

Request for Proposal from Chartered Accountant firms for selection of Auditor

Horticulture Mission (CA), Uttarakhand invites expression of interest from Chartered Accountant firms meeting the minimum eligibility criteria for conducting audit of Horticulture Mission for North East and Himalayan States (HMNEH) and National Mission on Micro Irrigation (NMMI) Scheme in Uttarakhand.

**State Horticulture Mission  
Department of Horticulture and Food Processing,  
Government of Uttarakhand,  
Government Garden, Circuit House, Dehradun**

HMNEH

The Horticulture Mission of HMNEH is being implemented in the State since 2003-04 for the development of horticulture sector by ensuring forward and backward linkages through cluster approach, covering production, post-harvest management, processing and marketing with the active participation of all the stakeholders.

The mission of horticulture crops such as fruits, vegetables, spices & flowers are included in the mission.

Development of horticulture clusters are aimed at developing production base for providing material not only for fresh consumption but also for setting up of industries for post-harvest management, processing and marketing.

Mission Objective: The mission's objective are to promote holistic growth of the horticulture sector through area based regionally diversified strategies to enhance horticulture production.

**Tender document for submission of Expression of Interest (EoI) for selection of firm of Chartered Accountants for audit of Horticulture Mission for North East and Himalayan States (HMNEH) and National Mission on Micro Irrigation (NMMI) Scheme in Uttarakhand for financial year 2013-2014.**

The Horticulture Mission of HMNEH is being implemented in the State since 2003-04 for the development of horticulture sector by ensuring forward and backward linkages through cluster approach, covering production, post-harvest management, processing and marketing with the active participation of all the stakeholders.

## **Request for Proposal from Chartered Accountant firms for selection of Auditor**

**Director, Horticulture Mission (CA), Uttarakhand** invites expression of interest from interested Chartered Accountant firms meeting the minimum eligibility criteria for conducting audit of Horticulture Mission for North East and Himalayan States-(HMNEH) and National Mission on Micro Irrigation, Uttarakhand for financial year 2013-2014.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C. A. firms are given in the following paragraphs.

### **Background**

#### **HMNEH**

The Centrally Sponsored Scheme of HMNEH is being implemented in the State since 2003-04 for the holistic development of horticulture sector duly ensuring forward and backward linkages by adopting cluster approach, covering production, post-harvest management, processing and marketing with the active participation of all the stake-holders.

Under the mission all horticulture crops such as fruits, vegetables, spices & flowers are included for area expansion.

Development of horticulture clusters are aimed at developing production base for providing raw material not only for fresh consumption but also for setting up of infrastructure for post harvest management, processing and marketing.

**Mission Objective:** The Mission's objective are to promote holistic growth of the horticulture sector through area based regionally differentiated strategies, to enhance horticulture production, improve nutritional security and income support to farm households and others, to establish convergence and synergy among multiple on going and planned programmers for horticulture development; to promote, develop and disseminate technologies, to generate employment for skilled and unskilled persons, especially unemployed youth.

**Mission Strategy:** The Mission envisages an end-to-end approach covering production, post harvest management, processing and marketing to assure appropriate returns to growers / producers; promote R&D technologies for production, post harvest management and processing; enhance acreage, coverage, and productivity in potential belts/clusters; adopt a coordinated approach and promote partnerships, convergence and synergy among R & D, processing and marketing agencies in public as well as private sectors, at all levels; promote, wherever appropriate, National Dairy Development Board (NDDB) model of cooperative to ensure support and adequate returns to farmers and promote capacity- building and Human Resource Development at all levels.



**Mission Structure:** The Mission has a three tier structure – National, State and Districts levels. At the National level, there is a Central Steering Committee (CSC) headed by the Secretary (Agriculture & Cooperation) to oversee the activities of the Mission and approves the Annual Action (AAPs) of the States. Similarly, at the State level, State Level Steering Committee (SLSC) under the Chairmanship of the Chief Secretary is responsible for approving the State Annual Action Plan and ensure the effective implementation and monitoring of the mission programmes. At the Districts level, the Districts Level Committee (DLC) under the Chairmanship of Chief Executive Officers (CEO) of Zila Parishad / CEO of Districts Rural Development Agency (DRDA) is responsible for project formulation and monitoring.

HMNEH is being implemented in Uttarakhand in all the 13 Districts covering 95 Blocks. The Department of Horticulture & Food Processing, Uttarakhand is implementing following activities under the Mission:-

Under this Mission, activities related to increase production and productivity of identified horticulture crops (Fruits, Vegetables, Spices and Flowers) having comparative advantage are taken up by adopting cluster approach, which include setting up of nurseries, tissue culture labs and distributions of planting material, vegetable seed production, area expansion, rejuvenation of old and senile orchards, creation of community and individual water sources, protected cultivation, INM/IPM, organic farming, pollination support through bee keeping, promotion of mushroom cultivation, mechanization and training of farmers and officials, awareness campaign etc.

### **Funding Arrangements**

The funds for routed through SFAC for further release to respective State Level SFAC of the States.

These funds to State level SFACs/ Director (Hort./Agri.) of respective States immediately within 15 days of receipt of the funds from DAC as per physical and financial targets approved. On the directions of Secretary (Hort.)/ Director (Hort.)/Nodal Officer of the State for implementing Horticulture Mission, the State level SFAC/ Director (Hort./ Agri.) releases funds to District Horticulture Officer. The District Horticulture Officer further releases funds, as far as possible through cheques, to beneficiaries identified in the district on the basis of approved work plan (based on district project report). The District Hort./Agri. Officer facilitates beneficiaries in procurement of planting material, organic manures, equipments, etc.

### **National Mission on Micro Irrigation (NMMI)**

NMMI is a Centrally Sponsored Scheme in which 40% of the cost of the MI system is borne by the Central Government, 10% by the State Government and the remaining amount is borne by the beneficiary either through his / her own resources or loan from financial institutions. Additional assistance of 10% of the cost of the MI system is borne by the Central Government in respect of small and marginal farmers.





## Mission Objectives

The main objectives of NMMI are as follows:

- To increase the area under micro irrigation through improved technologies.
- To enhance the water use efficiency in the country.
- To increase the productivity of crops and farmers' income.
- To establish convergence and synergy among on-going Government programmers
- To promote, develop and disseminate micro irrigation technology for agriculture / horticulture development with modern scientific knowledge.
- To create employment opportunities for skilled and unskilled person especially unemployed youth.

## Objectives of Audit

Location of the units to be covered under audit would be at around seventeen (17) different places spread throughout Uttarakhand State, Scope of audit would include bank Reconciliation, inter unit reconciliation, preparation of unit - wise as well as component - wise statement of utilization of funds, consolidation of the same and issue Utilization Certificate timely as per requirement of DAC, Government of India.

## Standards

The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

## Scope of Work and audit coverage

- Balance Sheet
- Income & Expenditure Account
- Utilization Statements
- Inter Unit Reconciliation Statements
- Verification of Cash Book and
- Bank Reconciliation Statements
- Any other report as may be required.



## **Management Letter:**

In addition to the audit reports, the auditor will prepare a "Management Letter", in which the auditor should summaries, the observations on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- Report any procurement which has not been carried out as per the procurement manual.
- Communicate matters that have come to the attention during the audit which might have significant impact on the implementation; and
- Bring to management attention any other matter that the auditor considers pertinent.
- Conclude the final audit report with suggestions for every discrepancies find out during the concurrent audit and reporting the same to the head office.

The observations in the management letter must be accompanied by the implications, suggested recommendations from the auditors and management comments on the Observations / recommendations have to be obtained and reported

## **Reporting and Timing:**

The consolidate audit report and duly certified Audited Statement of Account have to be submitted within 60 days from the date of award of the audit assignment.

## **Additional Instructions to Auditors**

- a) The auditor will specifically mention in the audit report about the coverage of audit.
- b) The auditor appointed shall be required to preparation of unit - wise as well as component - wise statement of utilization of fund, consolidation of the same and issue Utilization Certificate timely as per requirement of Government of India
- c) Management Letter along with the comments/reply of the Management

## **General**

The auditor should be given access to any information/record relevant for the purpose of conducting the audit. This will normally include regarding procurement guidelines administrative orders issued by the state/central Government, norms etc.

## **Coordinator for the Assignment**

For all administrative purpose Directorate Horticulture Mission, Circuit House, Dehradun shall be the Officer in-charge of the assignment.



## Guidelines for Submitting the Proposals:

### General Guidelines

CA firms are required to submit the proposal (RFP) (in two separate & sealed cover /envelops) duly writing on Top as proposal for **“Audit of Horticulture Mission for North East and Himalayan States-(HMNEH) and National Mission on Micro Irrigation (NMMI), Uttarakhand for financial year 2013-2014”**. The RFP shall be available from **16 July 2014** on <http://shm.uk.gov.in>, last date for depositing the RFP will be **26 July 2014 by 2:00 PM** at The Director, Horticulture Mission for North East and Himalayan States, Department of Horticulture and Food Processing, Government of Uttarakhand Govt. Garden, Circuit House, Dehradun as per the guidelines and formats detailed out in the following paras:

i.	The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked <b>“TECHNICAL PROPOSAL FOR AUDIT FY 2013-2014”</b> . Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked <b>“FINANCIAL PROPOSAL FOR AUDIT FY 2013-2014”</b> followed by the name of the assignment, and with a warning <b>“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</b> The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, title of the Assignment, and be clearly marked <b>“DO NOT OPEN, EXCEPT IN PRESENCE OF THE STANDING COMMITTEE FOR AUDIT”</b> . The mission shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
ii.	Format for technical and financial proposals are attached.
iii.	The interested firm should submit the proposal form to <b>Director, Horticulture Mission, Uttarakhand</b> , which will evaluate the Technical proposal and finalize the same for opening of financial bids of eligible firms.
iv.	All applicants must comply with the Technical Specification, General conditions and format/Requirements for Technical and Financial proposal.
v.	Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
vi.	Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
vii.	All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
viii.	The Technical bid will be opened on <b>26 July 2014 at 3:00 PM</b> and for opening of financial bid will be informed separately to the qualified firms.
ix.	<b>Director, Horticulture Mission, Uttarakhand</b> reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.



## Minimum Eligibility Criteria:

The Firm must have

- (a) Minimum 10 years of existence as per ICAI Certificate (As per Certificate of ICAI as on 1.1.2014)
- (b) Should have its Office at Dehradun
- (c) Should be empanelled with C&AG & RBI
- (d) Should have Minimum two Full Time Qualified Chartered Accountants with the firm (As per Certificate of ICAI as on 1.1.2014) with at least one of whom should be a FCA
- (e) Minimum one person of the firm should be a DISA Qualified Chartered Accountants
- (f) Average Annual turnover of the firm for the last 5 years should be minimum Rs. 20 Lacs.
- (g) The firm should have conducted Internal Audit / Statutory audit of Government entities of repute for a minimum period of three years.

Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.

## Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the technical proposal:

- a. For S. No. a, b, c, d and e above, the firm must submit an attested copy of registration letter of CAG confirming the empanelment status for the financial year 2013-2014 and self attested constitution certificate issued by ICAI which should not be earlier than 1 January 2014.
- b. For S. No. f, the firm must submit, a copy of the audited Financial Statements and audit reports OR Self attested Financial Statements (if audit is not Required) for the last five years.
- c. For S. No. g and h above, the firm must submit copies of the work order and list as per format provided in the technical annexure.
- d. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other Government organization, external organization in respect of any assignment or behavior. [Self-attested affidavit on Rs.100/-stamp paper to be given in this regard by the authorized person of the firm].
- e. Income Tax return of the Firm duly acknowledged by the IT Department.
- f. **Security deposit/Tender Cost:** The Applicant firm should enclose the demand draft of any schedule bank of Rs. 1000/- (One Thousand Only) for tender processing fees which is non-refundable, Rs. 25,000/- (Rupees Twenty Five Thousand Only) as Security Deposit. The security deposit of selected firms will be retained till the completion of work. Security deposit of firms which are not selected will be returned. All the demand drafts shall be drawn in favour of Director, Horticulture Mission, Uttarakhand, Dehradun.
- g. The applicant firm should be able to demonstrate its capability to execute the work. Accordingly the firm should submit methodology for execution of work.
- h. Other documents given in the EOI any where.



**Other information for preparation and submission of expression of interest:**

1. The term "Full Time Partner" does not include those partners who are –
  - a. Partners in other firms or
  - b. Employed as Part –Time or Full time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2(2) of the CA Act, 1949.
2. The Expression of Interest must be delivered by post in sealed envelope/by hand at the following address  
To,  
The Director  
Horticulture Mission for North East and Himalayan States,  
Department of Horticulture and Food Processing,  
Government of Uttarakhand Govt.  
Garden, Circuit House, Dehradun
3. All full time partners should invariably sign the undertaking in Section C to the Expression of Interest. Similarly, all the full time Chartered Accountant employees of the firm should sign in the column provided at Annexure B of the format.

**Non-Eligibility of applicants:**

1. Firms submitting application in joint ventures / associations will not be considered.
2. Subletting the work to the other CA Firms / any other person is not allowed. Such cases if brought into notice/found at any point of time before/after election, the concerned firms will be deferred from bidding process for next 5 years and contract will be cancelled with penalty.
3. Firms who have been allotted work by **Director, Horticulture Mission, Uttarakhand** have not accepted the work / left the work unfinished are not eligible to apply.
4. The firm or any partners of the firm black listed by any PSUs or Government Department / organization, external organization in respect of any assignment or behavior will not be considered.



## Selection process of auditor

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 80% weightage would be given to the Technical evaluation and 20% weightage would be given to the financial bid.

### First Stage:

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Eligibility Criteria & Technical Evaluation" section.
- iii. The technical proposal scoring at least 65% of the marks shall be considered as "Qualified on Technical Parameters". A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 65%).

### Second Stage:

- i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 65% of maximum marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process for conducted the audit work.
- ii. Quality cum Cost Based (QCBS) process shall be followed as under: Once the Technical points have been allotted and finalized, 80% of such points shall be allotted to the respective bidding firm and after opening of the Financial Bid the amount of quoted Audit Fee shall be mentioned against the respective C.A. firms. 100 Marks shall be allotted to the firm quoting the minimum Financial Bid and the rest will be awarded points on proportionate basis.
- iii. A minimum amount for conducting the audit work of different units across the State has been worked out by the Department. The proposal of the firm which quotes less than this amount will be summarily rejected and would not be considered further.

## Award of Contract

On completion of selection process, the firm selected shall be asked to make presentation of methodology before the competent authority. After successful presentation, the firm will be appointed to conduct the audit and will be issued formal appointment letter by **Director, Horticulture Mission, Uttarakhand**. Thereafter, the selected firm will sign MoU with Director, Horticulture Mission, Uttarakhand for conducting the audit work.





### Points System

Sr.	Particulars	Max Marks	Evaluation Criterion
1	Number of Full Time Fellow CA Partners associated with the firm (As per Certificate of ICAI as on not earlier than 01.01.2014)	20	Up to 1 FCA Partner = 10 Marks
			Up to 2 FCA Partners = 15 Marks
			More than 2 FCA Partners = 20 Marks
2	Number of full time Associate CA Partners with the firm (apart from (1) above (As per Certificate of ICAI as on not earlier than 01.01.2014)	15	Up to 1 CA = 05 Marks
			Up to 2 CA = 10 Marks
			More than 3 CA = 15 Marks
3	Average Annual Turnover of the firm in the financial years 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013	15	Above 20 Lacs and up to 25 Lacks= 05 Marks
			Above 25 Lacs and up to 50 Lacks = 10 Marks
			Above 50 Lacs = 15 Marks
4	No. of Years of Firms Existence (will include deemed date)	10	Above 10 years & up to 20 years = 8 marks
			Above 20 years = 10 marks
5	No. of Assignments of Statutory / Internal / Concurrent audit / Physical Verification of Government entities	20	Up to 3 Assignments = 10 Marks
			3 to 5 Assignment = 15 Marks
			More than 5 Assignments = 20 Marks
6	The firm should have experience of at least three years in respect of conducting accounting assignments of Government entities	10	Up to 1 assignment = 5 Marks
			More than 1 and upto 3 assignments = 8 Marks
			More than 3 assignments = 10 Marks
7	Number of Qualified / Semi-Qualified Staff (excluding partners)	10	1 Semi-Qualified staff = 2
			Semi-Qualified Staff more than 1 = 5 Marks
			Qualified Staff up to 1 = 5 Marks
			Qualified Staff more than 1 = 10 Marks





Rs. 1000/-

Cash receipt No/Bank draft No-----  
Date.....

### Cover letter for submission of expression of interest

To  
The Director,  
Horticulture Mission for North East and Himalayan States,  
Department of Horticulture and Food Processing,  
Government of Uttarakhand  
Govt. Garden, Circuit House, Dehradun

Date: \_\_\_\_\_

Sub: Selection of Chartered Accountant Firms for Horticulture Mission for Uttarakhand.

Reference:

Sir,

We \_\_\_\_\_, a CA firm herewith encloses Expression of interest (EOI) as per prescribed format for selection of CA firm/firm(s) for Paddy Procurement Audit. We also understand that Management reserves every right for selection of suitable applicants.

Enclosures:

1. Covering letter in the specified format
2. Expression of Interest (EOI) in specified format.
3. Copy of latest constitution certificates (not earlier than 01 January 2014) of firm issued by ICAI clearly indicating
  - a. Date of Formation of Firms with a full time FCA
  - b. Latest Details of Partners/Sole Proprietors/CA Employees, date of joining of the firm, date of becoming FCA, their own interest, if any.
4. Copy of latest partnership deed in case of partnership firms
5. Copy of Audit report and financial statements of the firm along with schedules for the FY 2008-2009, 2009-2010, 2010-2011, 2011-2012 and 2012-2013.
6. Copy of acknowledgement of the IT returns of the firm for the FY 2008-2009, 2009-2010, 2010-2011, 2011-2012 and 2012-2013 along with a copy of computation of income.
7. Details of any court cases/arbitration cases/ or any other case pending against the firm.

Yours faithfully

(Partner-MNO \_\_\_\_\_)





## Format for submission of Expression of Interest

### General Profile Section -A

1. Status of Firm :
2. Name of the Firm (in Capital Letters) :
3. Address of the Head Office (incl. Tel Ph & Email id) :
4. PAN of the firm :
5. ICAI Registration No :
6. Service Tax Registration Number :
7. Date of Constitution of the Firm :
8. Date since when the firm has a full time FCA :
9. Number of Full time Partners as on 01.01.2014 : As per Annexure A
10. Number of Full time CA Employees as on 01.01.14 : As per Annexure B
11. Number of Audit Staff employed full time with Firm as ( Please Attach List )
  - a. Article Clerks :
  - b. Other Audit Staff :
12. Number of Branches : As per Annexure C
13. Whether the firm has experience in any internal audit or Concurrent audit or computerization of accounts or any other services for any Govt. Companies / Corporations etc : Yes/No
14. Whether there any court cases/arbitration/any other legal case against the firm (If yes, please provide details in separate annexure) : Yes/No





**Annexure A: Latest Details of Full time Partners of the firm**

S. No	Name of Partner	Membership No.	FCA / ACA	Date of Joining the firm (Full Time)	Date of becoming FCA	Whether ISA/CISA Qualified (Specify the Qualification) *

\* If yes please attach a copy of the certificate

**Annexure B: Latest Details of Qualified/ Semi-Qualified CA Staff of the firm**

SNo	Name	Membership No/ Student Reg. No.	FCA/ACA	Date of Joining as Employee	Signature of Employee

If yes please attach a copy of the certificate

**Annexure C: Particulars of Branches**

SNo	Location of Branch	Address of Branch (incl. Phone No)	Name of Partner in Charge	Date of Opening of Branch



## Financial Profile and Work Experience

### Section B

1. Annual Turnover for the Firm for Last 5 Financial Years

- a. 2012 – 2013 :
- b. 2011 – 2012 :
- c. 2010 – 2011 :
- d. 2009 – 2010 :
- e. 2008 – 2009 :

2. Details of Experience of the firm in Central Government funded /: Please fill Annexure D

State Government Funded Projects

3. Details of assignments in hand with the firm in Central Government funded / State Government Funded / Projects : Please fill Annexure E

4. Details of Other Experiences of the firm excluding above : Please fill Annexure F

5. Details of Specialization Gained by the Firm : Please fill Annexure G

**Annexure D: Details of Audit Experience in PSU/Central Government Funded / State Government Funded Projects of the firm in the following format**

SNo	Name of Organization	Turnover of / Funds handled by the auditee organization	Nature of Assignment	Scope and nature of work	Fees Charged	Work order attached in Page No.*
				Total Rs.		

