

INSTRUCTIONS TO APPLICANTS:

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule and in close coordination with other agencies.
3. Each page of the application shall have to be serially marked and signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/power of attorney to do so.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. Applications containing false and/or inadequate information are liable for rejection.
6. The firm should have a registered office in Guwahati, Assam.
7. The firm should have a valid PAN and registration under Goods and Service Tax.
8. Details of working experience with Government/Public Sector Undertakings, Income Tax return for last three (3) years, list of works executed during the five (5) years with name of client, value of contract, performance certificate etc. have to be provided.
9. The scope of work shall include the financial and system audit, preparation of balance sheets, evaluation of bids and financial proposals and any other works assigned by the Authority, including submission of quarterly and annual returns of employees as well as GST returns of office supplies. The scope of work may also include audit of previous financial years.
10. All communications including submission of EoI should be addressed to:
The Director,
Assam Administrative Staff College Society,
Khanapara, Guwahati-781022, Assam
Ph: 0361-2363325 Fax: 0361-2362361 Email: director@aasc.gov.in

ELIGIBILITY AND EVALUATION CRITERIA

1. The Chartered Accountant firms must be registered under Institute of Chartered Accountants of India (ICAI).
2. Firm should be empaneled with CAG.
3. Minimum turnover of the firm should be Rs.10.00 Lakh p.a. for last 3 (three) years. In case of partnership firm for the turnover calculation the individual partner turnover shall also be considered.
4. Firms must have working experience with Government/Public Sector Undertakings.
5. The firm should be registered in Guwahati with valid PAN and GST registration.
6. Firms which submit detailed list of eligible assignment shall be given weight age in evaluation based on the number of assignments. Assignment not supported with client's certificate shall not be considered for evaluation.

SHORT LISTING:

1. The shortlisting of the application shall be done based on the experiences, number of assignments and value of assignments, manpower and reputation of the applicant.
2. The decision of the Authority with regard to selection of firm will be final. The Authority is not bound to assign any reason thereof.

EOI submission form (in letter head)

To

The Director,
Assam Administrative Staff College Society,
Khanapara, Guwahati-781022

Sub : Submission of EOI

Ref : EoI No :

Dear Sir,

I/we have read and understood the press notice calling for EoI from Chartered Accountants, firms and instructions to the applicants. I/we do hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief. In case any information supplied by me/us to be incorrect at any stage in future, then the authority will be at liberty to remove my firm from the work.

Yours faithfully,

Signature

Name:

Designation

Place:

Date:

Application Format

1. Name of the applicant/firm:
2. Address of the registered office:
3. Details of registration:
4. Registration No with the Institution under Institute of Chartered Accountants of India (ICAI).
5. Details of empanelment with CAG
6. Details of registration under GST:
7. Yearly turnover of the organization during last 3 years (year wise)
(Enclose copy of audited balance sheet).
8. Income tax return for last three years.

9. Work experience: The applicant to submit in separate sheet of eligible assignment for last 5 (five) years as per format below. (To enclose performance/completion certificates/work orders from clients).

S.No	Name of the Project & Employer	Nature of work	Remuneration paid (Rs.)	Period

10. PAN details

11. Whether any civil suit/arbitration have arisen with Govt./Semi-Govt./ PSU Banks etc. during last 5 years. If yes, please furnish the details.

Signature of the applicant

Place:

Date: