

Office of the State Project Director
Samagra Shiksha,
Department of School Education
Govt. of Tripura
3rd Floor, Shiksha Bhavan, Office Lane
Agartala, Tripura (W), Pin-799001

Tel: (0381) 232-3835, 231-9108/5791/ 5792
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Website: www.ssatripura.com

No.F.1(2-41)-SE/Samagra/Accounts/2018/5393

Dated, Agartala...16/08/2019

REQUEST FOR PROPOSALS (RFP)

For

Appointment of Chartered Accountants Firm for Audit of Accounts of Samagra Shiksha, Tripura for the financial year 2018-19.

Proposals are invited from C&AG Empanelled Chartered Accountant Firms in the prescribed format for engagement with the responsibility for **Audit of Accounts of Samagra Shiksha, Tripura** implemented in the state of Tripura as per enclosed terms of reference.

The Proposal should be submitted in one big envelop superscribed "**Engagement of Chartered Accountant Firms for Audit of Accounts of Samagra Shiksha, Tripura**" containing two separately sealed small envelopes, one for "**Technical Bid**" and another for "**Financial Bid**". The proposal must be delivered by post (in a sealed envelope)/ or by hand in the office of the State Project Director, Samagra Shiksha. The RFP must be sent to "Office of the State Project Director, Samagra Shiksha, Tripura, 3rd floor, Shiksha Bhavan, Office Lane, Agartala, West Tripura, 799001" and dropped into the tender box from **10.30AM to 5.30PM** on all working days from **21.08.2019 to 10.09.2019**. The tender document may be downloaded from the website: www.ssatripura.com

Sd/-

(Tanusree Deb Barma, IAS)
State Project Director
[Director of Elementary Education]
Government of Tripura


(RAJAT ROY)
Finance Controller,
State Project Office,
Samagra Shiksha Abhiyan,
Govt. of Tripura.

➤ **Introduction:**

The Samagra Shiksha -an integrated scheme for School Education, Tripura subsuming the existing 03(three) Centrally Sponsored Schemes of Sarva Shiksha Abhiyan (SSA), Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and Teachers Education (TE). The Samagra Shiksha Abhiyan is a registered society which is implementing the Centrally Sponsored Program of Samagra Shiksha to attain the goal of Universalization of School Education in all the districts of Tripura State for which funds are shared between the Government of India and State Government in the ratio of 90:10.

➤ **Objectives:**

The objectives of the audit of the Program Accounts (Program Financial Statement [PFS]) is to enable the auditor to express a professional opinion on the financial position of Samagra Shiksha programme at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended mm/dd/yy, as reported by the Programme Financial Statement. The programme accounts (books of accounts) provide the basis for preparation of the PFS and are established to reflect the financial transactions in respect of the project as maintained by the project-implementing agency of Samagra Shiksha Abhiyan Rajya Mission, Tripura.

➤ **Average yearly turnover:**

The average yearly turnover of Samagra Shiksha, Tripura is around **Rs.300.00 Crore (Rupees three hundred) crore** per year.

➤ **Scope of Work:**

Expenditure is incurred against various activities approved in the Annual Work Plan & Budget for funds released by the Government of India and the State Government covering the programme cost. A statement of expenditure based on actual amount spent under various interventions is sent to Government of India. The C.A Firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of the Chartered Accountant of India. In conducting the audit, attention should be given to the following:

- a) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency and only for the purpose for which the financing was provided.
- b) Generally accepted accounting principles are followed by all the entities who are authorized to incur expenditure under Samagra Shiksha.
- c) Goods, works and services financed have been procured in accordance with relevant provisions of the procurement procedure prescribed for the purpose. Proper documents namely purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions and retained till the end of the program.
- d) All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure including expenditure covered by statement of expenditure. Clear linkage should exist between the books of accounts and reports presented to the government of India and the State government.
- e) Expenditure incurred under Samagra Shiksha is strictly in accordance with the financial norms prescribed in the Samagra Shiksha framework or any other clarification issued from time to time. The expenditure statements / financial statements included in the statement of expenditure of the relevant period represent a true and fair view of implementation and operations of the programme at the end of the financial year and resources and expenditure for the year ended on that date.

f) Expenditure is incurred with reference to the budget allocation approved by the PAB. In case the budget allocation is exceeded proper re-appropriation duly approved by the competent authority has been obtained. The CA should point out expenditures activity-wise that exceeded the budget allocation.

g) Samagra Shiksha funds are used efficiently and economically to the purpose for which they are intended.

h) Reconciliation of bank Statement and accounts is regularly carried out on a monthly basis.

i) The CA firm appointed for the audit should also look into the position of audit compliance of previous audit objections raised, if any. The audit report should include a separate para in this regard.

j) The C.A firm appointed for the audit should be required to give Audit Certificate, Utilization Certificate separately for Central and State Share (Recurring and Non-Recurring), Consolidated Annual Financial Statement, Consolidated Balance Sheet, Consolidated Income & Expenditure Account, Consolidated Receipt & Payment Accounts, Management letter duly filled in as per the format provided in the manual of Samagra Shiksha and any other certificate required from time to time.

k) Program Financial Statement should include:

- (i) A summary of fund received from Government of India and Government of Tripura separately.
- (ii) Any other receipt accruing separately.
- (iii) A summary of expenditure shown under the main program heading both for the current fiscal year and accumulated to date; and
- (iv) A Balance Sheet showing accumulated funds of the program, bank balances other assets of the program, and liabilities, if any.

L) The audit team should cover the accounts of State Implementing Society, all District Project Offices and sample BRCs, CRCs, Schools/VECs in order that all are covered in a three years cycle of audits except that SMC/VEC receiving more than **Rs. 1.00 lakh per year** are included in the sample. **1/3 VECs in every district** have to be covered and names of the VEC is to be given in the audit report.

➤ **Management Letter:**

In addition to the audit reports, the auditor will prepare a "**Management Letter**", in which the auditor will:

- (a) Give comments and observations on the accounting records, systems, and internal controls that were examined during the course of the audit.
- (b) Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvement.
- (c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matters affecting such compliance.
- (d) Communicate matters that have come to the attention during the audit which might have a significant impact on the implementation of the program.
- (e) Bring to the implementing agencies' attention any other matters that the auditor considers pertinent.

➤ **Key Personnel:**

The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

- a) The audit team should be led a Chartered Accountant with a minimum **5 years of experience in audit of accounts.**
- b) The audit team should include sufficient number of appropriate staffs (Articles/Audit Clerks and other Audit Staff), commensurate with in size and scope of the assignment.

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A. Eligibility/Pre-qualification criteria of CAs Firm:

The C&AG empanelled Chartered Accountants Firm should have required eligibility and pre-qualification criteria for carrying out the task of Audit of Accounts of Samagra Shiksha, Tripura for the Financial Year 2018-19. The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below.