- \* Only those assignments will be considered for which work order are attached and page number mentioned in the annexure above.
- \* Only those assignments will be considered for which work order are attached and page number mentioned in the annexure above.



**Annexure E: Details of Audit or Accounting work in hand with the firm in Central Government Funded / State Government Funded / Externally Aided Projects of the firm for in the following format**

SNo	Name of Organization	Grant in aid handled of the auditee organization	Nature of Assignment	Scope and nature of work	Fees Charged / Chargeable	Work order attached in Page No.*
					TOTAL	

(Only those assignments which carry a fee of Rs 25,000/-and above should be mentioned)

**Annexure F: Details of Other Experience of the firm for the last 5 years in the following format**

Name of the Sector	Name of Company/PSU/Societies	Financial Year	Nature of Work (Type of Audit, Consulting, Computerization)	Total Fees Charged

**Annexure G: Details of Specialization Gained by the Firm in Last 3 Years**

SNo	Description of Specialization	Specify Nature of Assignment if other than Audit	Name of Organization	Name of Partner who handled the assignment	Whether Partner mentioned is still with the firm



## UNDERTAKING

### Section C

I/We the sole proprietor/ following partners of \_\_\_\_\_ Chartered Accountants do hereby jointly & severally verify and declare

1. 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 empanelment/allotment of assignment for 3 years but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under ;
2. That the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years ( if so, give details);
3. 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.
4. Latest constitution of the firm (not earlier than 1 January 2014) shown in the Expression of Interest is same as that in the ICAI records.

Sr. No.	Name of the full time partner/ sole proprietor	Membership Registration No.	PAN No	Signature of full time partner /proprietor.

(Seal of the Firm)  
Place:  
Date:

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**Letter of Transmittal**

To  
The Director,  
Horticulture Mission for North East and Himalayan States,  
Department of Horticulture and Food Processing,  
Government of Uttarakhand,  
Govt. Garden, Circuit House, Dehradun

Dear Sir,

We, the undersigned, offer to provide the audit services for Horticulture Mission for Uttarakhand in accordance with your Expression of Interest. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Horticulture Mission for Uttarakhand is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Name of Partner  
Membership number  
Name of CA firm





**Horticulture Mission for North East and Himalayan States and  
National Mission on Micro Irrigation**

**SELECTION OF AUDITOR FOR FINANCIAL YEAR 2013-2014  
FORMAT OF FINANCIAL BID**

(Amount Rs.)

**Part A**

Remuneration for the audit of **Horticulture Mission for Uttarakhand assignment** in the below mentioned form:-

S No.	Name of Unit	Amount of audit fees to be charged in Rs...	*Likely amount of TA/DA to be charged in Rs..
1	District Horticulture Officer, Dehradun		
2	District Horticulture Officer, Haridwar		
3	District Horticulture Officer, Tehri		
4	District Horticulture Officer, Uttarakashi		
5	District Horticulture Officer, Pauri		
6	Horticulture Specialist, Kotdwar		
7	District Horticulture Officer, Chamoli		
8	District Horticulture Officer, Rudraprayag		
9	District Horticulture Officer, Pithoragarh		
10	District Horticulture Officer, Champawat		
11	District Horticulture Officer, Almora		
12	District Horticulture Officer, Bageshwar		
13	District Horticulture Officer, Nanital		
14	District Horticulture Officer, Udham Singh Nagar		
15	State Apiarist, Nainital		
16	Mission Directorate, Dehradun		

\* The TA / DA shall be reimbursable on production of actual bills of expenses along with requisite proof of payment of the same and shall be subject to the State Government regulations in this regard.

Signature of the authorized Signatory along with Seal of the Firm

