Government Of Jharkhand

JHARKHAND MINERAL AREA DEVELOPMENT AUTHORITY, DHANBAD

Luby Circular Road Hirapur Dhanbad- 826001
E-mail: secretaryjmada@gmail.com

e-Procurement Very short term Notice Inviting Tender

For

Selection & Engagement of Chartered Accountant (CA)/ Firm for Charted Accountant for Demand,Reconciliation,Liabilities,etc. in Bazar Fee Under JMADA, Dhanbad.

RFP Ref No: 20/26-27 Date: 30/10/2026

S.No.	Parameter	Details/Schedule
1.	Name Of Work	Selection & Engagement of Chartered Accountant (CA)/Firm for Charted Accountant for Demand,Reconciliation,Liabilities,etc. in Bazar Fee Under JMADA, Dhanbad.
2.	Contract Period	01(One Year)
3.	Cost Of RFP	10,000.00(Ten Thousand Only)
4.	Cost of EMD	1,00,000.00(One Lakh Only)
5.	Date of Publishing of RFP	04-11-2026 at 12:00 AM
6..	Pre-Bid Meeting Date & Time	12-11-2026 at 03:00 PM
7.	Last Date & Time for Bid Submission	17-11-2026 Till 04:00 PM
8.	Technical Bid Opening Date	18-11-2026 at 05:00 PM
9.	Financial Bid Opening Date	To be announced later
10.	Selection Methodology	QCBS (70% Technical + 30% Financial)

Note :-

1. Only e-Tender will be accepted. Further details can be seen on website http://jharkhandtenders.gov.in
2. Jharkhand Mineral Area Development Authority Dhanbad reserves the right to reject any or all the tender(s) received without assigning any thereof.

30/10/26
सचिव,
झमाडा, धनबाद।
30/10/26

ज्ञापांक..... धनबाद दिनांक.....

प्रतिलिपि :–जिला जन सम्पर्क पदाधिकारी, धनबाद को सूचनार्थ प्रेषित। अनुरोध है कि दैनिक समाचार पत्र के माध्यम से उपरोक्त e-tender का प्रकाशन झारखण्ड संस्करण न्यूनतम दो दैनिक समाचार पत्र **(एक अंग्रेजी एवं एक हिन्दी)** में प्रकाशित करवाने का कष्ट किया जाय। e-NIT का Soft Copy एवं Hard Copy संलग्न है।

30/10/26
सचिव,
झमाडा, धनबाद।
30/10/26

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सचिव,
झमाडा, धनबाद

PR 393004 District(26-27)#D

Digitally signed by Kripa Shankar
Date: 2026.11.09 15:31:28 IST
Location: Jharkhand-JH

GOVERNMENTOFJHARKHAND

Jharkhand Mineral Area Development Authority, Dhanbad

DISCLAIMER

1. Though adequate care has been taken while issuing this RFP, the applicant Chartered Accountant/Cost Accountant Firm should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3daysfrom the date of issue of the RFP, then this office shall consider that the document received by the Applicant Firm is complete in all respects and that the Applicant Firm is satisfied that the RFP is complete in all respect.

2. JMADA reserves the right to change any or all of the provisions of this RFP before date of submission. Such changes would be intimated to all parties procuring this RFP before date of submission.

3. JMADA reserves the right to reject any or the entire Proposal without assigning any reasons what so ever. No correspondence will be entertained on this account.

Secretary,

JMADA, Dhanbad.

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Government Of Jharkhand

JHARKHAND MINERAL AREA DEVELOPMENT AUTHORITY, DHANBAD

Luby Circular Road Hirapur Dhanbad- 826001

E-mail% secretaryjmada@gmail.com

REQUEST FOR PROPOSAL (RFP)

Selection & Engagement of Chartered Accountant (CA) /Firm for Charted Accountant for Demand,Reconciliation,Liabilities,etc. in Bazar Fee Under JMADA, Dhanbad.

RFP Ref No: ..20/..26.-27..... **Date:**...30/.10./.20.26..

1. INTRODUCTION & OBJECTIVE

Jharkhand Mineral Area Development Authority, Dhanbad invites competitive technical and financial proposals from eligible, qualified, and peer-reviewed Chartered Accountant (CA)/Firms to render comprehensive services encompassing General Financial Advisory For Demand,Reconciliation,Liabilities,etc. in Bazar Fee Under JMADA, Dhanbad.

2. KEY INFORMATION & SCHEDULE

S.No.	Parameter	Details/Schedule
1.	Name Of Work	Request of Proposal For Selection & Engagement of Chartered Accountant (CA)/Firm for Charted Accountant for Demand,Reconciliation,Liabilities,etc. in Bazar Fee Under JMADA, Dhanbad.
2.	Contract Period	01(One year)
3.	Cost of RFP	10,000.00(Ten Thousand Only)
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10.	Selection Methodology	QCBS (70% Technical + 30% Financial)

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Instruction to bidder

Section-I

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1. MINIMUM ELIGIBILITY CRITERIA

1. ICAI Registration: The firm must be registered with the Institute of Chartered Accountants of India (ICAI) and hold an active Peer Review Certificate.

- **2. Standing:** preferences will be given to firm that demonstrate a proven track record of sucessfully executing similar assignments in Continuous operating experience of at least 3 (Three Financial) years.

3. Partner Capacity: Must have at least 3 full-time Fellow Chartered Accountant (FCA) partners.

4. Financial Turnover: Average annual professional turnover of at least 50 lakh over the last 3 financial years.

5. Clean Track Record: Must not be debarred or blacklisted by any State/Central Government agency or PSU (Self-declaration affidavit required).

6. Joint venture and sub-contracting with other firms is not permitted for this assignment.
7. Head Office of the Firm must be in Dhanbad since incorporation as per Firm Constitution Certificate (ICAI / ICWAI.)
8. The firm must be registered under GST with principal place of business as Dhanbad and must also possess a PAN Card.
9. ITR of last three financial year.

2. LANGUAGE OF THE PROPOSAL:

Applicant Firms are required to furnish all information and documents, as called for in this Document, in English Language or Hindi Language (Devnagri). Any printed literature furnished by the Applicant Firm may be in another language, provided that this literature is accompanied by an English translation, in which case, for the purpose of interpretation of the document, the English version duly authenticated will prevail.

3. RIGHT TO ACCEPT/REJECT PROPOSALS:

The decision of the JMADA, Dhanbad, regarding the opening of Proposals, evaluation and acceptance of the Proposal shall be final and binding on all the Applicant Firms.

4. PERFORMANCE GUARANTEE:

The successful applicant shall provide a Bank Guarantee amounting to 1,00,000=00(One Lakh Only) towards Performance Guarantee in favour of "To The Secretary, Jharkhand Mineral Area Development Authority(JMADA) Dhanbad, for the agreement period.".

5. SIGNING OF AGREEMENT:

5.1 The successful Applicant Firm will report in the office of JMADA, with required non-judicial paper of appropriate amount, to be purchased from the state of Jharkhand only, within 5 days (five) days, for signing the formal agreement between the parties.

5.2 The signing of the agreement shall take place only after furnishing of performance guarantee. The agreement will be signed by the legally authorized person of the Applicant Firm as stated in RFP. If the applicant fails to sign the agreement in the specified time period, the performance guarantee, shall be forfeited.

6. TIME SCHEDULE OF CONSULTANCY:

The Chartered Accountant/Cost Accountant Firm, thus selected, would be expected to provide services within the time frame as finalized by the JMADA, Dhanbad.

7. AMENDMENT OF RFP:

7.1 At any time prior to the deadline for submission of Proposal, JMADA, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant Firm, modify the RFP document by the issuance of Addendum/ Amendment.

7.2 In order to afford the Applicant firms a reasonable time for taking an amendment into account, or for any other reason, the JMADA may, in its sole discretion, extend the Proposal Submission/Opening Date.

8. PAYMENT SCHEDULE:

Payment shall be made on per year report completed basis.

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9. INCOME TAX:

Income tax will be deducted from each bill as applicable and certificate to this effect shall be issued in due course in prescribed format

10. GST and other Tax:

The quoted rate should be inclusive of all taxes **excluding GST.** GST will be paid as per the current prevailing rates.

11. PRICE:

The rate should be inclusive of all kind of taxes and duties excluding GST. The Firm will be required to submit justification to substantiate the price break-up of the rate quoted in price bid.

12. INSURANCE:

No insurance charge in any shape will be paid by the department. However, the Firm may insure their staff and equipment for damage or loss in transit or during the work, at their own cost. Department will not be responsible for any loss for the damage to the equipment or person for any unforeseen reasons.

13. EVALUATION & SELECTION METHODOLOGY (QCBS 70:30)

Selection will follow the Quality and Cost Based Selection (QCBS) mechanism:

- Technical Weightage (W_T): 70%
- Financial Weightage (W_F): 30%

A. Technical Evaluation Criteria (100 Marks Max)

Bidders must secure a minimum of 70 marks in technical evaluation to qualify for financial bid opening.

S.No.	Evaluation Criteria		Max Marks
1.	**Firm Standing / Experience:** > 10 Years = 20 Marks 5-10 Years = 15 Marks 3-5 Years = 10 Marks		20 Marks
2.	**Number of Partners (FCA/ACA):** ≥ 5 Partners = 20 Marks 3-4 Partners = 15 Marks 1-2 Partners = 10 Marks		20 Marks
3.	**Government / PSU / Autonomous Sector Experience:** (4 Marks per major completed assignment)		20 Marks
4.	**Annual Turnover of the Firm:**	50 lakh to 75 lakh.	10 Marks
		75 lakh to 100 lakh.	15 Marks
		>100 lakh	20 Marks
5.	Team Qualifications & Technical Presentation/Methodology:		20 Marks
		Total Technical Score	**100 Marks**

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B. Final QCBS Score Calculation Formula

1. Normalized Technical Score (S_T):
   S_T = (Technical Marks Obtained / 100) × 70
2. Normalized Financial Score (S_F):
   S_F = (Financial Bid of F_1 / Financial Bid of Bidder) × 100 × 0.30
   (Where F_1 is the lowest valid financial offer submitted)
3. **Combined Total Score (S):**
   $S = S_T + S_F$

Selection: The bidder securing the **HIGHEST** combined total score (S) shall be declared the successful bidder and awarded the contract.

14. SUBMISSION FORMATS

Bidders shall submit two separate sealed envelopes (Envelope A: Technical Bid and Envelope B: Financial Bid) enclosed inside one master outer envelope.

Form 1: Technical Bid Structure

- Firm Profile (ICAI Registration, PAN, GSTIN, Peer Review Certificate).
- Details of Partners & Key Qualified Staff along with detailed CVs.
- Turnover Certificate certified by a practicing CA.
- Work Orders / Completion Certificates supporting government/PSU audit experience.
- Affidavit confirming Non-Blacklisting.

Form 2: Financial Bid Format

(To be submitted strictly inside Envelope B)

S.No.	Description of Services	Quoted Fee (₹)	GST (%)	Total Amount (₹)
1.	Professional Fee for CA Services for [Organization Name] (Annual Basis)			
	Total Amount in Words:			

15. KEY TERMS & CONDITIONS

- **Payment Terms:** Payments shall be released on a quarterly/annual basis upon satisfactory delivery of services and accepted audit reports.
- **Contract Period:** Initial engagement is for 1 Year, extendable annually upon mutual consent and satisfactory performance review.
- **Right of Rejection:** The competent authority reserves the absolute right to accept/reject any bid without assigning any reasons thereof.
- **to maintain independence avoid self review:** audit firm currently hired to check the organization's financial records is legally & contractually barred from bidding on or taking this new assignment. furthermore, no relatives of the firm shall be employed in the office, nor shall any office employee be a partener in the firm.
- **preferences will be given to firm that demonstrate a proven track record of sucessfully executing similar assignments in the past.**

Secretary,
Jharkhand Mineral Area Development Authority,
Dhanbad

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Terms of Reference

Section-II

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JHARKHAND MINERAL AREA DEVELOPMENT AUTHORITY (JMADA)

16.SCOPE OF WORK DOCUMENT

Appointment of Chartered Accountant Firm for Demand Reconciliation & Liability Assessment of Bazaar Fee under JMADA, Dhanbad

1. Objective

The primary objective of this assignment is to engage a qualified and competent Chartered Accountant (CA) firm to conduct a comprehensive financial reconciliation, verification and liability assessment of the 1% Bazaar Fee levied by the Jharkhand Mineral Area Development Authority (JMADA), Dhanbad. The consultant will be tasked with identifying revenue gaps, checking leakages, validating collections, and establishing formal outstanding demands against all liable commercial undertakings within JMADA's jurisdiction.

2. Statutory & Regulatory Framework

The exercise will be strictly anchored on the following statutory foundations:

- **Authority Notification:** Empowered vide Urban Development & Housing Department (UD&HD), Government of Jharkhand Notification No. 179 dated 2006.
- **Revenue Levies:** JMADA is legally mandated to collect a 1% Bazaar Fee directly on the gross sale and transaction value arising from the production of four specifically designated items: (i) Coal and Coke, (ii) Iron and Steel, (iii) Cement, and (iv) Explosive Items.
- **Target Entities:** Quarterly collection processes are currently active or enforceable for major public and private sector companies operating within the jurisdiction.

