

**REQUEST FOR EXPRESSION OF  
INTEREST**  
Consultancy Services



सत्यमेव जयते

GOVERNMENT OF ASSAM

**Finance Department, Govt of Assam**



GOVERNMENT OF ASSAM

## **REQUEST FOR EXPRESSION OF INTEREST**

**FOR SHORTLISTING OF ELIGIBLE CONSULTANTS TO PARTICIPATE IN  
THE RFP PROCESS FOR THE ENGAGEMENT OF CHARTERED  
ACCOUNTANT ON RETAINERSHIP BASIS FOR AS-CFMS**

**REFERENCE No: REOI/CA/205769    DATED: 05/10/2024**

***Issued by:***

**Project Director  
Assam Society for Comprehensive Financial Management System (AS-CFMS)  
9<sup>th</sup> Floor, AS-CFMS Office, New Kar Bhawan Building,  
Kar Bhawan Complex, Ganeshguri, Guwahati, Assam - 781006**

## NOTICE INVITING EOI

This EOI is issued by the undersigned inviting “**Expression 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 the engagement of Chartered Accountant on retainership basis for AS-CFMS.

**Reference No:** REOI/CA/205769

**Dated:** 05/10/2024

<b>S.No</b>	<b>Key Information/ Events</b>	<b>Time/Venue/Address</b>
1	Date of issue of the EOI document	Date: 05/10/2024, Saturday
2	Last date of download of EOI document	Date: 23/10/2024, Wednesday
3	Pre-Bid meeting	Date: 14/10/2024, Monday Time: 3.30 PM Venue: Online via Google meet Meeting link: <a href="https://meet.google.com/zgo-ogim-ejj">https://meet.google.com/zgo-ogim-ejj</a>
4	Due date and time of online submission of Eol.	Date: 23/10/2024, Wednesday Time: 2.00 PM
5	Due date and time of submission of hard copies of “Key Documents”.	Date: 23/10/2024 Time: 2 PM Address: AS-CFMS Office, 9 <sup>th</sup> Floor, New Kar Bhawan, Dispur, Guwahati-06
6	Date & time of online opening of EOI	Date: 23/10/2024      Time: 3.00 PM
7	Address for Communication	AS-CFMS Office, 9 <sup>th</sup> Floor, New Kar Bhawan, Dispur, Guwahati-06 email: <a href="mailto:aspireprocure@gmail.com">aspireprocure@gmail.com</a>
8	Eol Processing Fee (non-refundable)	Rs 300 (Rupees Three Hundred only). To be paid through online payment option available at e-Procurement portal i.e., <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>

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:

<b>First Appellate Authority</b>	<b>Second Appellate Authority</b>
Shri Pawar Narsing Sambhaji, IAS Secretary, Finance Department, 4 <sup>th</sup> Floor, F-Block, Finance Department, Janata Bhawan, Dispur, Guwahati, Assam - 781006	Smt. Laya Madduri, IAS Secretary, Finance Department, 2 <sup>nd</sup> Floor, F-Block, Finance Department, Janata Bhawan, Dispur, Guwahati, Assam - 781006

Sd/-  
**Commissioner & Secretary  
to the Government of Assam  
Finance Department, and  
Project Director, AS-CFMS**

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## **1. INTRODUCTION**

### **1.1 About the Procuring Entity**

Assam Society for Comprehensive Financial Management System (AS-CFMS) under Finance Department, Government of Assam had been formed for implementing and managing Public Financial Management Reforms including IT – related projects in the Finance Department and other revenue departments including externally aided projects.

### **1.2 About the Assignment**

Assam Society for Comprehensive Financial Management Systems (AS-CFMS) now intends to engage the services of a Chartered Accountant Firm under the Society. The consulting services (“the Services”) including technical support from an eligible CA Firm is required for the AS-CFMS initially for one year which may be extended by one more year based on the satisfactory performance.

## **2. TERMS OF REFERENCE**

### **2.1 Background of the Assignment**

- a. The society is currently headed by a Project Director and an Additional Project Director. The Project Director, AS-CFMS now intends to engage the services of Chartered Accountant on Retainership basis.

### **2.2. Objectives of the Assignment**

The CA firm to be engaged to fulfil the following objectives:

- a. Provide technical support in day-to-day financial management of AS-CFMS
- b. Provide support to the accounting and procurement team
- c. Assist in implementation of accounting systems and processes
- d. Prepare periodic reports
- e. Ensure statutory and other compliances

### **2.3 Scope of Work**

#### **a. Scope of Work related to Accounting:**

- i. Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. (books of account) of the Society on Tally and carrying out bank reconciliation, physical verification etc.
- ii. Preparation of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements and generally accepted accounting principles.

- iii. Providing support for conduct of internal/external audit of the society, including assistance in selection & contracting of the audit firms.
- iv. Preparing quarterly financial reports to the government and external funding agencies, as per prescribed formats.
- v. Preparation of annual budgets and analysis of the variances periodically.
- vi. Ensure proper maintenance of supporting documents, registers and records.

**b. Scope of Work related to Income Tax and other related matters:**

- i. Preparation and filling of annual e-TDS Returns and the Annual ITR of the Society including revised ITR, if required.
- ii. Assisting the society in filing documents for IT exemption under section 12A of the Income Tax Act and appearing before the IT authority for this purpose.
- iii. Preparation and filing of replies with income tax department with respect to notices/orders received by the society in respect of assessments.
- iv. Obtaining registration under GST and all other applicable statutes from time to time and preparing and filing returns as required.
- v. Reporting and accounting as per regulatory and legal requirements including taxation, annual report and accounts.
- vi. Filing and preparation of various statutory returns (like ETDS filling) applicable to society and issuing certificates to concerned parties.

**c. Internal Control and Audit:**

- i. Suggestions on improvement of financial manual and rules.
- ii. Monitor and support internal audit work: The agency will help in determination of internal audit plans, including in particular coverage of high-risk transactions.
- iii. Assist in framing internal control questionnaire in coordination with the internal auditor.
- iv. Ensure timely compliance of the audit and assist in ensuring that appropriate and timely follow up action is taken to address the issues identified in audit.
- v. Ensuring adequate internal control and compliance with audit procedures are in place at the Society as well as at joint ventures and partnership arrangements.

**d. Scope of work related to other matters**

- i. Drafting the minutes of meetings of the Executive Committee and Governing Body.
- ii. Filing of annual report and audited financial statements with the Registrar of Societies.
- iii. Assisting in submission of Financial Reports to Govt. of India, Govt. of Assam and other stakeholders as per the requirement.
- iv. Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of

- accounts.
- v. Cover all district locations to undertake physical verification of the fixed assets of the society.
  - vi. Collecting and providing location-wise physical verification reports of Fixed Assets located at different offices at district level.
  - vii. Collect and provide monthly updated status report on all the fixed assets of the society.
  - viii. Train the in-house resources at the different district level offices to enter their physical assets data in a specific data recording format designed by the C.A firm and approved by PD, AS-CFMS.

#### 2.4. Role and Responsibilities of the Consultant

The role and responsibilities of the Consultant has been defined under the Scope of Work as well as in the table under points 2.6 and 2.7.

#### 2.5. Role and responsibilities of the Procuring Entity

The key experts' necessary for this part of the assignment, along with their corresponding estimated time inputs requirement is given below:

- a. All data will be provided as per the needs and requirements by the Society.
- b. Society will be providing a seating space, Wi-Fi/internet connection and printing facility to the staff of the agency for official purposes.
- c. Final output (i.e. reports, etc.) that will be required of the consultant.
- d. Requirement will be as per scope of work and Schedule for completion of tasks.

#### 2.6. Team Composition, Qualification and Experience

Following is the List of key positions, whose CV and experience would be evaluated in the RFP stage:

Sl	Key position	Areas of Specific Expertise Desired	Minimum Qualification and professional Experience desired	Estimated person month requirement
1	Team Leader (One)	Finance, Taxation etc. in similar externally aided projects and govt. agencies	1) Chartered accountant, preferably partner of a firm having at least 8 years post-qualification experience in respective fields (or equivalent). 2) Specific experience in similar externally aided project is required and with proven track record in anchoring/	Estimated 2 days a month (total 1 month per year)  S/He is expected to supervise all finance and accounts related activities and be accountable for the

			<p>conducting financial management and technical support consultancy.</p> <p>3) Knowledge of PAIS, TALLY and other computerized accounting packages is a must.</p> <p>4) Knowledge of Goods &amp; Service Tax (GST) will be an advantage.</p>	overall performance of the team
2	Qualified CA <b>(One)</b>	Finance, Taxation etc. in similar externally aided projects and govt. agencies	<p>1) CA with post qualification experience of at least 3 years.</p> <p>2) Experience of working in TALLY. Knowledge of PAMIS, other computerized accounting packages and GST will be an added advantage.</p>	Estimated 7 days per month (approximately 3 months per year)
3	Full Time Accounts Assistant <b>(Two)</b> S/he will be responsible for day-to-day functioning of the society as per the scope of work	Finance and taxation	<p>1) CA - Inter/ B. Com with post qualification experience of at least 3 years.</p> <p>2) Experience of working in TALLY is must. Knowledge of PAMIS, other computerized accounting packages and GST will be an added advantage</p>	12 months

**Note-**

1. For calculation of Time-Based Contract, person months taken for Team Leader is one month, for qualified CA is three months, and for Accounts Assistant (2) is 24 months. Hence, the total estimated person-month required in a year is 28 person months.
2. The Agency will need to provide laptops to its team leader and team members. This should be taken into account in the financial proposal.
3. Job Allocation of Team Members will be discussed with the selected consultant.
4. An agency may propose additional non-key experts/support staff if deemed

necessary to fulfill the requirements of the assignment, however AS-CFMS will decide at the time of selection if the proposed additional staff is required or not.

## 2.7. Deliverables and Timeline

<b>DELIVERABLES</b>	<b>Frequency / Period</b>
<b>Accounting Arrangements</b>	
Maintenance of accounts as per the accounting standards and policies agreed and documented in Financial Manual;	On-going basis
Preparation of monthly Bank reconciliation statements;	Monthly
Facilitate monthly consolidation of the financial information from the computerized accounting system.	Monthly
Preparation of annual financial statements of the Society.	Annually
<b>Filing of Income Tax and Financial Reporting and Analysis</b>	
Preparation of annual work plan and budgets	Annually
Analysis of the variances from agreed budgets	Periodically
Preparation of monthly financial reports for the Society	Monthly
Assisting in submission of Financial Reports to the society, Govt. of India, Govt. of Assam and other stakeholders as per the requirement.	As per requirement
Ensure proper maintenance of supporting documents, registers and records.	On an on-going basis
<b>Internal Control and Audit</b>	
Review and provide suggestions on improvement of financial manual and rules	One time within two months of start of assignment and thereafter monitor on periodic basis
Monitor and support internal audit work. <ul style="list-style-type: none"> <li>• The agency will help in determination of internal audit plans, including in particular coverage of high-risk transactions.</li> <li>• Assist in framing internal control questionnaire in</li> </ul>	On an on-going basis

<p>coordination with internal auditor.</p> <ul style="list-style-type: none"> <li>Ensure timely compliance of the audit and assist in ensuring that appropriate and timely follow up action is taken to address the issues identified in audit.</li> </ul>	
Ensuring adequate internal control and compliance with audit procedures are in place at the Society as well as at joint ventures and partnership arrangements.	On an on-going basis
<b>Statutory Requirements</b>	
Reporting and accounting as per regulatory and legal requirements including taxation, annual report and accounts	As per requirement
Ensure proper reporting and accounting as per EPF and ESI regulation	As per requirement
Filing and preparation of various statutory return (like ETDS filling) applicable to society and issuing certificate to concerned parties	Annually
Assist in maintenance of assets procured under the society and conduct of annual verification of assets and stock and reconciliation with books of accounts.	One time within three months of start of assignment and thereafter on an annual basis
<b>Others</b>	
Any other matters as required to be fulfilled within the broad scope of work related to Finance & Accounting systems and procedure of the Society.	As per requirement

**Note:**

The above specified scope of work and/or activities and/or deliverables are indicative and not exhaustive and the bidder is deemed and obliged to provide all necessary services and related works within the quoted cost for each successful instance of the assigned work/ project as determined by AS-CFMS at it's sole discretion.

**2.8. Quality Assurance, Monitoring and Reporting**

Review will be done for the work performed by the consultant. Review committee will be constituted by the Project Director, AS-CFMS.

**2.9. Terms of Payment**

Payment to the agency will be made on quarterly basis upon submission of invoice on the basis of actual manpower provided and acceptance of output as per TOR/ RFP.

### 3. INSTRUCTION TO THE CONSULTANT

#### 3.1 Purpose of this Eol

Purpose of this Eol is to shortlist qualified Bidders 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., AS-CFMS) shall issue RFP to the shortlisted bidders requesting them to submit a detailed proposal (Technical & Financial) as per the RFP 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 having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India.

3.2.2 Interested bidders should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are as follows -

SI	Parameters	Specific requirements	Documents reqd.
1	Registered legal entity	The bidder should be empaneled with CAG during FY 2023-24/ FY 2024-25 and should have been in existence for 5 years. The firm should be an Indian firm having independent legal existence, registered under the applicable Act.	Submit proof of CAG empanelment, Registration Certificate, Articles and Memorandum of Association.  Certificate of incorporation/ registered partnership deed, PAN, TAN, GSTIN certificate.
2	Average Annual Turnover	Bidder's average annual turnover from Consultancy business for the financial years (2021-2022, 2022-2023 & 2023- 2024) shall be at least Rs. 7.00 Lakh	Information to be provided as per Format duly signed by CA (on the basis of financial statements of respective FYs

		(Rupees Seven Lakhs only).	
3	Experience Criteria	<p>The Bidder should have completed Maintenance of Books of Accounts and providing Secretarial/ administrative and record keeping Services or similar assignment with Central/ state Government/ Banks / PSUs during the three (03) financial years ending on 31st March of the previous financial year at the time of submission of EOI as per the following:</p> <ul style="list-style-type: none"> <li>•Atleast 1 similar contract with Contract Value not less than Rs. 10 Lakhs</li> <li style="text-align: center;">‘OR’</li> <li>•Atleast 2 similar contracts with Contract Value not less than Rs. 6 Lakhs</li> </ul>	Work orders / Contract copy and Extension/ Completion Certificate to be furnished by the Agency
4	Experience in externally funded project	The Bidder should have work experience with externally funded project e.g. World Bank, ADB, GIZ etc. of similar nature during the last 5 years.	Work order / Contract copy and Extension/ Completion Certificate to be furnished by the Agency
5	No Conflict of Interest Declaration	The Bidder should not be owned or controlled by any Director or Employee of AS-CFMS (or their Relatives)	Undertaking for No Conflict of Interest as per the Format in Annexure- VI on letter head of the bidder.
6	Non-blacklisting Declaration	The Bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid.	Undertaking for Non-blacklisting as per the Format in Annexure- VII on letter head of the bidder.
7	Power of Attorney	The Bidder must be duly signed by the authorized	Board resolution duly certified by Chartered

		signatory.	Accountant 'OR' Power of attorney with appropriate as per format- Annexure-I
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3.2.3 Joint Venture (JV) is not allowed under this assignment.

### 3.3. Submission of Eol Proposal

3.3.1 The Bidder must get registered with the e-Procurement portal using valid DSC for online submission of the Eol.

3.3.2 Interested eligible bidders 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 Bidders must also submit hardcopies of the “**Key Document**” 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.

- Original Power of attorney document authorizing the signatory to this EOI

3.3.3 The EOI submission should be along with all documentary proofs 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 bidder executing a Power of Attorney in the format given under **Annexure-I**. 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.

3.3.5 The bidder 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 Document” 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):**

AS-CFMS Office, 9<sup>th</sup> Floor, New Kar Bhawan, Kar Bhawan Complex, Dispur, Guwahati-06

3.3.7 Non-submission of hardcopies of the “Key Documents” within due date and time shall disqualify the bidder even if the proposal is submitted online. Further, all bidders are advised not to mention any price element(s) in the EOI process, else the proposal shall be rejected as nonresponsive.

**3.4. Checklist for the EOI submission**

S. No	Documents	Submission Status (Y/N)	Page No
1.	“ <b>Power of Attorney</b> ” appointing the signatory, as per para 3.2.2. in the format given as <b>Annexure-I.</b>		
2.	Covering Letter ( <b>As per Annexure-II</b> )		
3.	Bidders Data Sheet, in the format given under <b>Annexure-III.</b>		
4.	CAG empanelment Certificate		
5.	Incorporation/ Registration Certificate		
6.	Certificate issued by a CA stating that the Bidder has eligible average annual turnover of Rs 7.00 lakhs (Rupees Seven Lakhs) in <b>Annexure-IV.</b>		
7.	Documents related Experience Criteria and Data sheet with regards to Experience of the Firm in similar service as per format in <b>Annexure-V.</b>		
8.	Documents related to Experience in Externally Funded Project		
9.	Declaration with respect to No Conflict of Interest. As per the format given in <b>Annexure-VI.</b>		
10.	Declaration with respect to Non-blacklisting as per the format given in <b>Annexure-VII.</b>		
11.	Copy of PAN & GST Registration Certificate		

**3.5 Bid Clarifications prior to bid submission:**

3.5.1 All queries on or before date of pre-bid meeting (If any) received at the following email ids (aspireprocure@gmail.com) will be discussed during the pre-bid meeting.

3.5.2 Any Clarifications / Corrigendum / Addendums etc. will be posted on e-

Procurement Portal (<http://assamtenders.gov.in>) and no individual communication will be sent. Posting on the e-procurement portal would be deemed as if AS-CFMS having communicated to all prospective bidders.

3.5.3 The Clarifications / Corrigendum/ Addendums etc. thus communicated will form an integral part of the EoI and succeed the relevant clauses for future reference.

3.5.4 Any irrelevant / ambiguous/ mischievous/ hampering public procurement etc. clarification as determined by AS-CFMS at its sole discretion will not be entertained and may not be clarified and/or deliberated upon.

## **4. EVALUATION & SHORTLISTING**

### **4.1. Preliminary Scrutiny**

4.1.1. All the EoI submissions received (online & hard copies of Key Document) 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 Procuring 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 Procuring Entity 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.

### **4.2. Issue of RFP and selection**

4.2.1. Detailed Proposal shall be invited by the Procuring Entity from the shortlisted Consultants (Bidders) issuing RFP. In the RFP document all technical and operational details shall be furnished. At RFP stage the bidders must submit detailed technical and financial proposal for evaluation and selection of most suitable amongst them, as per the proposal submitted.

4.2.2. 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 I: Power of Attorney**

### **POWER OF ATTORNEY** (On a Stamp Paper of Rs 100/-)

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 of .....as 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 participate in the REoI process for ..... including signing and submission of all documents and providing information to the Procuring Entity (i.e. ....) and its officials or representatives, representing us in all matters before Procuring Entity, and generally dealing with Procuring Entity in all matters in connection with our 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:

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

**Covering letter**

*[On the letter head of the Bidder]*

Kind Attention:

[location, date]

The

<Insert Designation & Address of Eol Inviting Authority>

Sub: **Eol (Refence No.....)** for shortlisting of eligible bidders to participate in the RFP process for selection 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> (“Procuring Entity”) 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 Eol.

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

We represent and warrant to the Procuring Entity that 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 Eol; there is no information, data or documents which have not been disclosed which may prejudicially affect Procuring Entity’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 Eol.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial Entity or a judicial pronouncement or arbitration award against us or any of our director/ trustee/ partners or key officials nor have 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 undertake that we will intimate Procuring Entity 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 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 Bidder/ Authorised Representative]

### Annexure III: Bidder Details

Brief Data Sheet of CA Firm		
Sl. No.	Particulars	To be filled up by CA firm
1	Name of Firm	
2	CAG Empanelment Number	
3	CAG Empanelment Year and Validity of Empanelment	
4	UDIN Number	
5	Registration No. & Date	
6	Year of incorporation	
7	Total number of years of Experience from the incorporation of the Firm	
8	Authorized Contact Person(s) with Name, Designation, Address, Mobile Phone No., E-mail address/ Fax No.	
9	GST No. Service Tax Registration No. (Attach copies)	
10	Bank Details	

Date:  
Place:

Signature of the Bidder

## Annexure IV: 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 2021-22, 2022-23 and 2023-24. Based on our verification of the aforesaid 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.

**(Amount in INR Lakhs)**

Financial Information	Financial Year			Average
	2023-24	2022-23	2021-22	
	Audited	Audited	Audited	
Total Annual Turnover from Consulting Business				
Turnover from similar consulting business				
Annual Profit Before Tax				

I/We also certify that the Bidder has more than 5(five) years in similar consulting services, in India as on<Insert Date>.

Date:  
Place:

Signature and seal of the CA firm

**UDIN** :.....

### Annexure V: Experience of the Firm

List only previous similar assignments as per the table below:

SI	Duration	Assignment name/& brief description of main deliverables/ outputs	Name of Procuring Entity & Country of Assignment	Approx. Contract value Amount paid to your firm (Rs.)	Role on the Assignment
1					
2					
3					
4					
5					

Signature of the Bidder with seal:

Dated this \_\_\_ day of \_\_\_ of 20\_\_

Name of the bidder: -

Designation: -

**UNDERTAKING FOR NO CONFLICT OF INTEREST**

(To be submitted on the letterhead of the Bidder)

To,

Project Director, AS-CFMS

9<sup>th</sup> Floor, AS-CFMS Office, New Kar Bhawan Building, Kar Bhawan Complex,  
Ganeshguri, Guwahati - 06

Dear Sir/Madam,

1. We hereby certify that we shall not engage, and shall cause our Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to us under this Contract.
2. We hereby certify that if we are found to be involved in a conflict-of-interest situation with regard to the present assignment, the AS-CFMS may choose to terminate this contract. In case of any change in the status of the above, any time hereinafter, we will immediately inform AS-CFMS of the same.

Signature of the Bidder with seal:

Dated this \_\_\_day of \_\_\_ of 20\_\_\_

Name of the bidder: -

Designation: -

**UNDERTAKING FOR Non-Blacklisting**  
(To be submitted on the letterhead of the Bidder)

To,

Project Director, AS-CFMS  
9<sup>th</sup> Floor, AS-CFMS Office, New Kar Bhawan Building, Kar Bhawan Complex,  
Ganeshguri, Guwahati - 06

Dear Sir/Madam,

1. We hereby certify that we have not been blacklisted or debarred from participating in any procurement process by the Procuring Entity or by any other State or Central Government entity or Quasi-Government agencies or PSU's including AS-CFMS.
2. We hereby certify that we have not been insolvent, in receivership, bankrupt, or being wound up, not having its affairs administered by a court or a judicial officer, not having our business activities suspended and are not the subject of legal proceedings for any of the forgoing reasons.
3. We hereby certify that our directors and officers have not been convicted for any criminal offence relating to their professional conduct or the making of false statement or misrepresentation as to our qualifications to enter a procurement contract within a period of three years preceding the commencement of procurement process, or not having been otherwise disqualified pursuant to debarment proceedings.

Signature of the Bidder with seal:

Dated this \_\_\_ day of \_\_\_ of 20\_\_

Name of the bidder: -

Designation: -