure.
- vi. Procedure on bills for transportation and expenses.
- vii. List out suggestions for improvement of the policies & procedures.

1.3. REPORTS ON BUDGETARY CONTROL MECHANISM

- i. Whether management has adequate control on expenses?
- ii. Whether Capital expenses are managed within the estimate?
- iii. Whether approvals were taken from appropriate authority for expenses and revised approval in case of exceeding the limits?
- iv. Whether there is a scope for controlling expenses of the Company? Whether there are any abnormal expenses incurred during the review period?
- v. Whether there is any un-projected expense expected to be incurred in the current financial year?

1.4. EXCEPTION REPORT

- i. Whether there is any material deviation made by the Company on laid down Policies & Procedures?
- ii. Whether there is any exceptional deviation made and the reasons thereof?
- iii. Whether the personal expenses of the management are being booked as the expenses relating to the business?
- iv. Whether any material liability has not been booked by in the books of accounts?
- v. Whether there is any asset substantially damaged or requires maintenance services?

1.5. ADMINISTRATION

- i. Whether all Expenses incurred/handled by the Administration Department (viz. stationery, telephone, fax, electricity, dispatch, manpower contract, purchase of stamp papers, courier, etc.) are at reasonable level
- ii. Whether the records as applicable are maintained and report on compliance of extant rules i.e., due approval of Competent Authority obtained.
- iii. Whether timely payment of various monthly/periodical expenses are ensured?
- iv. Whether the calculation for allocation of fund for CSR projects has been calculated correctly and fund allocated accordingly?
- v. Whether CSR activities are carried out as per the approval of Board?
- vi. Whether unspent / uncommitted amount in CSR allocation has been transferred as per the provisions of Companies Act.?

1.6. VERIFICATION OF ASSETS:

- i. Whether updated proper fixed asset register is maintained with details Additions/ Deletions with full particulars, including quantitative details and situation of fixed assets. Whether the fixed assets details are in agreement with Accounts Records. Differences if any, and suggestions to rectify the same.
- ii. Physical verification of Assets at the end of financial year to be undertaken along with one representative of NSIL and report regarding deviation, if any
- iii. Whether there is adequate compliance of procedures and approval of Competent Authority on additions/ deletions of Fixed assets.
- iv. Whether the assets are insured and insurance is timely renewed as per Company policy.
- v. Whether proper care is taken to ensure capitalization of capital Work-in-Progress on time.
- vi. Whether the expenditure on Repairs & Maintenance is within the allocation if any
- vii. Whether certification for payments for various service contracts for maintenance of assets and services and payments are made as per the terms of Purchase Order / Work Order / Contract.

- viii. Whether there is adequate system and procedure for renewal of contracts relating to maintenance and upkeep of premises and contract manpower in time.

1.7. ESTABLISHMENT:

- i. The auditors to verify the area of pay- fixation on appointments, promotions and pay revision etc., communication from the Competent Authority in relation to the increments., and indicate in their Report on correctness, statutory compliance, apart from on the internal control systems, which are in place, in such areas.
- ii. Checking / Verification of Salary and other allied matters including NPS / Provident Fund, Gratuity etc. and other deductions for all Officers and Staff.
- iii. Checking and verification of payments made in case of separation of an employee
- iv. Auditors to verify that the Bills (Medical, T.A., LTC etc.) are processed as per prevailing policy/ Circulars and duly approved by the Competent Authority.
- v. Review of Maintenance of Files and records of each employee.
- vi. Check the carry forward leave balances; leave encashments/availments by the employees as per service rules
- vii. Maintenance of Official Records as per extant guidelines to ensure upkeep and maintenance of documents and files.

1.8. IMPREST:

- i. Whether any requisition for imprest advance is forwarded after approval of competent authority
- ii. Whether Imprest / Contingency / TA advance up to ₹ 10,000 or ceiling as prescribed by Income tax Act whichever is less only be made via. Cash and payment above ₹10,000 are made through Bank.
- iii. Whether the employee has settled the imprest advance on fortnightly basis. At the end of the year, in case any advance is pending with the employee, he should furnish a certificate of the advance pending with him to Accounts Department.
- iv. Whether there is a physical verification of cash from time to time, if any?
- v. Whether the cash balance as on March 31st of financial year is verified by actual cash count by and requisite Certificate furnished to accounts department duly certified by the HoD
- vi. Whether all the employees who are handling cash has submitted the account of expenditure incurred duly approved before March 31st

1.9. TENDERS/ CONTRACTS

- i. Whether the Purchase Procedure as prescribed is being followed in tendering
- ii. Whether the vendor base adopted by the Company have proven records of performance
- iii. Whether Company is following a proper system of tendering for awarding of various contracts as per the purchase procedures?
- iv. Whether details of earnest money deposits furnished by suppliers are maintained and reference to refund of earnest money is entered under proper attestation against the relevant deposit
- v. Whether the bank guarantees furnished by suppliers are noted in a separate register and timely action taken for their renewal keeping in view the delivery period of goods / services.
- vi. Whether the liquidated damages clause incorporated in the purchase orders as per purchase procedure of the Company.
- vii. Whether the delivery terms and condition indicating delivery schedule, place of delivery, inspection of stores, dispatch instruction, particulars of consignee etc. including transport contractors' duty and responsibility are clearly spelt out in purchase order
- viii. Whether a register of purchase order is maintained and progress of deliveries is watched.
- ix. Whether amendments to purchase orders are approved by competent authority.
- x. Whether the certificates regarding acceptance of quality and quantity of goods /services procured have been furnished by the consignee or certified by the purchase department before payment is made
- xi. Whether all the purchase invoices received including imports and services are submitted to Finance / Accounts Department for accounting purposes immediately?
- xii. Whether the vendors were paid within the due date?
- xiii. Whether the terms and conditions agreed upon in any outstanding contract is detrimental to the interests of the company?
- xiv. Whether in the case of hiring of employees through outsourcing the terms of appointment has been duly approved and the terms of appointment are not prejudicial to the interests of the company.
- xv. Scrutiny of bills passed for payment of fees to architects, consultants, local purchase of store, repairs and maintenance etc. by concerned officials and confirmation that the same is submitted to finance for payments after being duly approved by the Competent Authority
- xvi. Whether progress on establishing grievance redressal mechanism and feedback provided to unsuccessful bidder adequate?

1.10. REPORT ON OPERATIONS:

- i. Whether MoUs between the Company and DOS are in place wherever required and they cover the required areas of operations, Costs to be borne by both etc.
- ii. Whether agreements / MoUs exist for all the projects and business orders?
- iii. Whether all the invoices are raised to recognize revenue based on the policy and as per the relevant contract with the customers.
- iv. Whether in the case of space segment charges, the billing invoices is matching with the information provided by the concerned authority?
- v. Whether the system in place ensures that all the invoices which have to be raised are done in time and correctly?
- vi. Whether the amount outstanding from the debtors are realized within the credit period?
- vii. Whether proper register and records maintained for advance bank guarantee and performance bank guarantee provided project wise?

2. ACCOUNTS & FINANCE:

2.1. REPORTS ON VERIFICATION OF RECORDS

- i. Review of all payment vouchers/Journals
- ii. Whether the books of accounts as required by the Companies Act, Income Tax Act, GST Act are maintained by the Company?
- iii. Whether the vouchers verified have adequate supporting documents?
- iv. Whether all major expenses are duly approved by appropriate authorities?
- v. Whether the books of accounts maintained are up to date?
- vi. Review of Bank reconciliation Statement
- vii. Whether adequate care is taken to produce the MIS reports accurately?
- viii. Whether all the invoices are raised in timely manner as per instructions received from Business Segment and realization made within the stipulated time as per GST Act
- ix. Whether the cost relating to the individual projects are identified and booked for the purpose of comparing with the revenue?
- x. Whether the accrual of interest and other income have been claimed and accounted?
- xi. Whether all expenses relating to the business have been accounted on accrual basis and they are as per the contract entered into with the Vendors?
- xii. Whether cost payable booked in the account is transferred to DOS/ISRO based on receipts from customers in timely manner?
- xiii. Review of Annual accounts and report whether the same is as per the provisions of Companies Act, 2013 and Ind AS as amended from time to time.

2.2. TAXATION

- i. Review of the compliance to TDS and withholding tax provisions like Deduction of TDS from various payments made as per rules and deposit of such TDS within the stipulated time.
- ii. Verification of computation of income and TDS made from salaries.
- iii. Verification of transactions/ billing/ payments in relation to levy of applicable GST and other taxes if any etc.
- iv. Whether the filing of the returns under GST, TDS, Income Tax, Custom duty and other applicable laws have been made in time and the figures shown match with the figures in the books and the taxes have been paid within time to the respective authorities?
- v. Comment on the amounts of tax deducted at source from income etc., and certificates received or the amounts credited to the account of the Company as per the procedure for giving credit for tax at source.
- vi. Review of the income tax calculations made and the payments of installments of advance tax.

2.3. UNDER FOREIGN EXCHANGE MANAGEMENT ACT 1999

- i. Whether all invoices raised by the Company are realized within the stipulated period as per Exim Policy?
- ii. Whether returns, if any to be filed with RBI and Tax Authorities have been filed in time?
- iii. Whether all the current account and capital account transactions if any transacted by the Company are in compliance with Exim Policy?

2.4. INVESTMENTS

- i. Whether the Investments made are as per the Policy and whether proper approvals are there as laid down by the policy?
- ii. Whether proper documents are received and kept in custody for all investments made?
- iii. Whether values of all the investments are periodically reviewed and the returns on the investments are correctly received and accounted? (100% check of returns on investment required)

2.5. LEGAL & SECRETARIAL

- i. Whether Board / Committee directions has been complied with?
- ii. Whether the Board Minutes Book, Minutest of General Meeting and other Committee Minutes have been recorded and updated?

- iii. Whether various registers prescribed under the Companies Act are maintained and updated?
- iv. Compliance of MCA requirement / other statutory requirements as per Companies Act 2013 as amended from time to time and filing of returns done within the due date
- v. Review on Legal / Arbitration cases under litigation, pending tax issues from GST, income tax and any other applicable laws and report on the same and the provisions as appearing in the books and the adequacy thereof.
- vi. Whether the loans and advances made by the Company are as per the Policies laid down and are settled within the respective dates?

ANNEXURE-II**PROFILE OF THE FIRM****(On Letter Head)**

1. Name of the Firm (in Capital Letters)
2. Constitution of Firm
3. Address of the Head Office (incl. Tel Phone, email id etc)
4. PAN of the Firm
5. GST registration No.
6. ICAI Registration No.
7. Date of constitution of the Firm
8. Number of Full time Partners as on 01.04.2023
9. Number of full time CA Employee as on 01.04.2023
10. Number of Audit Staff employed full time with Firm as
 - a. Article Clerks
 - b. Other Audit Staff
11. Number of Branches
12. Whether the Firm has experience in any internal audit or Concurrent audit of accounts or any other services for any Govt. Companies/Corporations etc (please provide proof):
13. Whether any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)

Signature of Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-III**Latest Details of Full time Partners of the Firm**

Sl. No	Name of Partner	Membership No.	Indicate whether FCA/ACA	Date of joining the firm (Full time)	Date of becoming FCA

Signature of Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-IV**Latest Details of Full time C.A. Employees of the Firm**

Sl. No	Name	Membership No.	Date of joining the firm as employee

Signature of Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

ANNEXURE- V**Particulars of Branches**

Location of Branch	Address of Branch (inc. Phone No.)	Name of Partner in charge	Date of Opening of Branch
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Signature of Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

ANNEXURE- VI**WORK EXPERIENCE AND FINANCIAL PROFILE**

Details of empanelment/ appointment with C&AG of India for the last 5 years for conducting audit of PSUs in the following format:

Date of empanelment by C&AG (enclose the proof):

Details of appointment by C&AG as Auditors:

Sl. No	Name of PSU	Year of appointment	Nature of Assignment	Turnover of the Client

Signature of Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-VII

Details of of Concurrent Audit /Internal Audit Experience in Public Sector undertaking or reputed Public/ Private Limited company, Board, Local Bodies, (Other than Bank) for the last 5 years in the following format (out of it, minimum 2 PSUs):

Name of Sector	Name of Entity	Year of appointment	Nature of Assignment	Turnover of the Client

Signature of Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-VIII**DECLARATION**

I / We, /the partner / partners ofChartered Accountants do hereby jointly & severally verify and declare

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found in-correct or false or there has been suppression of material information, the Firm would not only stand disqualified from empanelment/ allotment of assignment for 3 years but would be liable for disciplinary action under the Chartered Accountants Act, 1949 as amended from time to time and the regulations framed there under:

2. That the Firm or partners has not been debarred by ICAI during the last three years (if so, give details):

3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act. 1949.

4. That the constitution of the Firm as shown in the Proposal is same as that in the ICAI records.

For,

(SIGNATURE)

Place:

Date:

ANNEXURE-IX**Price Bid****(On Letter Head)**

Having gone through this RFP document and having fully understood the scope of work as set out in this RFP document, we are pleased to quote the following Yearly Professional Fees for the Assignment:

SI	Service	Fee (INR) In Figures	Fee (INR) In Words
1)	Services specified in Scope of Work (Annexure-I) – for financial year 2023-24		
2)	Services specified in Scope of Work (Annexure-I) – Financial year 2024-25, if extended		
3	Services specified in Scope of Work (Annexure-I) – Financial year 2025-26, if extended		

Applicable taxes and rate: %

Payment Terms:

Our general payment term is 50% within 30 days on completion of auditing of first 3 quarters of financial year, 25% within 30 days on completion of entire activity as stipulated in the Scope of work and balance 25% on review of the internal audit report by Board. Payment would be made based against certification by NSIL focal point in Accounts

Note:

1. The Financial Proposal is inclusive of all out-pocket expenses to be incurred towards travel, documentation and communication.
2. Applicable GST shall be specified separately at the identified place, which shall be extra by NSIL at then applicable rate.
3. In case of difference in amount quoted in figures and words, the amount in words shall prevail.
4. Both Income Tax and GST TDS as applicable can be deducted from the professional fee.

5. We agree to the Commercial term as given in Part III of RFP

Signature of Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)

Bid Validity: 90 Days from the date of Tender Closing.

Signature of authorized representative With Office Seal Date:

ANNEXURE- X**DECLARATION**

I / We the partner / partners ofChartered Accountants do hereby jointly & severely declare that our firm, M/s._____ are based in Bangalore and has its principal place of business in Bangalore.

Further, we undertake that the Internal Audit assignment, if given shall be conducted/completed by the employees/staff based in Bangalore/Bangalore office.

For,

(SIGNATURE)

Place:

Date: