



Center for e-Governance (CeG)
(A Society of IT & Electronics Department, GoUP)

Expression of Interest (EOI) cum Request for Proposal (RFP)
for

***Appointment of Chartered Accountant Firm for conducting
financial Reconciliation, Remittance and Settlement of e-
District project & internal Audit of other project of Center for
e-Governance***

Office

**Centre for e-Governance (CeG), 1st Floor UPTRON Building, Near Gomti Barrage,
Gomti Nagar, Lucknow - 226 010**



सूचना प्रौद्योगिकी एवं इलेक्ट्रानिक्स विभाग



SECTION-I EOI cum RFP INFORMATION

Name of Assignment:
Expression of Interest (EOI) cum Request for Proposal (RFP)
for Appointment of Chartered Accountant Firm for conducting financial
reconciliation, Remittance and Settlement of e-District project & internal Audit of
other project of Center for e-Governance

Important Information

S.No.	Event	Information to the Consultants
1.	Date of Release	19/12/2018
2.	Last Date of submission	27/12/2018 10:20 HRS
3.	Date of Opening (Technical)	27/12/2018 15:30 HRS
4.	Date of Opening (Financial)	29/12/2018 15:00 HRS
5.	Eoi cum RFP Document	The details can be downloaded free of cost from the websites http://upite.gov.in/CEG/
6.	Address for communication	CeG, 1st Floor UPTRON Building, Near Gomti Barrage, Gomti Nagar, Lucknow 226 010
7.	Contact Person	Shri Sanjai Raina, Manager, Center for e-Governance (CeG) 7705901001 Email- manager2.ceg-up@gov.in sanjairaina.ceg@gmail.com , ceglko.up@gmail.com

SECTION-II PREFACE

Centre for e-Governance (CeG), U.P., a society, registered under Society Registration Act-1860 under the Department of Information Technology & Electronics, Government of Uttar Pradesh, functioning since 7th March, 2006 is constituted for the implementation of Information Technology & e-Governance related Projects/Plans and assist various Information Technology Institutions.

OBJECTIVES & SCOPE:

- A. Acts as mini Secretariat for e-Governance Plans of the State Government.
- B. Assists to all Government Departments for the development of e-Governance.
- C. Undertake all basic initiatives for implementing e-Governance.
- D. Provides platform for demonstrating Technology and testing ground for New Technology.
- E. Make all efforts of Global level to make e-Governance from better to the best and for this CeG acts as 'Think Tank'.
- F. Establishes a "Knowledge Bank" for better implementation of e-Governance which shall keep the best disciplines of Information Technology which can be followed.

SPECIAL FUNCTIONING AREA:

- A. Lead for testing and demonstration of Technology and arrange all the means and assistance at program level.
- B. Coordinate between Citizen and Government Departments in the matter of various technologies and provide necessary information to other Institutions as a permanent consultant of State Government Secretariat.
- C. Ensure that there is no conflict among various technology projects and any function is not repeated by different organizations.
- D. Prepare a work dedicated and determined e-Governance team.
- E. Highlight the best aspects of e-Governance and make awareness promotions towards e-Governance.
- F. Establish the e-Governance utility among masses and update the Government about the changes in e-Governance.
- G. Coordinate with the Indian and foreign experts in the field of e-Governance and make efforts to fulfill the requirements of e-Governance.

The Society intends to appoint a Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance. The firm is therefore requested to send their Proposal as per Terms of Reference described below.

Centre for e-Governance under the CeG of IT & Electronics, Government of Uttar Pradesh reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof

sd/-State Coordinator,

Centre for e-Governance

CENTER FOR e- GOVERNANCE
1ST FLOOR UPTRON BUILDING NEAR GOMTI BARRAGE GOMTI NAGAR, LUCKNOW,
UTTAR PRADESH

Ref No:-

Dated:-

Expression of Interest (EOI) cum Request for Proposal (RFP) is invited in sealed cover from registered Chartered Accountant Firms (CAF) empanelled with C&AG (Comptroller and Auditor General of India) for carrying out financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other projects of Center for e-Governance, a part of the National e-Government Plan (NeGP) and approved by the Department of IT & Electronics, Government of Uttar Pradesh. The following information's/particulars are to be furnished along with the Response Letter:

Annexure- B

1.	Name of the Firm	
2.	Status (Partnership/Sole Proprietorship)	
3.	Name of the Proprietor Partner	
4.	Full Address	
5.	Telephone No. including Mobile Phone	
6.	PAN of the Firm / Proprietor, as the case may be	
7.	ICAI Registration Number	
8.	ICAI Membership Number	
9.	C&AG Empanelment Number	
10.	Number of CA with the Firm & their name	
11.	Date and year of constitution of the Firm	
12.	Number of staff attached to the Firm	
13.	Tax Clearance Certificate with current validity, issued by the Superintendent of Taxes (Furnish copy of Documents)	

14.	Income Tax return for the last financial year (Furnish copy of documents)	
15.	Whether there are any Court/Arbitration/ any other legal case against the Firm	
16.	Details of Financial Audit experience of the Firm for the last 3 (three) years to be given in the following format	

Name of area/ sector	Name of the Sector (a) Govt. Deptt. PSU /Autonomous Body (b) Societies (c) Social Programmes/project (d) Central Govt. sponsored Projects	Years of Audit i.e. a) 2015 - 16 b) 2016 - 17 c) 2017 - 18	Fees charged for each of the assignments in each year

N.B: Copy of Work Order/Engagement Letter to be furnished in support of working experience.

SECTION-III SCOPE OF WORK

e-District UP intend to provide Government services to citizens through Citizen Service Centers(CSC) for minimizing effort and time to provide prompt and effective services to the public. Services from different departments are brought under one umbrella at one place. Government of UP has implemented the project in all the 75 districts across the state. Some of the services are also made available through online portal. It utilizes backend computerization to enable the delivery of services and ensures transparency for effective and efficient delivery of services. The entire online application is developed and being technically coordinated by National Informatics Centre UP State Unit. The certificate issued through e-District is also integrated with Digital Locker, a pioneer scheme from Government of India. ***Till date more than 17 crore transactions have been made on e-District Portal. Average monthly transactions are 31 Lakhs & average yearly transactions are 3.50 Crore.***

The CA firm would be required for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance in accordance with the standards /procedure on audit. ***Initial engagement period of appointment will be for one year. Based on the satisfactory performance, the tenure may be further extended year on year basis for a maximum period of two more years.*** The CeG invites sealed tenders super scribing the name of the work for consideration.

The audit of the accounts should be carried out on quarterly basis without any overlapping. Quarterly Audit reports & Annual Audit report need to be submitted to the State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh triplicate after completion of each quarter and the audit period should be minimum of 20 days for each phase of audit covering the entire scope.

CA firm is required to visit and sit at Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh office. The financial Reconciliation, Remittance, Settlement and audit should be executed by a competent team of professionals, ***comprising of at least 1 qualified Chartered Accountant with at least 10 years of experience and 1 semi-qualified staff with at least 5 years of experience (CA/CMA, CS, Inter CA/CMA, MBA (Finance) M.Com)*** who have strong exposure & experience and should be closely supervised by a partner level person who will oversee the audit and attend all meetings with the Top Management, when required.

The Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under:-

1. Financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other projects of Center for e-Governance.
2. Financial Reconciliation, Remittance and Settlement of transactions made for "Electricity Bill Payment" Service of UPPCL through e-District portal of Uttar Pradesh.

3. Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
4. Utilization of external funds is in accordance with financing agreements.
5. Counterpart funds are utilized for purposes for which they are provided.
6. Goods and services have been procured in compliance with the financing agreement.
7. Transactions are duly supported by proper supporting documents.
8. Propriety of the transactions.
9. Checking the maintenance of books of accounts and records.
10. Checking the bank reconciliation statements.
11. Checking of component wise, category-wise and account head wise expenditures.
12. Checking of investments, short term deposit etc. made from time to time.
13. Checking of various taxes/statutory compliance.
14. Verification of fixed deposit register and checking of interest received.
15. To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Governing Council Meeting are given in the Books of Account.

FINANCIAL BOOKS:

1. Verification of Bank Book Journal, Vouching of Imprest Cash.
2. Scrutiny of General Ledger, Staff Advance Registers, Commenting on loan outstanding entries, etc.
3. Verification of cash, cheques on hand etc. as on 31st of March every year.
4. Verification of all vouchers and sheets ensure correct accounting head.
5. Scrutiny of general ledger and Verification of Income and Expenditure Statement and Balance sheet and other Schedules.
6. Verification of Salary/ Consultancy payments, P.F, I.T., TDS, etc., and verification of submission of various return to the competent authority in time.
7. Verification of all financial information completely, promptly and after the necessary authorization was recorded.

ACCOUNTING POLICY & STANDARD

1. To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
2. Review of Accounts.
3. Check all recorded entries comply with accounting standard.

The Chartered Accountant firm so appointed would be required to give:-

1. Audit Certificates and issue any other certificate as may be required by the society from time to time without any additional fee to be paid by the society.
2. Statements in annual report that describes the work of Centre for e-Governance. The responsibilities of the audit also include reporting on the adequacy of statements.

PRICE BASIS AND PAYMENTS:

The proposal should include price all-inclusive lump sum (including TA/DA and other out of pocket expenses, etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever (reason) valid till the complete execution of the assignment. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. GST, if any, will be paid extra at the applicable rates and is not to be quoted in the price.

TERMS OF PAYMENT:

All payments would be claimed by the Firm from Center for e-Governance (CeG) on being due, and would be accepted for payment by Competent Authority of Center for e-Governance (CeG) based on the satisfactory completion of the work in sole discretion of Center for e-Governance (CeG). The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

Percentage of Fee	Milestone/ stage completion
20% Payment	After Successful Completion of 1 st Quarterly Audit & submission of audit reports.
20% Payment	After Successful Completion of 2 nd Quarterly Audit & submission of audit reports.
20% Payment	After Successful Completion of 3 rd Quarterly Audit & submission of audit reports.
40% Payment	After Successful Completion of 4 th Quarterly Audit & submission of audit reports.

The audit firm shall raise invoice after successful completion of audit and as per the work order. Center for e-Governance (CeG) shall make payment on receipt of such invoice in triplicate.

PENALTY PROVISIONS:

1. Delay in completion of audit: A penalty of Rs. 200/- per day may be imposed on audit firm in case of any unjustified delay in successful completion of audit work at the sole discretion of State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh subject to 10% of amount of fee as and when due.

2. Change in team of professional carrying out the assignment: A penalty of Rs. 10,000/- may be imposed on every change in members of professionals deployed for carrying out of audit at the discretion of State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh

Note: - Overall penalty amount in any case should not be in excess of ten percent of fund to be released.

SELECTION PROCESS:

Sl. No.	Particulars	Points per criteria	Maximum Points	Supporting documents
1	No. of years of experience of Firm (minimum 05 years)	05-10 years: 5 Points; 10-15 years: 10 Points; 15-20 years: 15 Points; 20 & more years 25 points	25	Copy of certificate of incorporation from ICAI

2	No. of qualified CA (minimum 10 years)/ semi qualified staff CA (minimum 05 years)	3 Point per qualified staff and 2 points per semi qualified	15	Copy of certificate of qualification/semi qualification/copy of constitution certificate from ICAI.
3	Experience of Statutory/Internal Audit assignment in Central Government PSU in last three years out of five Preceding years. No. of assignments	3 Points per assignment	15	Work order & copies of completion certificate of respective PSU's/ proof of final payment received.
4	Experience of Statutory / Internal Audit of Autonomous Bodies / Societies. No. of assignments	3 Point per assignment	15	Work order & copies of completion certificate of respective PSU's/ proof Of final payment received.
5	Average annual turnover of Last three years. (Minimum Rs. 25 Lakh).	25-50Lakh: 5 Points; 51-75 Lakh: 10 Points; 76-100 Lakh: 15 Points 101 Lakh & above: 20 Points	20	Statement of Profit & Loss duly audited Stating membership no. of such auditor/ firm.
6	Firm having HO/ Branch office registration in Lucknow, UP		10	Rent agreement/ electricity bill/ copy of Certificate of Incorporation from ICAI.
		Total	100#	

Professional firms which obtain at least 70 marks based on the technical parameters would be considered for opening financial bids for selection of bidder on the lowest commensurate fees quoted by the professional firm.

If in order to non completion of work by L1 bidder the L2 & L3 bidder may ask for the work in the same rates offered by L1 bidder.

CA firms are eligible for award of work of Audit for Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh.

GENERAL TERMS AND CONDITIONS

1. The financial Reconciliation, Remittance and Settlement of e-District project & internal Audit shall be carried out in the office Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti Nagar, Lucknow Uttar Pradesh. The successful Chartered Accountant Firm (CAF) shall be financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of Center for e- Governance under Mission Mode Project.
2. Firm should have working experience with Government Department/Public Sector Undertaking for not less than 03 (three) years.
3. The name of the firm should be existed in the latest empanelment list of C&AG.
4. The EOI in sealed cover duly super scribed as "***Expression of Interest (EOI) cum Request for Proposal (RFP) for carrying out financial Reconciliation, Remittance and Settlement of e-District project & internal Audit shall be carried out in the office Center for e- Governance***" addressed to the State Coordinator of **Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh** should be dropped in the Tender Box which will be kept in the Receipt & Dispatch Section of office of the **Center for e- Governance** during the period from 19th December 2018 to 26th December 2018 from 11.00 hours to 15.00 hours on all working days. The technical dropped by the Chartered Accountant Firms will be opened on 26th December 2018 at 15:30 hours & financial proposal will be opened on 29th December 2018 at 15:00 in presence of the representatives of the Chartered Accountant Firms, if possible. If the tender box & sealed tender are not in a position to open on the said date and time the same will be done on the next working day at 12.00 hours.
5. The Expression of Interest (EOI) cum Request for Proposal (RFP) should be submitted in the official letter head of the concerned Chartered Accountant Firm.
6. The Expression of Interest (EOI) cum Request for Proposal (RFP) should be accompanied with ***earnest money of Rs.20,000/- (Rupees Twenty Thousand)*** only in the form of Demand Draft payable at Lucknow from any scheduled bank in favour of the **Center for e- Governance, Lucknow**.
7. The earnest money in the form of Demand Draft submitted along with the EOI cum RFP documents shall be returned to the successful Chartered Accountant Firm after signing the agreement for the assignment. The earnest money submitted by the unsuccessful Chartered Accountant Firms along with EOI cum RFP documents shall be released after finalization of the Expression of Interest (EOI) cum Request for Proposal (RFP).
8. Every page of the EOI shall have to be serially marked and signed. The EOI cum RFP shall be signed by a person / persons on behalf of the firm having necessary authorization /power of attorney to do so with seal.
9. Any EOI cum RFP received after the closing date and time or found incomplete in any respect will be rejected outright and the decision of the State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh shall be final and binding in this regard.
10. The Chartered Accountant Firm should not have been blacklisted by any Central or State Government, PSU, etc. An affidavit on Non-Judicial Stamp Paper has to be furnished by the Chartered Accountant Firm to this effect.

11. Rate is to be quoted in figure as well as in words for each financial year covering (i) yearly audit fees, (ii) other expenditure, if any, separately.
12. The successful Chartered Accountant Firm shall be required to enter into an agreement with the **State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh** for the financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of Center for e- Governance.
13. The successful firm shall intimate the State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh at least 7 (seven) days before conducting the Audit.
14. Fooding, lodging and to and fro journey, etc. for the audit team has to be arranged by the concerned Chartered Accountant Firm for the audit works. .
15. ***Bank Guarantee from any scheduled bank for an amount equal to 10% of the total fees*** as quoted by the Successful Chartered Accountant Firm shall have to be furnished as security. The Bank Guarantee towards security should be furnished within 10 (ten) days from the date of signing the agreement for the Financial Audit.
16. The Bank Guarantee furnished by the successful Chartered Accountant Firm against security shall be returned after receipt of Final Audit Report for all the periods as acceptable by the **State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh**, If validity of the Bank Guarantee expires before completion of Financial Audit, the successful Chartered Accountant Firm should furnish fresh Bank Guarantee of the same amount from the scheduled bank with current validity.
17. The Chartered Accountant Firm shall have to depute appropriate number of team for timely completion of the financial Reconciliation, Remittance and Settlement of e-District project & internal Audit as well as timely submission of Audit Report as acceptable by **State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh** and to ensure quality of audit and the team shall have to be headed by a qualified Chartered Accountant having at least 3 (three) years of experience in financial audit.
18. The financial Reconciliation, Remittance and Settlement of e-District project shall be carried out by the successful Chartered Accountant Firm on daily basis and internal Audit report should be submitted as and when required by State Coordinator, Center for e-Governance, from the date of signing the agreement. The successful Chartered Accountant Firm shall be responsible for conduct and performance of each personnel deployed by it.
19. Intending Chartered Accountant Firms are required to furnish their application with complete bio-data giving details about their firm's experience, technical personnel attached with the firm, competence and adequate evidence of their financial standing.
20. The State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh reserves the right to accept/reject any/ all EOI's cum RFP or cancel the EOI cum RFP process without assigning any reason.

21. Any representative authorized by the intending firm may, with prior appointment, may visit the office of the State Coordinator of Center for e-Governance 1st floor UPTRON building near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh from 11.00 hours to 15.00 hours on any working day from 19th December, 2018 to 26th December 2018 to assess the nature of accounts, Volume of total transactions etc.

RESPONSE FORMAT

(On the letter head of the Firm)

To

The State Coordinator

Center for e- Governance

1st floor UPTRON building

Near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh

Subject: Expression of Interest (EOI) cum Request for Proposal (RFP) for selection of Firm for Appointment of Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance

Respected Sir,

Having examined the notice of Expression of Interest, I / we, the undersigned, intend to submit a proposal in response to the notice inviting Expression of Interest (EOI) cum Request for Proposal (RFP) for selection of firm for Appointment of Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance.

I / we attach hereto the response as required by the notice inviting EOI cum RFP which constitutes our proposal. Contact details of firm are as under:-

SI. No.	Item	Particulars
1	2	3
1	Name	
2	Designation	
3	Full postal address with PIN Code	
4	Phone Number (Landline)	
5	Mobile Number	
6	Fax Number	
7	E-mail Address	

I / we confirm that the information contained in this response or any part thereof, including its exhibits and other documents & instruments delivered to the State Coordinator of Center for e- Governance 1st floor UPTRON building near Gomti barrage

Gomti nagar, Lucknow, Uttar Pradesh is true, accurate, verifiable and complete' This response includes all information necessary to ensure that the statement therein do not in whole or in part mislead the department in its selection process.

I / we fully understand and agree to comply that on verification, if any, of the information furnished herewith is found to be misleading the selection process, I am / we are liable to be dismissed from the selection process or termination of the engagement during the project, if engaged to do so.

I / we agree for unconditional acceptance of all the terms and conditions set out in the notice inviting EOI cum RFP.

It is hereby "ordered that I am/we are entitled to act on behalf of the firm empowered to sign this document as well as such other documents which may be required in this connection.

Date:

(Signature)

(Name)

(In the capacity of)

(Name and Address of Organization)

Seal/Stamp of Organization

(The letter of Authority for signing the EOI cum RFP shall be furnished other than Proprietorship firms)

TENDERING PROCESS:

The tender documents will consist of two envelopes which may be super scribed as “Technical Proposal “and “Financial Proposal” respectively. Both the said two envelopes (Technical proposal and Financial Proposal) should be kept inside a third envelop, super scribed as “**for Appointment of Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance**” .

Envelop-1 consists:

- i. Form-1 (Technical Proposal)
- ii. Annexure- B
- iii. Undertaking on firms letter head.
- iv. A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.
- v. Date of formation of the firms/other organization with a full time FCA.
- vi. Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
- vii. Membership certificate of practice
- viii. Copy of CAG empanelment certificate (mandatory for selection).
- ix. A copy of the latest partnership deed in the case of partnership firms.
- x. A copy of the IT return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card.
- xi. A copy of GST registration certificate.
- xii. A copy of financial statement of the firm along with schedules for the preceding three financial years.
- xiii. Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.
- xiv. Details of audit experience of the firm/organization for the last 3 years may be given in the specified format.

Envelop-2 consists:

(ii)Form-2 (Financial Proposal)

Interested Audit firm may send the bid latest by 27/12/2018 at 10:20 Hrs. Technical Proposal shall be opened on 27/12/2018 at 15:30 Hrs. Financial bid of technically qualified bidders only (as per eligibility criteria) shall be opened on 29/12/2018 at 15:00 Hrs.

In case of any further information in this regard, undersigned may please be contacted as per details mentioned hereunder.

Address: Center for e-Governance (CeG), 1st Floor UPTRON Building, Near Gomti Barrage, Gomti Nagar, Lucknow 226 010.

Contact No: Phone: 0522-2304706 Email- manager2.ceg-up@gov.in,
sanjairaina.ceg@gmail.com, ceglko.up@gmail.com

**SECTION- IV EOI cum RFP FORMS
On Auditing Firm's Letter Head**

Technical Proposal

FORM-1

To
The State Coordinator
Center for e- Governance
1st floor UPTRON building
Near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh

Sub: Appointment of Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance.

Sir,

1. With reference to your Tender No:, Appointment of Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of Center for e-Governance. I/we wish to apply for the appointment as auditor of Center for e-Governance and the particulars enclosed as per Annexure- B.
2. Further, I/we hereby certify that: I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Center for e-Governance.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 60 days from date of opening of bids.

Signature.....
Full name.....
Designation/Firm Name.....
Address with Phone.....
FAX & Mobile No:.....
E-Mail :.....
Seal

Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are requested to tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

On Auditing Firm's Letter Head
Financial Proposal

FORM-2

To

The State Coordinator
Center for e- Governance
1st floor UPTRON building
Near Gomti barrage Gomti nagar, Lucknow, Uttar Pradesh

Sub: Appointment of Chartered Accountant Firm for conducting financial Reconciliation, Remittance and Settlement of e-District project & internal Audit of other project of Center for e-Governance.

Table for Quoting Fee for the Assignment in terms of the Tender.

(To be kept in a separate Envelope sealed properly while sending the proposal)

S.No.	Particulars	Fee in INR (Rs)	
		Price bid shall be quoted	
1.	Cost of 02 manpower (1 qualified Chartered Accountant with at least 10 years of experience and 1 semi-qualified staff with at least 5 years of experience (CA/CMA, CS, Inter CA/CMA, MBA (Finance) M.Com) including TA/DA and other out of pocket expenses etc.	<u>In Figure</u>	<u>In words</u>

Please Note: GST, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date:

Place:

Signature.....
Full name.....
Designation/Firm Name.....
Address.....
Phone.....
FAX.....
Mobile No:.....
E-Mail :.....
Seal