3. Detailed Operational Scope

The selected CA firm shall comprehensively perform the following professional duties:

A. Demand & Collection Reconciliation

- Conduct extensive multi-year verification of the quarterly financial statements and returns submitted by major public and private sector companies operating within the jurisdiction.
- Match production volumes, official dispatches, and transaction registers against local regulatory records to verify if the 1% fee calculation accurately matches total actual production value.
- Isolate and index all specific instances of variance, structural discrepancy, or unaccounted collection shortfalls.

B. Liability Assessment & Outstanding Demand Valuation

- Chart out an exact age-wise detailed outstanding dues summary matching historical defaults from the active statutory timeline up to the current fiscal year.
- Formulate structural models to compute complete applicable late fees, interests, or penalties as explicitly governed under the active JMADA code or the State Government guidelines.
- Categorize distinct items tied to active legal disputes, regular commercial appeals, or persistent collection delays, outlining comprehensive financial risks.

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C. Identification of Escaped Revenue & Jurisdictional Mapping

- Thoroughly map corporate activity within the complete geographic limits of JMADA
- Track, highlight, and report currently unmapped, un-levied, or unregistered corporate entities, production units, and private merchant suppliers dealing in the four statutory items (Coal/Coke, Iron/Steel, Cement, Explosives) who are evading the active bazaar fee network.

D. Governance & Controls Improvement

- Assess the structural operational efficiency of JMADA's revenue branch concerning tracking, ledger posting, default detection, and formal legal demand generation.
- Develop a technology-focused Standard Operating Procedure (SOP) containing modern monitoring benchmarks to streamline seamless quarterly collection processes going forward.

17. Key Deliverables & Timelines

The assignment progress will be tightly measured based on the submission of the structured deliverables below:

Deliverable	Report Description	Target Timeline
1. Inception Report	Submission of detailed project approach, required checklists, data requirement files, and resource allocation mapping.	Within 15 Days of Letter of Intent (LOI)
2. Draft Reconciliation Ledger & Liability Matrix	Delivery of detailed unit-wise reconciliation ledgers, age-wise calculated outstanding demand sheets, and penalty assessments.	Within 60 Days of Commencement
3. Final Summary & Institutional Revenue SOP	Submission of complete verified reports signed by the CA firm, definitive actionable demand drafts for corporate notice, and the future systemic optimization framework.	Within 90 Days of Commencement

18. DELAYSINTHEPERFORMANCE

18.1 Timely submission of the report as per the provision mentioned in the agreement.

18.2 In case of delay in the implementation of the project and/or any delay in performance during the contract period, the CA Firm shall be liable to any or all of the following actions:

(i) Imposition of Liquidated Damages.

(ii) For feature of performance guarantee.

(iii) Termination of the Contract for default.

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18.3 If at any time with respect to commencement of the project as required during performance of contract the CA firm may face difficulties impeding timely completion of the project under the contract and/or performance of services, the CA firm shall promptly inform the department in writing of the fact of the delay within 24 hours and its causes and likely duration.

18.4 As soon as practicable, after receipt of the CA firm notice, the department shall assess the situation and may at its discretion extend the time for commencement and/or performance with or without Liquidated Damages.

19. LIQUIDATED DAMAGES

19.1 In the event of failure of the implementation of the project by the Internal Auditors per the provision mentioned in the agreement, the Department reserves the option to recover liquidated damages, and not by way of penalty, for late implementation from the Internal Auditor in the following manner: -

S.No.	Details of delay	Liquidated Damage tobe charged
(i)	For delay up to 25% of the implementation Period	2.5% of the Proposal price
(ii)	For delay ofmorethan25% and up to 50% of the implementation period	5% of the Proposal price
(iii)	For delay of morethan50% and up to 75%of the implementation period.	7.5% of the Proposal price
(iv)	For the delaymorethan75%oftheimplementation period	10% of the Proposal price (maximum)

19.2 The aforesaid chargeable liquidated damages, if not paid by the Internal Auditor, would be recoverable under the relevant provisions of Public Damage Recovery Act 1914 by the Department/JMADA, Dhanbad.

20. DETAILS TO BE KEPT CONFIDENTIAL

20.1 The Internal Auditor shall treat the details of the agreement as private and confidential, save in so far as may be necessary for the purposes there of, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the prior consent in writing of the department.

20.2 If any dispute arises as to the necessity of any publication or disclosure for the purpose of the agreement the same shall be referred to the Managing Director, JMADA, Dhanbad, whose decision shall be final.

20.3 The Internal Auditor or his representative should neither disclose the data nor sale the data or use it for commercial exploitation or research work without the written permission of the Principal Secretary, Urban Development and Housing Department.

21. DISQUALIFICATION

21.1 JMADA, in its sole discretion and at anytime during the processing of Proposals, may disqualify any Applicant Firm from the Proposal process, if:

21.2 Firms not meeting eligibility criteria.

21.3 Firms made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

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21.4 If found to have record of poor performance such as abandoning works, not properly completing the agreement, inordinately delaying completion, being involved in litigation or financial failures, etc.

21.5 Submitted Proposal which is not accompanied by required documents is non-- responsive.

21.6 Failed to provide clarifications related there to, when sought.

21.7 Bidders, who are found to canvass, influence or attempt to influence in any manner the qualification of selection process, including without limitation, by Proposing bribes or other illegal gratification shall be disqualified from the process at any stage.

22. TERMINATIONOFTHECONTRACT

22.1 The JMADA shall have a right to cancel the agreement if the CA firm or commits breach of any condition. Breach of agreement include, but are not limited to, the following:

22.1.1.1 It is found that the time schedule of implementation of the scheme is not being adhered to,

22.1.1.2 The CA firm stops work &such stoppage has not been authorized by the JMADA, Dhanbad.

22.1.1.3 The CA firm may be come bankrupt or goes into liquidation,

22.1.1.4 The Department gives notice to correct a particular defect/irregularity and the CA firm fails to correct such defects/irregularity within a reasonable period determined by the JMADA, Dhanbad.

22.1.1.5 In case the CA firm fails to carry out the instructions/orders issued by the JMADA from time to time during the agreement and fails to comply with the laws applicable in the State.

22.1.1.6 The CA firm fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by JMADA, Dhanbad.

22.1.2 Because of breach of agreement by the CA firm for any of the above reasons, the JMADA shall have the right to terminate the agreement, forfeit the security deposit, and invoke the performance bank guarantee.

23. DISPUTE RESOLUTION

23.1 The JMADA, Dhanbad and the CA firm shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under agreement.

23.2 If after 30 days from the commencement of such direct negotiations, the dispute is not resolved it shall be referred to Deputy Commissioner of concerned JMADA District, where decision shall be final and binding upon both parties.

23.3 Pending the submission of and/or decision on a dispute, difference or claim or until the matter is decided by Deputy Commissioner of concerned JMADA District, the CA firm shall continue to perform all its obligations under this agreement with out prejudice of final adjustment in accordance with such award.

23.4 The JMADA may terminate this agreement, by giving a written notice of termination of minimum 30 days, to the CA firm, if the CA firm fails to comply with any decision delivered by Managing Director of JMADA.

Secretary,

JMADA, Dhanbad.

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FormT-1

BIDDERS DETAIL

1	Name of Firm	
2	Date of incorporation of the Firm	
3(a)	Address of bidder	
(b)	Phone no:	
(c)	Fax no.	
(d)	Email	
(e)	Website	
4(a)	Name of authorized signatory to bid	
(b)	Designation	
(c)	Phone(Landline/Mobile)	
(d)	Fax	
(e)	Email	
5	PAN of Firm	
6	GST Registration No	
7	ICAI/ICWAI Empanelment/Registration number	
8	Name, address, Tel No. Fax, email at which communication to be sent in respect of bid	
9	Names of the present / Partners	

(Signature of authorized signatory of
Chartered/Cost Accountant Firm and seal)

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Form T -2

1. Similar Assignmentundertaken in last 5 year.

Internal and/or statutory audit of Books of Accounts, similar assignments in the past or Consultancy assignment in other Banks/Government sector / PSUs in India, of which atleast one work order of Consultancy/Statutory Audit of Government Department of Dhanbad in last 3 years till 31.08.2026.

Sl.No.	Name of the Department	Agreement No./Work Order No.& Date	Assignment Name	Was the Assignment successfully completed (with date)
A	B	C	D	F

(Signature of authorized signatory of Chartered/Cost Accountant Firm and seal)

Note: Please attach copies of the work order/contract issued by competent authority from the client/ work completion certificate in support of documentary proof.

