



**EXPORT INSPECTION AGENCY-KOLKATA**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**World Trade Centre, 14/1B, Ezra Street,**  
**Kolkata- 700 001 (India)**  
**Phone : +91 33-22355057**  
[www.eicindia.gov.in](http://www.eicindia.gov.in)

**E-NOTICE INVITING TENDER**

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2026-27**

**Date: 30.04.2026**

**Notice for Inviting E-Tender through GEM portal from Chartered Accountants / Cost Accountant Firms for Conducting Internal Audit of Export Inspection Agency-Kolkata for the Financial Year 2025-26:**

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**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2026-27**

**Section-II: Important Information:**

**Name of Assignment: Engagement of Chartered Accountants / Cost Accountant Firms for Conducting Internal Audit of EIA- for the Financial Year 2025-26:**

**Important Information**

<b>S.No.</b>	<b>Particulars</b>	<b>Information to the Firms</b>
1.	Address for communication	Export Inspection Agency-Kolkata, World Trade Centre, 14/1B, Ezra Street, Kolkata – 700 001 (India)
2.	Contact Person	Deputy Director (Technical) (Incharge) Phone: 033-22355057 e-mail- <a href="mailto:jd-kolkata@eicindia.gov.in">jd-kolkata@eicindia.gov.in</a> / <a href="mailto:eia-kolkataadmn@eicindia.gov.in">eia-kolkataadmn@eicindia.gov.in</a>
3.	Date of Issue / Release	30 <sup>th</sup> April 2026
4.	Last of Submission	11 <sup>th</sup> May 2026
5.	Minimum Value of Work / Approximate Value of Work	Rs. 60,000.00 (Rs. Sixty Thousand only.) Yearly Lump sum amount including Travelling Charges / D.A., boarding and lodging etc. plus applicable taxes.
6.	Tender / quotation may be submitted online on	<a href="https://gem.gov.in">https://gem.gov.in</a>

**Section-II: Preface:**

Export Inspection Agency- Kolkata a statutory body, set up by the Government of India under section 7(1) of the Export (Quality Control and Inspection) Act, 1963 for quality control & inspection under the technical and administrative control of the Export Inspection Council of India (Ministry of Commerce and Industry, Government of India). Export Inspection Agency-Kolkata is presently having its Head office at 14/1B, Ezra, Street, Kolkata, West Bengal including laboratories and sub office situated at Bhubaneswar, Odisha including laboratory for providing its services to export trade.

**Services of EIA-Kolkata:**

Issue of Certificates of origin to the exporters under various preferential tariff schemes for export the products.

Certification of quality of the various export commodities through implementation of quality assurance system inspection and quality control system implementation (In-process quality control and self-certification) as well as consignment wise inspection.

Certification of quality of food items for export through implementation of food safety management system in food processing units and issuance of health certificates for various commodities for export.

Providing of testing and analysis services to the export trade for the various commodities to meet the national / international standards.

**Export Inspection Agency-Kolkata intends to engage a Chartered / Cost Accountant Firm for assign its internal audit work for the Financial Year 2025-26. The interested firms are requested to send their E-tender / E-quotations on GEM portal for the same as per terms and conditions given below in Section III, IV & V.**

**Section-III- Scope of Work / Major Areas to be covered**

**1. Objectives of Internal Audit-**

The main objective of internal audit for the Financial Year 2025-26 is to seek a professional opinion on overall internal control, shortcomings noticed in the existing system and suggestion for improvement in the same. Other objectives of the internal audit are to ensure proper documentation, control and compliance required to be done are fulfilled at all level in the organization.

**2. Scope of the work / Major Areas to be Covered-**

The internal audit of EIA-Kolkata will be carried out in the following sections of EIA-Kolkata as mentioned below:

**A. Accounts and Administration Sections**

**B. Technical Sections (i.e. Certificate of Origin (CoO), Inspection & Quality Control Sections, EIA-Kolkata-Laboratory & Sub Office- Bhubaneswar and its Laboratory**

**C. Others**

All the areas specified below for audit is for each section is indicative but not exhaustive and all areas are to be covered. The observation(s) made by Internal Auditors should be quantified in terms of number, as far as possible.