Sl. No.	Eligibility Criteria	Documents to be submitted
1	Must have either its registered office or branch office in Tripura for at least 3 years.	Self-Attested copy of Registration Certificate issued by The Institute of Chartered Accounts of India to be furnished.
2	Must be registered with the Institute of Chartered Accountants of India for not less than 5 years as on the last date of submission of this RFP.	Self- Attested copy of Registration Certificate issued by The Institute of Chartered Accountants of India to be furnished).
3	The firm must be empanelled with Comptroller & Auditor General of India	Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.
4	The CA firm should have legal entity such as partnership/proprietorship firm etc. registered or incorporated in ICAI registration/membership	Certificates of registration/Trade License etc. are to be submitted.
5	PAN of the firm	Copy of PAN card is to be submitted.
6	Number of CAs with the firms and their name (minimum 02 qualified CAs out of which 01 should be an FCA)	Self-attested Bio-data of the CAs are to be submitted.
7	Minimum Number of staff attached to the firm (Minimum 10 nos.)	Self-attested Bio-data of the Staffs are to be submitted.
8	Date and year of constitution of the firm	Self-attested Copy of registration certificate of the firm.
9	Whether there are any court/ legal case/it is not Black listed by any Central/State Govt. in past against the firm	Self-declaration with notarized.
10	Must be registered under GST Act.	Self-attested GST registration certificate is to be furnished.
11	Income Tax Return for last 03 years(2015-16, 2016-17,2017-18)	Self-attested copy of income tax return of last three years.
12	The bidder must have at least three years' experience (as on 31st March,2019) of providing similar type of services to Central/State Government/PSUs/Nationalized Banks/Reputed Organizations in Concurrent Audit and/ or Internal Audit and/ or Statutory Audit / System Audit . Details of audit experience of the firm for the last 03(three) years are to be submitted i.e. 2016-17, 2017-18, 2018-19.	Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Organizations along with extract of Audited Financial Statements in support of turnover or expenditures to be furnished.
13	The average annual turnover of the firm for last three years must be more than Rs 15.00 lakhs.	Self-attested copy of Audited statement in support of the turnover must be furnished.
14	The eligible bidder should have a minimum 02 qualified CAs out of which 01 should be an FCA	Details of the CAs along with the proof of membership, professional qualification and the date from which they are associated with the firm should be enclosed.

Applicants meeting the eligibility criteria as outlined above shall be further eligible for technical evaluation. Technical bids of only those bidders who qualify in the pre-qualification criteria given above will be considered for opening.

B. Technical Evaluation Process/Technical Proposal:

The following selection process shall be adopted by Samagra Shiksha, Tripura:

- Technical Proposals of CA firm will be considered only after fulfillment of eligibility criteria under the **clause-A** in pre-qualification criteria.
- The list of CA firms that fulfilled the eligibility criteria under the clause-A shall be prepared and to be considered for technical evaluation process which will be called as **LIST-1**.
- The selected CA firms shall be awarded points as per the following evaluation parameters in the following tables:

SI No	Evaluation Parameters	Criteria	Marks Range	Max Marks	Supporting Documents to be furnished
01.	Financial Capability	CA firms would be awarded marks based on Average Turnover of the CA firm in last three years 2016-17, 2017-18 and 2018-19	➤ For average turnover of more than Rs.30.00 lakh = 20 marks ➤ For average turnover of more than Rs.10.00 lakh to 30.00 lakh = 15 marks ➤ For average turnover of more than Rs.15 lakh to 20.00 lakh) = 10 marks.	20 marks	Details to be furnished in Annexure-2 . Copies of audited Balance Sheets and P&L Accounts for the financial year 2015-16, 2016-17 and 2017-18
02.	Operation Capability	CA firms would be awarded marks based on the number of audit clerk/other audit staffs (CA firms should submitted latest bio-data of the staffs/clerk.	➤ For more than 25 nos = 20 marks ➤ For more than 20 nos = 15 marks ➤ For more than 10 nos = 10 marks	20 marks	Certificate from the concerned Institute
03	No. of qualified CA and FCA	CA firms would be awarded marks based on the number of CA and FCA members working in the firm.	➤ For more than 02 members having minimum 02 FCA = 20 marks ➤ For more than 02 members having minimum 01 FCA = 15 marks. ➤ For having minimum 02 members having minimum 01 FCA=10 marks.	20 marks	Firm constitution certificate from ICAI
04	Experience on similar kind of job.	The bidder must have successfully executed/completed similar services (definition of "similar services" should be clearly defined), over the last three years (FY 2016-17, 2017-18 and 2018-19). (i) Three similar completed services costing not less than the amount equal to 40% of the average yearly turnover of Samagra Shiksha, Tripura; or (ii) Two similar completed services costing not less than the amount equal to 50% of the average yearly turnover of Samagra Shiksha, Tripura ; or	➤ Those who covered all three points (i,ii and iii) = 40 marks ➤ Those who covered only point no ii and iii = 30 marks ➤ Those who covered point no- i and iii = 25 marks ➤ Those who covered only point no-i and ii = 20 marks ➤ Those who covered only point no-I or ii or iii = 10 marks	40 marks	Copies of Mandate/letter of engagement and certificate of completion issued by the organization. Copies of the Auditors' Report for the respective financial year duly self-attested by a partner of the CA Firm