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FormT-3

FINANCIAL STRENGTH OF THE CHARTERED/COST ACCOUNTANT FIRM

Year	Turn over(Rs.inLakhs)
2025-26	
2024-25	
2023-24	

Note: -Pl. attach Audited financial statement/CA Certificate for respective years.

(Signature of authorized signatory
of Chartered/Cost Accountant Firm
and seal)

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Form T-4

FORMAT OF CURRICULUM VITAE(CV) FOR PROPOSED KEY STAFF

(Team Leader/Audit Manager)(Please enclosed the supporting documents)

1. **Proposed Position:**
2. **Name: .....**
3. **Date of Birth: .....**
4. **Nationality: .....**
5. **Educational Qualification:**
6. **Membership of professional Associates:**
7. **Year of Qualifying**
8. **Employment Record:**
   (List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned along with certificate for the Team Leader,).
9. **Summary of the CV**
   (Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

   9.1 Education:

   (i) Field of Graduation and Year
   (ii) Field of post-graduation/Professional and year
   (iii) Any other specific qualification
   9.1 Total Experience in field as specified in clause 11.1.1:
   9.2 Permanent Employment with the Firm (Yes/No): If yes, how many years: If no, what is the employment: Arrangement with the firm?

Certification:

1. I am willing to work on the project and I will be available for entire duration of the project assignment.
2. I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualification, and my experience

Signature of the Candidate

Signature of the Authorized Representative of the firm Place

Date

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Form T-5

FORMAT OF CURRICULUM VITAE(CV) FOR PROPOSED KEY STAFF

(Chartered/Cost Accountant)(Please enclosed the supporting documents)

1. **Proposed Position:**
2. **Name of Staff:**.....
3. **Date of Birth:**.....
4. **Nationality:** .....
5. **Educational Qualification:**
6. **Passing Year of ICSI Final Examination:**
   (Enclose Passing Certificate issued by ICSI)
7. **Employment Record:**
   (List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned along with certificate for the Team Leader,).

8. **Summary of CV**
9. (Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

   9.1 Education:
   - i. Field of Graduation and Year
   - ii. Field of post-graduation/Professional and year
   - iii. Any other specific qualification

   9.2 Total Experience:

   9.3 Permanent Employment with the Firm (Yes/No):If yes, No of years:

   If no, what is the employment: Arrangement with the firm?

Certification:

1. I am willing to work on the project and I will be available for entire duration of the project assignment.
2. I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualification, and my experience

Signature of the Candidate

Signature of the Authorized Representative of the firm Place

Date

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Form Tech-7

FORMAT OF CURRICULUM VITAE(CY) FOR PROPOSED KEY STAFF

(Audit Assistant/Paid Assistant)(Please enclosed the supporting documents)

1. **Proposed Position:**
2. **Name of Staff:**.....
3. **Date of Birth:**.....
4. **Nationality:** .....
5. **Educational Qualification:**
6. **Employment Record:**
   (List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned along with certificate for the Team Leader,).

7. **Summary of CV**
   (Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

   7.1 Education:
   - Field of Graduation and Year
   - Any other specific qualification

   7.2 Permanent Employment with the Firm (Yes/No):If yes, No of years:
   If no, what is the employment: Arrangement with the firm?

Certification:

1. I am willing to work on the project and I will be available for entire duration of the project assignment, and I will not engage myself in any other assignment during the agreement of his assignment on the project.
2. I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualification, and my experience

Signature of the Candidate

Signature of the Authorized Representative of the firm Place

Date

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ANNEXURE1: CHECKLIST

Preliminary Checklist for Bidders for Qualification Criteria

A. All the forms as mentioned in the table below must be submitted by the firm in order to qualify in qualification criteria.

s. No.	Document
1	RFP Document Fee.
2	EMD (As asked in RFP)
3	CertificateofIncorporation/EmpanelmentwithICWAIandICAI(AskedinRFP)
4	Declaration of not being blacklisted/debarred
5	Audited Financial Statementforlast3years/ CA Certificate for Turnover
6	All Technical Forms (FormTECH1to TECH 7, including work experience inform of completion certificates)
7.1	FORMTECH-1
7.2	FORMTECH–2(Pl. enclose relevant supporting documents)
7.3	FORMTECH–3(Pl. enclose relevant supporting documents)
7.4	FORMTECH–4(Pl. enclose relevant supporting documents)
7.5	FORMTECH–5, 6, 7 (Pl. enclose relevant supporting documents)
8	PAN(Pl. enclose relevant supporting documents)

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