**A. Administration and Accounts Section:**

<b>S.No.</b>	<b>Scope of Work</b>
1.	Internal Audit will be conducted in accordance with Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (IAS) and audit will ensure that the accounts are maintained as per prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time.
2.	Internal Auditor will ensure correct accounting heads (i.e. Income, Expenditure, Liabilities and Assets etc.) along with supporting documents required, if any, after verification of accounting vouchers and entries in the books of accounts books of accounts like Cash Book, Bank Book, Journals, Expenditure and Revenue Ledgers etc.
3.	Checking of Cash Book, safety of cash viz cash chest arrangement and Insurance coverage.
4.	Physical verification of cash and certificate of actual cash in hand and cash as per cash book on the day of Internal Audit.
5.	Physical verification of FDRs , S-TDRs and MOD A/cs held giving full details viz FDR No., Bank / Branch, Amount, Rate of Interest, Period, Maturity Value and Maturity Date etc. and Reconciliation of FDRs and Interest statement provided by bank.
6.	Verification of Imprest A/cs with sub-offices.

7.	Internal Auditors will check that all the Cheques / Demand Drafts received are deposited timely in the bank account of the EIA-Kolkata and its Sub Office/s.
8.	Reconciliation of Bank Accounts, entries outstanding/ un-reconciled for the last three months will be reported.
9.	Internal Auditor will submit a disclosure in case that there is any case theft / embezzlement / misappropriation / fraud or suspicious payment is existing / found in the books of accounts for the financial year 2025-26.
10.	Verification of Monthly Pay Bills, Pay Bill (Salary) Register of officials, as applicable.
11.	<p>Compliance related to Provident Fund dues of employees like GPF, CPF, NPS and other dues as applicable and status report of any grievance pending on the same.</p> <p>(ii) Check the calculations of terminal benefits paid / payable to the employees on leaving the services due to superannuation / VRS / expiration etc.</p> <p>(iii) Status of career progressions i.e. MACP and promotions to the employees of EIA-Kolkata and will inform about the pending cases of the same with the reasons if any, under rules.</p>
12.	Compliance in respect of statutory dues Goods & Services Tax, TDS etc. Monthly Status report of deposit of the same and status of filing of returns. The Internal Auditors will assure the filing of the same timely before due date by visiting the EIA-Kolkata H.O. for compliance of the statutory dues on the Monthly / quarterly basis, as applicable.
13.	Internal Audit will submit a separate report in respect of collection and payment of Goods & Services Tax (GST) collection and Input tax credit availed by EIA-Kolkata for the financial Year 2025-26 by EIA-Kolkata H.O. and S.O. Bhubaneswar and will also provide a state wise reconciliation statement for the same along with observation raised during the Audit.
14.	Internal Audit will prepare a reconciliation regarding TDS deducted by the exporter on the Fee received.
15.	Audit will report regarding liabilities and advances outstanding on closing of books of accounts.
16.	Review of deposits made with other organizations and status of security deposits or earnest money held by the organization.
17.	Verification of Fixed Assets register and depreciation charged on the same as per rules applicable before finalization of annual accounts. Internal Audit will also verify the Physical varication of fixed assets has been completed.
18.	Verification of stock register/s maintained with various sections and reporting of status of physical verification report prepared for the same.
19.	Scrutiny of Staff Advance, Tour Advance, LTC Advance and other miscellaneous advance register. Reporting on the final claim settlement and comments on the advance outstanding, if any, on closing of books of accounts.
20.	Verification of Service Books of employees in respect of entries made for applicable leave, LTC and timely verification of the same by the concerned authority and respective officials.

21.	Internal Audit will submit a report on provision made in the books off accounts as per AS-15 as per Actuarial valuation report on employees terminal benefits i.e. Gratuity, Encashment of Leave etc.
22.	Internal Audit will scrutinize and verify the annual books of accounts before finalization (i.e. Balance Sheet, Income and Expenditure Account and Trial Balance etc.) of the organization will submit a report on the same to the competent authority of EIA-Kolkata.
23.	A separate team will provide the full assistance to compile the Reconciliation of FDRs and Interest Statement, Budget estimate for the Year 2026-27 and finalization to Balance Sheet, Income and Expenditure Account and Trial Balance etc. for year 2025-26 of the organization will submit a report on the same to the competent authority of EIA-Kolkata.