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	(iii) One similar completed service costing not less than the amount equal to 80% of the average yearly turnover of Samagra Shiksha, Tripura			
	Total			100 marks

Note: The CA firms are requested to submit all documentary evidences for above sub clauses mentioned under clause-A in support of their technical evaluation process.

d) The Selection committee of Samagra Shiksha Tripura would evaluate the technical proposals on the date and timing of opening of the proposals.

e) The CA firms needs to score **minimum 60% marks to be shortlisted on the basis of technical evaluation process. This shall be called LIST-2.**

C. FINANCIAL PROPOSAL:

a) Financial proposals of only those CA firms will be open who are found in **LIST-2** as per technical evaluation process. The CA firm will have to submit rates, inclusive of all duties and taxes in INR.

b) **Minimum Annual Professional Fees** for Compilation and Audit of Accounts of **Samagra Shiksha, Tripura State** for the expenditure incurred during the Financial year **2018-19** is **Rs.2,00,000/-** (Rupees Two Lakh)only, excluding GST.

D. SELECTION PROCESS:

The CA firm quoting the lowest bid in terms of money among those enlisted in **LIST-2** will be awarded the work. In case two or more bidders quote the same lowest bid, the awardee will be selected by conducting a toss of coin.

E. TERMS AND CONDITIONS:

1. The Chartered Accountant Firms (Partnership / Sole Proprietorship Firms) should have been established for more than 05 years and experience for similar job for Central/State Government Organization/PSU/Autonomous Bodies/Educational Institution etc in the state. **The Head Office/ Branch Office of Chartered Accountants firm must be stationed in Tripura for at least 3 years.**

2. The Chartered Accountants firm should be in the CAG panel for the year 2018.

3. The RFP should be accompanied with earnest money of **Rs.10,000/-** (Rupees Ten Thousand)only in the form of Demand Draft payable at Agartala from any scheduled bank in favour of "**Additional State Project Director SSA Rajya Mission Tripura**". The Earnest Money Deposit (EMD) of successful bidder will be converted in to Security Deposit amount for the contract and will be refunded on the request of the bidder after completion of the work. No interest will be paid on the security deposit.

4. The earnest money submitted by the unsuccessful CA firm's shall be released after finalization of the RFP.

5. The Chartered Accountants firm should have a minimum 02 qualified CAs out of which 01 should be an FCA (Details of the CAs along with the proof of membership, professional qualification and the date from which they are associated with the firm should be enclosed)

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6. The person handling the audit is required to maintain complete secrecy about the matter coming to their knowledge during the course of audit.
7. The audit team should include sufficient number of appropriate staff (Minimum 10 nos Articles/Audit Clerks and other audit staff), commensurate with the size and scope of the assignment.
8. The bidder must have at least **three years' experience** (ending month of March prior to the bid opening) of providing similar type of services to Central/State Government/PSUs/Nationalized Banks/Reputed Organizations. Services rendered with list of such Central/State/PSUs/Nationalized Banks/Reputed Organizations with duration of service shall be furnished.
- (a) The bidder must have successfully executed/completed similar services (definition of "similar services" should be clearly defined), over the last three years i.e. the current financial year and the last three financial years:
- 1) Three similar completed services costing not less than the amount equal to 40% of the average yearly turnover of Samagra Shiksha, Tripura; or
 - 2) Two similar completed services costing not less than the amount equal to 50% of the average yearly turnover of Samagra Shiksha, Tripura; or
 - 3) One similar completed service costing not less than the amount equal to 80% of the average yearly turnover of Samagra Shiksha, Tripura; or
9. The RFP documents should be written legibly and free from erasing, corrections & overwriting, otherwise the bid will be rejected.
10. The CA firm will require submitting their PAN card, GST registration certificate, valid trade license certificate.
11. The annual turnover of the interested CA firm should not be less than Rs.15.00 lakh in each of the last 03(three) financial years i.e. 2015-16, 2016-17 and 2017-18 (Copies of the Audited Balance Sheet and Profit Loss Statement, IT Return copies, for the corresponding period along with the pre-qualification proposal)
12. Every pages of the RFP shall have to be serially marked and signed. The EOI shall be signed by a person/ persons on behalf of the firm having necessary authorization.
13. Any RFP received after the closing date and time of found incomplete in any respect will be rejected outright and the decision of the authority shall be final and binding in this regard.
14. The CA firm should not have been blacklisted by any Central or State Government, PSU etc.
15. The firm should not be barred from appointment by any Govt. and/or semi Govt. entities.
16. The successful firm shall intimate to the O/o the State Project Director, Samagra Shiksha, School Education Department regarding the nature of accounts, volume of total expenditure etc. at least 07 days before conducting the audit.
17. The Chartered Accountants Firm shall arrange for their boarding & lodging, travels etc on their own cost.
18. A separate report of Audit of Accounts for Secondary Education, Elementary Education and Teachers Education in the form of General Head (Recurring) and Capital Head (Non-Recurring) for the year 2018-19.
19. The State Project Director, Samagra Shiksha reserves the right to accept/ reject / cancel the RFP process without assigning any reason before the selection of statutory audit and the bidder shall not be entitled to claim any damage or compensation whatsoever due to such cancellation.
20. Applicable taxes shall be recovered from the bill.

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21. The proposal must be delivered by post (in a sealed envelope)/ or by hand in the office of the State Project Director, Samagra Shiksha. The RFP must be sent to "Office of the State Project Director, Samagra Shiksha, Tripura, 3rd floor, Shiksha Bhavan, Office Lane, Agartala, West Tripura, 799001" and dropped into the tender box from **10.30AM to 5.30PM** on all working days from **09.08.2019 to 31.08.2019**. The tender document may be downloaded from the website: www.ssatripura.com

22. The final audit reports should be submitted within **01(one) month** from the date of signing of work order.

Please pay special attention on submission of the audit reports within stipulated time frame.

F. Instruction to Bidders:

- In addition to the required information submitted by CA firms as per RFP, the firm's needs to submit authorized representative for signing the proposals and any documents on behalf of CA firm.
- All relevant correspondences shall be written in English. Any interlineations erasures or overwriting shall be valid only if they are authenticated by the authorized person signing the proposals and documents.
- Consortium are not allowed.
- Every pages of the RFP shall have to be serially marked and signed. This shall be signed by a person/ persons on behalf of the firm having necessary authorization.

G. Right to Accept or Reject:

- At any time prior to the deadline (or as extended by Samagra Shiksha, Tripura) for submission of proposal, Samagra Shiksha, Tripura for any reason, whether at its own initiative or in response of clarifications requested by prospective CA firm may modify the RFP document by issuing amendment(s).
- Samagra Shiksha, Tripura has the right to reject any or all proposals without giving any reason so as to ever prior to the awarding of the contract.
- In case any single proposal received, Samagra Shiksha Tripura has reserves the right to accept or reject the single proposal.

H. Award of Contract:

- Samagra Shiksha Tripura will notify the successful CA firm after final selection in writing by issuing of LOI (Letter of Intent). The successful CA firm shall submit its acceptance to the Samagra Shiksha Rajya Mission Tripura in writings within 07 days of receipt of LOI.
- The final audit reports should be submitted within **01(one) month** from the date of signing of work order.

I. Disqualification:

Samagra Shiksha Tripura may its sole discretion at any time during the evaluation of proposals; disqualify any CA firm, if the CA firm:

- submits the proposal after the response deadline,
- makes misleading or false representations in the forms, statements and attachments submitted as proof of eligibility requirements,
- submits proposal that are not accompanied by required documentations,
- fails to submit EMD with the proposal.

J. Termination for Default:

If the CA firm fails to carry out the award/work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by Samagra Shiksha Tripura without any valid reasons acceptable to Samagra Shiksha Tripura may terminate the contract with giving 07 days' notice.

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K. Penalties:

- a) The CA Firm must be careful in maintaining the quality of work as well as adhering to the prescribed time schedule for the activity.
b) In case the Firm fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms & conditions of the contract, SPO of Samagra Shiksha, Tripura reserves the right to impose the penalty as detailed below:

I. 2% of cost of order / agreement per week, up to 2 weeks delays.

II. After 2 weeks delay, SPO of Samagra Shiksha, Tripura reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 2 years.

- c) For any breach of contract, SPO of Samagra Shiksha, Tripura shall impose a penalty to the extent of Rs. 10,000 /- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms & conditions contained herein brought to the notice of SPO of Samagra Shiksha, Tripura.
d) The SPD, Samagra Shiksha, Tripura reserves the right to waive the penalty to the extent possible if feels proper.

L. Submission:

The submission of proposal shall be in two different sealed envelopes superscribed as "Technical proposal" and "Financial Proposal" respectively on the top of the envelop inserted into a single envelop superscribed along with RFP number, date, name and address of the CA firm.

M. The envelop should contains as mentioned below:

- a) "Technical Proposal" envelop shall contain all relevant documents mentioned in clause-A and C. Earnest Money Deposit of **Rs.10,000/-** (Rupees ten thousand) only in favour of **"Additional State Project Director SSA Rajya Mission Tripura"** should be contain in the envelop.
b) **"Financial Proposal"** envelop shall contain the rate quoted by the bidder in INR. **(Format Annexed-1)**

N. Opening of Bid:

After successful submission of RFP, the schedule date for opening of Technical Proposal and Financial Proposal will be intimated in due course of time.

(Tanusree Deb Barma, IAS)

State Project Director,
[Director of Elementary Education]
Government of Tripura.

- The Office Notice Board for display.
- The Proprietor Neindia (for uploading in www.ssatripura.com)
- Local Daily News Papers.

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FORM -1
Letter of Undertaking

(On the Letterhead of the Firm lead partner of the company full postal address, telephone nos. or fax, e-mail address etc.)

To,
The State Project Director,
Samagra Shiksha,
Shiksha Bhavan, Agartala.

Sub: Selection of Chartered Accountant Firm for Samagra Shiksha, Tripura. I

Sir,

I/We the sole proprietor/following partners of M/s....., Chartered Accountants do hereby jointly and severally verify and declare-

(i) 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 not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulation framed there under;

(ii) that the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years , (if debarred, given details);

(iii) 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;

(iv) that the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Sl No	Name of the Partner/Sole Proprietor	Membership Registration Number	PAN No.	Dates of payment of the fees for the relevant yearA/B*	Signature of partner/Sole Proprietor

*A For Membership

B For issue of certificate for practice

Place:

Date:

(Seal of the Firm)

Enclosures.....pages.

Annexure-1
FINANCIAL PROPOSAL

1. Name and Address of the Bidder :

a. Name of the firm :-

b. Detailed Address:-----

c. Mobile No.:-

E-mail:-

d. ICAI Regn. No.

2. Price Details:

Sl. No.	Particulars	Rate per annum (excluding Tax) (Rs)
1.	Audit Fees	
2.	GST (Rate-%)	
	Total (1+2)	

Total Price Excluding Tax: Rs.....(in words.....) only

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

Date:

Place:

Authorised Signatory

(Signature and seal of the authorised signatory)

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Annexure-2

Financial Turnover of the firm during last three years

Sl.	Financial Year	Turn Over Excluding Tax(In Rs.)
1	2015-16	
2	2016-17	
3	2017-18	
Average Annual Turnover for the last three financial years		

Please provide the copies of the Audited Balance Sheet and Profit Loss Statement, IT Return copies, for the corresponding period along with the pre-qualification proposal

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory: _____

Name of the organization with complete address: