

REQUEST FOR EXPRESSION OF INTEREST

Consultancy Services



GOVERNMENT OF ASSAM

Finance Department, Govt of Assam



**REQUEST FOR EXPRESSION OF INTEREST
(ONLINE)**

FOR SHORTLISTING OF ELIGIBLE CONSULTANTS TO PARTICIPATE IN THE RFP PROCESS FOR SELECTION OF MOST SUITABLE OF THEM TO PROVIDE NECESSARY CONSULTANCY SERVICE FOR INTERNAL AUDIT OF OUR ORGANIZATION FROM REPUTED ELIGIBLE CHARTERED ACCOUNTANT FIRMS FOR FY2011-2012 TO 2024-2025

REFERENCE No:GJB/GEN/16/2024/13

DATED: 24.06.2025

Issued by:



**Managing Director, Guwahati Metropolitan Drinking Water and
Sewerage Board**



GOVERNMENT OF ASSAM

Managing Director
Guwahati Metropolitan Drinking Water & Sewerage Board
1st Floor, Tripti Tower
Ganeshguri, Guwahati-781005

Website: www.gmdwsb.assam.gov.in

email: md.gjb@nic.in

NOTICE INVITING EOI

This EOI is issued by the undersigned inviting “Express of Interest” from eligible consultants for shortlisting of them to participate in the RFP process for selection of most suitable among them to provide necessary consultancy service for Internal Audit of our organization from reputed eligible Chartered Accountant firms for *FY2011-2012 To 2024-2025*.

Reference No: GJB/GEN/16/2024/13

Dated: 24 /06/2025

S.No	Key Information/ Events	Time/Venue/Address
1	Title of the Assignment	“Express of Interest” from eligible consultants for shortlisting of them to participate in the RFP process for selection of most suitable among them to provide necessary consultancy service for Internal Audit of our organization from reputed eligible Chartered Accountant firms for <i>FY2011-2012 To 2024-2025</i>.
2	Date of issue of the EOI document	Date: 24/06/2025
2	Last date of download of EOI document	Date: 09/07/2025
3	Pre-submission meeting	Date: 01/07/2025 Time: Venue:
4	Due date and Time of online submission of EOI.	Date: 09/07/2022 Time: 2:00 PM
5	Due date and time of submission of hard copies of “Key	Power of Attorney & Affidavit Only.

	Documents".	09/07/2025, 2:00PM
6	Date &time of online opening of EOI	Date: 09/07/2025 Time: 3.00 PM
7	Address for Communication	Office of Managing Director Guwahati Metropolitan Drinking Water & Sewerage Board, Jal Board Building, Dr. Bhupen Hazarika Path, Kharguli Guwahati-781005
8	Eoi Processing Fee (non-refundable)	Rs 6500.00 (Rupees Six thousand Five Hundred only). To be paid through online payment option available at e-Procurement portal i.e., http://assamtenders.gov.in

9. Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
Shri. Richard Ahmed, ACS Secretary to the Govt. of Assam, DoHUA, Dispur, Janata Bhawan, Assam	Shri. Virendra Mittal, IAS Commissioner & Secretary to the Government of Assam, Finance Department Third Floor, I-Block Janata Bhawan Dispur, Guwahati:781006

Sd/-
Managing Director
Guwahati Metropolitan Drinking Water
& Sewerage Board

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1. INTRODUCTION

1.1 About the Procuring Entity

Guwahati Metropolitan Drinking Water & Sewerage Board (GMDW&SB) was established on 23rd December 2011 with a view to promote uninterrupted, hygienic, piped drinking water and encourage a hygienic environment in the Guwahati Metropolitan Area (GMA) in accordance with the Guwahati Metropolitan Drinking Water and Sewerage Board Act, 2009. As mandated in the act, Guwahati Metropolitan Drinking Water & Sewerage Board is the sole authority responsible for execution, operation and maintenance of the Water Supply and Sewerage utilities in the Guwahati Metropolitan area.

1.2 About the Project

Guwahati Metropolitan Drinking Water & Sewerage Board (GMDW&SB) was established as a single organization responsible for Water Supply & Sewerage Services to the residents of the Guwahati Metropolitan Area (GMA). Upon completion, the water supply facilities now under implementation will be taken over by the Guwahati Metropolitan Drinking Water & Sewerage Board, which will be responsible for operating and maintaining them on a sustainable basis.

Currently 3 water supply project and 1 Sewerage Treatment project are at various stages of implementation.

- 1. JICA Assisted South Central & North Guwahati water supply project*
- 2. South Guwahati water supply project*
- 3. NDB funded South East Guwahati water supply project*
- 4. JICA Assisted Guwahati sewerage project*

Additionally, Zoo Road water supply scheme is also operational under GMDW&SB

1.3 About the Assignment

GMDW&SB is issuing this EOI for inviting proposals from eligible Audit Firms (Chartered Accountants' Firm) to participate and to gather preliminary interest from potential bidders before inviting for bidding process to be selected as Internal Auditors for FY2011-2012 to 2024-2025. The audit will be performed at head office, GMDW&SB and presently the head office is located at Jal Board Building, dr. Bhupen Hazarika Path, Kharguli, Guwahati-781004

2. TERMS OF REFERENCE

2.1 Background of the Assignment

Proposed audit shall cover:

- a. JICA Assisted South Central & North Guwahati Water Supply Project
- b. South Guwahati Water Supply Project
- c. JICA Assisted Guwahati Sewerage Project
- d. Accounts of Guwahati Metropolitan Drinking Water & Sewerage Board

2.2. Objectives of the Assignment

The objective of the audit is to enable the auditor to express a professional opinion as to whether: -

- a. The Financial Statement of the entity (auditee) give a true and fair view of the sources and application of the project funds for the period under audit examination.*
- b. The funds are utilized for the purposes for which they are provided.*
- c. The procurement procedure prescribed in Assam Public Procurement Act 2017, Assam Public Procurement Rules 2020 and Assam Procurement Preference Policy 2021 as amended from time to time have been followed.*
- d. The books of accounts that provide the basis of preparation of the Financial Statement of the auditee are established to reflect its financial transaction.*
- e. The audit will be carried out in accordance with the Auditing Standards by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risks to an acceptable level that is consistent with the objective of the audit. The audit should be planned to have a reasonable expectation of detecting material misstatements in the Financial Statement.*

2.3 Scope of the Assignment

The audit will be carried out in accordance with general principles and standards of audit laid down by the Institute of Chartered Accountants of India (ICAI) and will include such tests and controls, as the auditor considers necessary under the circumstances. The mission of the auditor is to conduct a thorough Financial Audit of the board, covering the following aspects:

- a. An analysis and preparation of the Financial Statements on which the auditors give a professional and independent opinion concerning the financial accounts of the Board. The analysis is to be conducted in accordance with Indian Auditing Standards.*

- b. The Board and all establishments including the EAP & SOPD projects implementing under the Board*
- c. The financial audit will consist of verification of the accounts of the board along with all establishments and each branch, covering all financial documents generated (utilization certificates, vouchers, cash books, statement of expenditure and any other financial reports)*
- d. Any weaknesses or irregularities discovered during the audit, as well as a categorization by type of problem and proposals for regularization measures (the comments shall in particular concern the internal and external causes of the anomalies or weaknesses identified);*
- e. Establish a detailed and objective assessment of any fraud, falsifications of financial statements, or misappropriation of assets from funds allocated to this program detected by the mission, if any.*
- f. All the goods, works & services financed have been procured for the Board an all establishments in accordance with the relevant financing agreements and as per the Board's and applicable regulations/guidelines for goods , works and non-consulting services a applicable.*
- g. All necessary supporting documents such as records, vouchers, bids, bidding documents, bid evaluation reports, comparative statements, invoices, asset registers, etc. and books of accounts have been kept in respect of project procurements & expenditures including procurements with community contributions.*

2.4. Role and Responsibilities of the Consultant

- a. Engage an audit team with requisite experience and expertise and supervised by a senior member/partner having a minimum of 5 Years of post-qualification experience in public sector audit.*
- b. Ensure proper conduct of the audit team while carrying audit in the office of the auditee.*
- c. Ensure completion of the audit work and submission of report within the timeline required to comply other Internal obligations under Income Tax and other laws.*
- d. The auditor is required to complete the audit work and present the audit report before the general body for adoption on time.*

2.5. Role and Responsibility of the Client

- a. Provide access to all documents, correspondence, records and any other information relating to different projects and deemed necessary by the auditor*

for carrying out the audit.

- b. Provide copies of the project implementation plan and budget, and Financial Management Manual, guidelines, policies and procedures issued by management.
- c. Provide working space with required facility and access to accounting information required for audit and form an independent opinion.

2.6. Team Composition, Qualification and Experience

<i>Position</i>	<i>Qualification</i>	<i>Nos</i>	<i>Experience</i>
<i>Team Leader</i>	<i>FCA, 10 years of experience in compliance audit.</i>	<i>1</i>	<i>Must have experience of audit of at least 5 Externally Aided Projects during last 5 years.</i>
<i>Audit Supervisor</i>	<i>FCA, 5 Years of experience in compliance audit</i>	<i>1</i>	<i>Must have experience of audit of at least 3 Externally Aided Project during last 3 years</i>
<i>Senior Auditor</i>	<i>ACA, 5 Years of experience in compliance audit</i>	<i>1</i>	<i>Must have experience of audit of at least 3 years in Govt./Semi Govt./ Autonomous Body/Externally Aided Projects.</i>
<i>Junior Auditor</i>	<i>Semi qualified CA/M.Com</i>	<i>6</i>	<i>Must have experience of audit of at least 2 years in Govt/Semi Govt/Autonomous Body/Externally Aided Projects.</i>
<i>Support Staff</i>	<i>Article Assistants/Audit Clerks/B.Com</i>	<i>6</i>	<i>Must have experience of audit of at least 1 years in Govt/Semi Govt/Autonomous Body/Externally Aided Projects</i>

2.7. Deliverables and Timeline

The auditor should submit audit reports as per the following timelines:

- a. *The auditor must submit three (3) copies of audited statement of accounts and audit report.*
- b. *The auditor may be considered for reappointment maximum for one more year.*
- c. *The final draft report shall be reviewed to assess;(i) whether the auditor delivered all reports as specified in the contract in the form and manner within the time period as agreed in the contract or mentioned in the letter of appointment; (ii) Whether auditors have covered the scope of the work*
- d. *The duration of contract shall be till 60 days or till completion of the audit for the period 2011 to 2024 whichever is earlier.*
- e. *The auditors must submit the annual financial statements, including the annual audit reports and procurement cum physical review report to the board within the time line.*

2.8. Quality Assurance, Monitoring and Reporting

GMDW&SB is responsible for the supervising the Consultant's performance and ensuring that the Consultants carry out the assignment in accordance with the contract. Quality of inputs from the consultants shall be monitored by GMDW&SB in respect to the desired outcome of contract. Progress reports on every 30 days' interval shall be furnished for smooth functioning of the office works.

3. INSTRUCTION TO THE CONSULTANT

3.1 Purpose of this Eol

Purpose of this Eol is to shortlist qualified Applicants as per the eligibility criteria given under para 3.2 (i.e., Eol Stage). After the completion of the Eol process for shortlisting, the procuring Entity (i.e., Client) shall issue RFP to the shortlisted applicants requesting them to submit a detailed proposal (Financial& Technical) as per the FRP terms and conditions (i.e., RFP Stage). In the RFP stage, the most suitable among the shortlisted Consultants shall be selected for award of contract, based on the evaluation of the proposals submitted as per the RFP terms and conditions.

3.2. Eligibility & Qualification Criteria

3.2.1 To participate in this Eol, the Consultant must be a single entity no consortium/JV

is allowed.

3.2.2 The Consultant should have a minimum 05 (Five) years of experience in audit service of Government, Semi- Government or Government Undertaking organization excluding banking audit.

3.2.3 Total Average Annual Turnover of the Consultant in last three financial years (i.e., 2022-23, 2023-24 and 2024-25) from consulting business should not be less than Rs.50.00 Lacs (Rupees Fifty Lacs only). The average annual turnover certificate as issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure 3** of this EoI document. The Certificate must be accompanied by attested copies of audited Statement of Accounts of last three financial years (i.e. 2022-23, 2023-24 and 2024-25).

3.2.4 Registered office in Assam for atleast 5 years.

3.2.5 CAG empanelment latest (2025)

3.2.6 The consultant willing to participate should not:

- a) be blacklisted or debarred from participating in any procurement process by the Procuring Entity or by any other State or Central Government entity, undertakings or bodies are not eligible to participate during their period of blacklisting/debarment.
- b) be insolvent, in receivership, bankrupt, or being wound up, not be having its affairs administered by a court or a judicial officer, not having its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
- c) have and their directors and officers do not have, been convicted for any criminal offence relating to their professional conduct or the making of the false statement or misrepresentation as to their qualifications to enter a procurement contract with a period of three years preceding the commencement of procurement process, or not having been otherwise disqualified pursuant to debarment proceedings.
- d) have a conflict of interest as per Section 11 of Assam Public procurement Act, 2017 and which materially affect the competition.

3.2.7 Registration: The Party should be registered under Income Tax , GST and other relevant statute (e.g. PF, ESI, etc.), as applicable.

3.2.8 Joint Venture Not allowed.

3.3. Submission of EoI Proposal

3.3.1 The Applicant must get registered with the e-Procurement portal using valid

DSC for online submission of the Eol.

3.3.2 Interested eligible parties must submit their Eol online (scanned copy) on the e-Procurement portal within due date and time of submission in the manner as prescribed in Para 3.4 this REol document. In addition to online submission of Eol, the Applicants must also submit hardcopies of the “**Key Documents**” as given below before due date and time of submission of key Documents as mentions in the Notice Inviting EOI. Delayed submission shall be considered as non-submission.

- (a) Eol Processing Fee of Rs 6500.00 (The original instrument if paid vide DD)
- (b) Original Power of attorney document authorizing the signatory to this EOI
- (c) Declaration as per **Annexure-V**

3.3.3 The EOI submission should be along with all documentary proof with respect to pre-qualification and other documents as mentioned in **Para 3.4** below in form of checklist while uploading online.

3.3.4 Each page of EOI (submissions) should be signed by the representative duly authorised by the applicant executing a Power of Attorney in the format given under **Annexure-4**. In case the proposal is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of Power of Attorney. In case of partnership firm it should be signed by any one of the partner duly authorised by the partnership. EOI submitted by a Joint Venture participant shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.

3.3.5 The applicant is responsible for submission of Eol proposal complete in all respect. The Authority shall ignore the Eol in case of incomplete or defective submission.

3.3.6 Each page of the EOI submission should be serially numbered, signed and stamped by the authorized signatory and submitted **on-line in the e-Procurement portal i.e. <http://assamtenders.gov.in> and hard copies of “Key Documents” as defined in Para 3.3.2 in the address as given below, on or before the due date and time for submission.**

Address for Submission (Hardcopies):

Hard copy Not Required. Submission through online mode only.

3.3.7 Non-submission of hardcopies of the “Key Documents” within due date and time

along with the Processing fee of Rs 6500.00 shall disqualify the applicant even if the proposal is submitted online.

3.4. Checklist for the EOI submission

S. No	Documents	Submission Status (Y/N)	Page No
1	Covering Letter (As per Annexure-1)		
2	Applicants Date Sheet. In the format given under Annexure-2.		
3	Certificate issued by a CA stating that the Applicant has eligible average annual turnover of Rs 50 Lacs (Rupees Fifty Lacs) and more than 5 (five) years of experience in implementation of social development project, out of which atleast 1(one) year in public health project, in India for and on behalf of government or international agencies, as per para 3.2.3 in the format given as Annexure-3.		
4	"Power of Attorney" appointing the signatory, as per para 3.3.4. in the format given as Annexure-4.		
5	Declaration with respect to non-blacklisting and debarment in non-judicial stamp paper duly notarized. As per the format given in Annexure-5. (As per para 3.2.4)		
6	Work completion /satisfaction certificate issued by that client/organisation establishing the experience as per para 3.2.2.		
7	Self-attested photocopy of GST Registration Certificate, PAN, PF & ESI Registration Certificate. (Para 3.2.5)		
8	Copy of the Consortium /Joint Venture agreement		
9	Any, other the applicant feels necessary		
10			

4. EVALUATION & SHORTLISTING

4.1. Preliminary Scrutiny

- 4.1.1. All the EoI submissions received (online & hard copies of Key Documents) within due date and time shall only be considered by the Evaluation Committee.
- 4.1.2. The evaluation committee shall first ensure that the applications are complete in all respect. Only those EoI submissions which are complete in all respect shall be considered for further scrutiny.
- 4.1.3. Evaluation Committee reserves the right to seek further clarifications, explanation or information on any issue relating to the eligibility till such time the Committee is fully convinced.
- 4.1.4. The Client (EoI Inviting Entity) shall finalize the list of the Consultants to be shortlisted to participate in RFP based on the evaluation of the EoI submissions and decision of the Client and the same shall be final and binding.
- 4.1.5. Names of the Consultants shortlisted (for RFP process) as per the evaluation of the EoI responses/submissions will be hosted on the e-Procurement portal on completion of all formalities. A minimum of 3 firms and maximum 6 firms shall be shortlisted and ranked as per the scoring criteria defined below.
Shortlisting Criteria-

(a) Number of years of experience as a firm (oldest work order from Govt. organization/dept in internal/statutory/concurrent audit but *excluding Bank audit*- 20 Marks

(b) Number of audit assignments (Internal/Statutory/Concurrent) completed in last 05 years of Govt. organization -30 Marks

(c) Average Turnover in last 05 years – 20 Marks

(d) No. of CA Partners – 20 Marks

(e) No. of EAP experience in last 05 years – 10 Marks

The evaluation committee based on the above five shortlisting parameters shall shortlist a minimum of 3 and maximum 6 numbers of proposers by application of linear interpolation analysis; i.e., applicant with highest value/numbers for a parameter shall be given full score and score for rest shall be derived based on linear interpolation. Illustration- Consider “A” has “experience in similar projects” of 5 numbers of projects which is the highest value among all entities submitting proposals and “B” has experience in similar projects of 3 projects. The score for the criteria shall be --- A= 100% of 60(weightage)=60; whereas B=60% of 60 (weightage)=36. Same shall be applied for all other criteria.

4.2. Issue of RFP and selection

- 2.2.1. Detailed Proposal shall be invited by the Client from the shortlisted Consultants (Applicants) issuing RFP. In the RFP document all technical and operational details shall be furnished. At RFP stage the parties must submit detailed technical and financial proposal for evaluation and selection of most suitable amongst them, as per the proposal submitted.
- 2.2.2. The selection of the Consultant shall be strictly based on the evaluation of the proposals received from the shortlisted Consultants in response to the RFP, as per the terms and conditions and specifications mentioned therein.

ANNEXURES

Annexure 1: Covering Letter

Covering letter

[On the letter head of the Applicant]

Kind Attention:

[location, date]

The

<Insert Designation & Address of Eol Inviting Authority>

Sub: **Eol (Refence No.....)for shortlisting of eligible applicants to participate in the RFP process forselection of consultant for <insert the name of the assignment>.**

Sir,

Having read, carefully examined, and understood the “Expression of Interest” document dated _____ issued by <insert Eol Inviting Authority> (“Client”) and all **Annexures** and other documents attached thereto, and all subsequent addenda and clarifications issued pursuant thereto (collectively the “Eol”), we hereby express our interest to participate in the RFP process, if shortlisted in this Eol stage.

We hereby agree and confirm that our Eol Proposal has been prepared strictly in conformity with the instructions in the Eol document (including the forms set forth

therein) and that we shall always act in good faith and abide by the terms and conditions of this EoI.

We agree that we have inspected and examined the EoI documents and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the EoI which may affect our Proposal and all queries on other contractual matters have been addressed.

We represent and warrant to Client the information furnished by us is complete, accurate, unconditional, and fairly presented.

We have the necessary capacity and experience to execute the assignment and participate in the RFP, if shortlisted.

We follow all the terms and conditions of the EoI; there is no information, data or documents which have not been disclosed which may prejudicially affect Client's evaluation or decision in relation to pre-qualification shortlisting.

We have all the necessary corporate and statutory approvals and authorizations to participate in this EoI.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director/trustee/partners or key officials nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.

We declare we have not been declared ineligible for corrupt or fraudulent practices in any tendering process.

We undertake that we will intimate Client of any material change in facts, circumstances, status, eligibility, or documentation relating to us during this EoI and till completion of ensuing RFP process.

This Proposal shall be construed, interpreted, and governed, in all respects, by Assam Public Procurement Act'2017, Assam Public Procurement Rule'2020 and the relevant laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this EoI process.

We undertake that we have not been debarred or blacklisted by any government (Central/State) agency or PSU and fulfill all eligibility criteria as stipulated in Para 3.2.4 of this EoI document.

We have provided details, in accordance with the instructions and in the form required by the EoI and have attached the same as appendices to this application.

Yours faithfully,

[Signature and Details of the Applicant/ Authorised Representative]

Annexure 2: Applicant Details

1. Organizational Details	
1.1. Full Name	
1.2. Legal Status (firm/company, etc.)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
2. Details of Authorised Signatory 2.1 Name 2.2 Designation 2.3 Address 2.4 Contact Details <i>(Copy of the document of authorisation to be provided)</i>	
3. Tax Registration Details	
3.1. GST	
3.2. Income Tax	
4. Contact Person for this Proposal	
4.1. Name	
4.2. Address for Courier	
4.3. Office Phone	
4.4. Mobile Phone	
4.5. Fax No.	
4.6. E-mail Address	
5. Certifications, Awards & Accreditations, if any	
5.1.	
5.2.	
5.3.	

Date:
Place:

Signature of the Applicant

Annexure 3: CA Certificate (Financial Information)

On the letter head of Chartered Accountant/Statutory Auditor

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at pertaining to the financial year 2018-19, 2019-20 and 2020-2X (or 2017-18, 2018-19 and 2019-2X, if audit for the Financial Year 2020-21 has not been completed as on the due date of submission of proposal). Based on our verification of the afore said statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

Financial Information	Financial Year			Average
	2022-23	2023-24	2024-25	
	Audited	Audited	Audited	
Total Annual Turnover from Consulting Business				
Turnover from similar consulting business				
Annual Profit Before Tax				

I/We also certify that the Applicant has more than 10 (ten) years of experience in consulting business, out of which more than 5(five) years in similar consulting services, in India for and on behalf of government or international agencies as on <Insert Date>.

Date:
and seal of the CA firm
Place:

Signature

UDIN :

Note:

- a) *In case audit of 2020-21 financial statements are not complete, the Applicant may furnish audited financial statements for 2017-18, 2018-19& 2019-20 and appropriate disclosure shall be made in the certificate.*
- b) *Documentary evidence in support of the 10years or more experience in Consultancy service, out of which atleast 5 (five) years in similar projects, in India for and on behalf of government or international agencies, must be enclosed*

Annexure 4: Power of Attorney

Format for Power of Attorney for Signing of Application (On a Stamp Paper of Rs 100/-)

Power of Attorney

We, (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the EoI for shortlisting of eligible applicants to participate in the RFP process for selection of an agency to including signing and submission of all documents and providing information to the Client (i.e.) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our EoI response.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 20__

For _____

(Name, Designation and Address)

Accepted

_____(Signature)
(Name, Title and Address of the Attorney)

Date : _____

Note:

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter*

documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

- ii. In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- iii. In case the Application is executed outside India, the Applicant must get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*

Annexure 5: Affidavit

Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)

We, M/s. (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the _____ (Date of Signing of Application).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) There is no conflict of interest in submitting this Proposal

We further confirm that we are aware that, our Application for Shortlisting of Organisations to participate in the bidding process eligible parties to select most suitable of them to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of EoI evaluation or thereafter during RFP and the agreement period.

Dated thisDay of, 20.....

Name of the Applicant

.....

Signature of the Authorized Person

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Name of the Authorized Person