**B. Technical Section ( i.e. Certificate of Origin (CoO) Section & Inspection & Quality Control Section And Laboratory Section:**

1.	Internal Audit will ensure that Minimum annual fee as applicable on the approved plants has been collected by the Food and Food Products, Fish & Fisheries (Inspection) Section and S.O. Bhubaneswar as per latest prescribed slabs in the notification / executive instructions.
2.	<b>Verification of fee received</b> for Certification of forms by CoO Section, Food and Food Products, Fish & Fisheries (Inspection) Section and laboratory testing fee for various services, sale / printing of blank forms (CoO) from DGFT trade portal from exporters etc. Audit will ensure that fee has been received from for all certificates and sale of blank forms as per latest prescribed slabs in the notification / executive instructions and Goods and Services Tax has been collected properly on all the transactions as applicable.
3.	<b>Laboratory:</b> Internal Audit will also produce a reconciliation for no. of samples received in Laboratory at EIA-Kolkata and S.O. Bhubaneswar and Fee received for the same as per structure / latest prescribed.
4.	<b>Verification of monthly MIS</b> statement for certificates issued and sale of blank forms. Reconciliation of the same with MIS report prepared by concerned section, and financial data available with accounts section. Audit will find out the difference if any and report the reason of difference arises. Audit will also ensure the rectification of differences and errors.
5.	<b>Management report:</b> Internal Audit will submit a management report on overall functioning and internal control mechanism of Certification of forms by CoO Section, Food and Food Products, Fish & Fisheries (Inspection) Section and laboratory Sections along with S.O. Bhubaneswar for the Year 2025-26.

**C. Others:**

1.	Audit will ensure and report for any other compliance to be completed by the sections.
2.	Audit Firms may also be asked to cover the other areas for Internal Audit as required by the management.

**Section-IV- ELIGIBILITY CRITERIA**

E-Tenders/Quotations are invited from the interested C&AG empaneled registered Chartered / Cost Accountant Firms at Kolkata, West Bengal which should have at least fifteen years experience and have full time practicing 05 nos (Five) of partners and out of them 3 nos of (FCAs) Chartered / Cost Accountant partner/s. The interested firms should take a note of instructions, terms and condition mentioned below:

**Eligibility Criteria:**

<b>S.No.</b>	<b>Particulars</b>	<b>Years</b>	<b>Supporting Documents</b>
1.	Minimum no. of years of Experience of the firm	Minimum 15 Years	Copy of Certificate of incorporation of firms from ICAI / ICWAI.
2.	Registered Office	The registered head office of firm should be in Kolkata, West Bengal	Copy of Certificate of incorporation of firms from ICAI / ICWAI.
3.	No. of Partners	Minimum full time 5 Partners (Out of them <u>03 Partners should be mandatory FCA / FCWA</u> )	Copy of Certificate of incorporation of Firms from ICAI / ICWAI
4.	Empanelment	<b>C&amp;AG empaneled</b> for the Year 2025-26 / 2026-27	Copy of the Empanelment Certificate to be attached.
5.	Experience of <b>Statutory Audit / Internal Audit / Tax Audit</b> in the Autonomous Bodies / PSUs and Government Orgs. in previous three years.	Rs. 50,000/- and above (Minimum three work orders per year for per completed assignment during previous three Years)	Copies of Work orders <b>indicating the award amount clearly</b> issued by respective Autonomous bodies / Statutory bodies/ PSUs) ( <u>During 2023-24 to 2025-26 up to 31.03.2026</u> ).
6.	Average Annual Turn Over in Last 3 Years	Rs. 40 Lakhs & above	Copies of Income Tax Returns showing the computation.

**Please Note:**

- A. The firms not qualifying in any of technical criteria mentioned above at (point 1 to 6) shall not be qualify for opening of financial bid.**
- B. Financial bids lower than approximate minimum work value given (i.e. Rs. 60,000.00+ GST Applicable) will not be considered.**
- C. All Supporting documents should be certified by the managing partner / proprietor of the firm. (Formats are given below in Section-VI for Technical and Financial bids)**

**Section-V- Instructions and Terms & Conditions**

**1. Submission of E-Tender /Quotation /E-Bid on GeM Portal:**

The Firms shall submit / upload the E-Tender / quotation / bid documents complete in all respect in two parts i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on GEM portal (<https://gem.gov.in>) only. No other mode of tender application will be accepted.

**Technical E-Bid shall consist:**

- A. Annexure-I (Technical Bid) on the letter head of the firm each page of which should be signed by the managing partner or proprietor of the firm, format of the same is given in **Section VI** below.
- B. A copy of registration certificate and formation certificate of the firm issued by the ICAI / ICAI formerly ICWAI duly certified by the managing partner / proprietor of the firm.
- C. Details of all partners / Sole proprietor / Employees of the firms with registration no. and membership No. with concerned institute.
- D. Details of FCA /FCMA, ACA /ACMA, Semi qualified employees and other employees also to be provided.
- E. Copy of firm's PAN, GST Tax Registration No. including copies of previous three years Income tax returns and Computation to be provided duly certified by the managing partner / proprietor of the firm.
- F. Details of major audit experience / assignments of last three year especially in areas of Internal audit, Statutory Audit and Tax audit to be mentioned.
- G. Details of legal, court and arbitration case against the firm, pending, if any to be given.

**Financial E-Bid shall consist:**

- A. Annexure-II (Financial Bid) on the letter head of the firm each page of which should be signed by the managing partner or proprietor of the firm, format of the same is given in **Section VI** below.
- B. The financial bid of Internal Audit fee should be submitted on lump sum basis including of T.A., D.A., boarding and lodging charges etc. Service Tax as applicable will be paid extra as applicable and not to be mentioned in the financial bid.

## **2. Engagement of firm:**

Initial engagement period of the Internal Audit Firm will be for the Financial Year 2025-26. The assignment of Internal Audit may be further extended for subsequent years on the same terms and conditions based on the satisfactory performance of the firm.

## **3. Place of Audit, Time line and submission of Audit report:**

Internal Audit of EIA-Kolkata will be conducted annual basis at Head Office of EIA-Kolkata.

Internal Audit will be conducted by a team of professionals comprising at least one/ two Chartered / Cost Accountants, two semi qualified Chartered / Cost Accountants followed by other competent Audit personnel /clerks, as required. **Audit has to be commenced immediately after award of work. Internal Audit firms will have to complete the Audit work within 10 (Ten) working days.**

Internal Audit firm will have to submit the complete Audit report to Agency Incharge, EIA-Kolkata within 03 working days after completion of Audit.

## **4. Access to the records for Audit:**

The Audit firm will be given access to all records maintained by the various sections which are necessary for the purpose of Audit.

## **5. Liaison with Management:**

Selected senior Auditor/s will have periodical meetings with the management to review the progress of the work and to ensure that requirements are fully met.

## **6. Compliance on the previous Audit report:**

Internal Audit firm engaged will verify and provide the necessary assistance to ensure that compliance on the observations made in the previous Audit report is fulfilled by the concerned section.

## **7. System Improvement:**

The selected Auditor/s will report any shortcomings in the existing procedure of the system and suggest improvement for the same. Internal Auditors are encouraged to suggest the solutions for system improvement and to get rectify the errors / deficiencies and not merely confine to making observations but to ensure the compliance on the observations made at office itself in their presence.

## **8. Terms of Payment:**

EIA-Kolkata will make payment to Audit firm after successful completion of work and submission of Audit report and Tax Invoice for the same to this office. Payment will be made after deduction of tax at source as applicable as per Income Tax Act to the firm.

## **9. Sub Contract:**

The engaged Audit firm will not be allowed to sub contract the work to any other firms at any stage of work either in part or full.

## **10. Confidential:**

The Audit firm will not disclose the any documented management system or other information whatsoever to any other third party including their internal department.

## **11. EIA-Kolkata's Right:**

The Competent Authority, Export Inspection Agency-Kolkata reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

In case of any dispute regarding the Internal Audit Assignment, decision of Competent Authority, EIA-Kolkata will be final in the matter. If, any dispute arises due to this Internal Audit work Assignment, Jurisdiction for the same will be Kolkata Only.

Corrigendum/addendum regarding the quotation, if any, displayed on the GEM portal and same shall be binding on all the firms.

The Audit firm will not be allowed to leave the assignment at any stage after award the work to them. EIA-Kolkata may impose the penalty upon the firm, subject to maximum of full Internal Audit fee.

**Annexure-I- Technical Bid**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

**Subject: Submission of E-Tender on GeM Portal (Technical bid) for Internal Auditor work assignment for the Financial Year 2025-26.**

Sir,

With reference to your Tender document No. EIA/Kol/Admn./Acs/Corp/INTERNAL AUDIT/70003/2026-27 dated 30.04.2026 for engagement of Internal Audit work assignment for the Financial Year 2025-26, the under signed has read and examined all the terms and conditions in detail pertaining to above stated work assignment and do hereby interest to do the work as specified in the scope of work.

<b>S.No.</b>	<b>Description</b>	<b>Particulars / Response</b>
1.	Name of the firm	
2.	Address of the firm	
3.	ICAI / ICWAI Reg. No.	Copy of Reg. Certificate to be attached.
4.	<b>C&amp;AG Empanelment No.*</b>	Copy of empanelment Certificate to be attached.
5.	Date of constitution of the firm	Copy of Reg. Certificate to be attached.
6.	PAN of the firm*	Copy of PAN to be attached.
7.	GST Reg. No. *	Copy of GST Reg. Certificate to be attached.
8.	Name of managing partner / proprietor	
9.	Membership No.	
10.	Phone No.	
11.	Mobile No.	
12.	E-mail of the managing partner / proprietor of the firm	
13.	Date since firm has full time FCA	



**Section-VI- E-Tender on GEM Portal / BID Application Formats**

**Undertaking**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor).**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

Sir,

With reference to your Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2026-27 dated 30.04.2026 for engagement of Internal Audit work assignment for the Financial Year 2025-26, I / We the following partners of M/s. \_\_\_\_\_, Chartered / Cost Accountants do hereby jointly and severally verify and declare:

1. that the partners whose name is given in the list of firm's partner are full time partner in the firm.
2. that all information and attachments submitted with this application are true and correct to the best of my / our knowledge
3. that I / we hereby declare that any false information provided herein will result in the rejection of the quotation/ bid application and termination of contract at any stage of work, in terms of quotation.
4. that I / we hereby accept all terms and conditions of the quotation.

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: \_\_\_\_\_ )

(Membership No.)

Seal:

Date:

**Section-VI- E-Tender / BID Application Formats**

**Enclosure-A to (Annexure-I)**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

**Subject: Details of full time partners and employee of the firm as on 31.03.2026.**

<b>S.No.</b>	<b>Name of the Partner / Employee</b>	<b>Membership No. / Reg. No.</b>	<b>FCA, FCMA, ACA, ACMA / Semi Qualified CA / CMA</b>	<b>Nature – Partner / Employee ( Emp. Code, if Any)*</b>
1.				
2.				
3.				
4.				
5.				

**\*With Date of Qualification & Date of Joining to the Firm.**

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: )

(Membership No.)

Seal & Date:

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2026-27**  
**Section-VI- E-Tender / BID Application Formats**

**Enclosure-B to (Annexure-I)**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

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**Subject: Details of Assignment during previous three Years in Statutory / Autonomous Bodies, PSUs and Government Organisations). (As on 31.03.2026)**

**Ref: Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2026-27 dated 30.04.2026**

S.No.	Name of the Organization	Type of Organization (Statutory / Autonomous body, PSUs and Govt. Orgs.)	F.Y. & Type of Audit with Fee*			
			Financial Year	Internal / Concurrent Audit Fee (Rs.)	Statutory Audit Fee (Rs.)	Tax Audit Fee (Rs.)
1.						
2.						
3.						

**\*Copies of letter of Work Assignments / Awards to be enclosed for Proof.**

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,  
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: \_\_\_\_\_ )

(Membership No.)

Seal & Date:

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2026-27**  
**Section-VI- E-Tender / BID Application Formats**

**Annexure-II- Financial Bid**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor).**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

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**Subject: Submission of E-Tender on GeM Portal (Financial bid) for Internal Auditor work assignment for the Financial Year 2025-26.**

Sir,

With reference to your Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2026-27 dated 30.04.2026 for engagement of Internal Audit work assignment for the Financial Year 2025-26, the under signed has read and examined all the terms and conditions in detail pertaining to above stated work assignment and do hereby interest to do the work as specified in the scope of work.

I / we hereby submit the financial bid for the Internal Audit Work Assignment for the Financial Year 2025-26 in terms of the tender:

S.No.	Particulars	Internal Audit Fee (In Rs.)	
		(In Figure)	(In Words)
1.	Internal Audit Fee ( <b>Yearly</b> ) Lump sum including T.A., D.A., Boarding, Lodging and other out of pocket expenses etc.) for the entire Audit assignment and scope of work covered under the same in terms of the quotation.		

**Note:** GST as applicable will be paid extra and not to be quoted with Internal Audit Fee mentioned above. Fee in Figures and words has to be mentioned clearly without any overwriting. In case of any discrepancy, Fee mentioned in the words shall be taken in to cognizance.

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,  
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: )

(Membership No.)

Seal:

Date: