



SICOM
Ministry of Environment, Forest & Climate Change
Government of India
Ground Floor, B-4 Wing, Deendayal Antyodaya Bhavan,
CGO Complex, Lodhi Road, New Delhi- 110003

ONLINE TENDER

REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR STATUTORY & TAX AUDIT SERVICES

REOI No.: SICOM/2021-22/Consultancy/REOI/1

Country: India

Name of Project: Integrated Coastal Zone Management (ICZM)

Funding: Government of India

Dated: 09th April 2021

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of Integrated Coastal Zone Management (ICZM) practices across the country and National Project Management Unit (NPMU) for the ICZM project in all the 13 coastal States /Union territories.
2. With a view to protect the Coastal and Marine ecosystem and environment through a holistic Coastal Management, the MoEFCC, Government of India has embarked upon the ICZM principles for the management of Coastal Zone of India.
3. SICOM intends to select firm from reputed/experienced Chartered Accountant firms (CA) to indicate their interest in providing Statutory Auditing.
4. The detailed Terms of Reference (ToR) may be seen at **Annexure- I**.
5. The duration of the Contract is 1 year for FY 2020- 21 only.
6. Joint Venture/ Consortiums are not allowed under this assignment.

7. A firm will be selected in accordance with the Quality and Cost Based Selection (QCBS) Method procedures set out in the General Financial Rules (GFR) 2017 and Manual for Procurement of Consultancy & Other Services 2017 of Department of Expenditure, Ministry of Finance, Government of India.
8. The following eligibility criteria is mandatory for shortlisting:
- A firm should be experienced Chartered Accountant firm (CA); and should have been in operation for at least 10 years;
 - Empaneled with Comptroller & Auditor General (C&AG) for the FY 2020-2021;
 - The minimum full time partners with the Firm should be 10 (Ten) with at least three being a fellow CA;
 - The Firm should have an average annual average turnover of minimum INR 50 Lakhs (Rupees Fifty Lakhs only) during the last three financial years i.e. 2017-18, 2018-19 & 2019-2020;
 - No partner/ employee of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board. Declaration to this effect shall be provided as per **Annexure- III**;
 - The firm should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector Undertakings on the date of opening of EoI. Undertaking to this effect shall be provided as per **Annexure- IV**; and
 - The firm should be independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, or have any financial or close business relationship with the entity) during the last 3 years.
9. A Firm is required to furnish their particulars including, name, address, e-mail, telephone numbers etc. Further, the qualification criteria and their marks are as under:

S. No.	Criteria/ Sub-Criteria	Maximum Marks	
		Criteria Total	Sub-criteria
(a)	Experience of the Firm (maximum 12 marks) i) Experience <ul style="list-style-type: none"> • 10 years of experience • 10-15 years of experience • 16 to 25 years of experience • 26 years and above ii) No. of Statutory Audits of projects in similar nature in Government sector during last 5 Financial years i.e., 2015-16, 2016-17, 2017-18, 2018-19 & 2019-2020 (maximum 48 marks) <ul style="list-style-type: none"> • 3 marks for each audit maximum of 48 marks 	60	5 marks 8 marks 10 marks 12 marks 48 marks
(b)	Experience and Qualification detail for 10 key staff/Partner i) Qualifications ii) Relevant Experience	30	10 marks 20 marks

(c)	<p>Overall Financial strength of the Firm in terms of Annual average turnover during the last 3 Financial Years i.e. 2017-18, 2018-19 & 2019-2020</p> <ul style="list-style-type: none"> • Average annual turnover INR 50 Lakhs- 1 Crore during the last 3 FY • Average annual turnover of INR 1 Crore and above during the last 3 FY 	10	<p>6 marks</p> <p>10 marks</p>
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Note: Certificate of Incorporation of firm, Curriculum Vitae (CVs) and financial statements are not required at this stage.

10. Once the Firm meet the minimum criteria stated at para 8 above, the EoIs shall be evaluated strictly based on the substantive information/credentials/documentary evidence submitted by Firm in support of the information as asked for at para 9 above. The Firm which secures a minimum of 70 marks out of 100 will be shortlisted. Thereafter, Request for Proposal (RfP) will be issued to the maximum of top 8 shortlisted firms but not less than 3.
11. The prior experience and prior turnover are exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. The eligibility criteria of 'Experience of firm' and 'prior turnover' as given in para 9 (a) i) and 9 (c) above are exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. These firms will be given full marks for the above two parameters. In case of MSE/Startup, the bidder shall submit the requisite documents along with the Undertaking as per **Annexure VII**.
12. **The EoI should be signed & properly Indexed with heading & page numbering and supporting documents should be attached as per Annexure II.** An authorized representative of the bidder shall sign the original submission letters in the required format and shall initial all pages. The authorization shall be in the form of a written power of attorney as per **Annexure VIII**.
13. Please note that at this stage no technical and financial proposals are required. Based on the information submitted in response to this request for EoI, SICOM will prepare a shortlist of qualified Firms and Request for Proposal (RfP) document will be issued to these qualified firms.
14. REoI document may be downloaded from the web portal: <https://moefcc.euniwizarde.com> or through SICOM's website: sicom.nic.in prior to the deadline for submission of EoI online. **The EoI shall be submitted online only.** To participate in this REoI, it is mandatory for the bidders to get their firms registered with **E-Procurement Portal <https://moefcc.euniwizarde.com/>**, using a valid Digital Signature Certificate (DSC) and valid email address. The bidders will be required to submit their EoI online on the e-Procurement Module. After downloading the REoI document, the Bidder should go through them carefully and then upload the documents as asked. The shortlisted organizations shall be later invited to submit detailed proposals online in the form of Request for Proposal (RfP).
15. Interested Firms must upload Expression of Interest online latest by 03rd May 2021 till 1000 hours.

16. Address for communication:

Office name	SICOM, Ministry of Environment, Forest & Climate Change
Office Address	Society of Integrated Coastal Management, Ground Floor, B4 Wing, Pandit Deen Dayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi -110003 For any queries/ clarifications, the bidders can visit SICOM office from 09 th April 2021 to 20 th April 2021 (on working days) between 0930 hrs to 1700 hrs or contact at the below mentioned phone number and email id: Tel.: 011-24360934 E-mail: procurement.sicom@gov.in Website: www.sicom.nic.in

17. The EoIs will be opened on 04th May 2021 at 1500 hours.

18. Any EoI received after the closing date and time will not be considered. The EoI received unsigned/incomplete shall be summarily rejected.

19. SICOM reserves the right to accept or reject any or all tenders without assigning any reason thereof.

SICOM
New Delhi- 110003

Terms of Reference (ToR)

1-BACKGROUND

1.1 Integrated Coastal Zone Management (ICZM) Project is being implemented by the Government of India (GoI) and the State Governments of Gujarat, Orissa and West Bengal.

1.2 The Project has four components, as described below:

- a) **Component One: National ICZM Capacity Building:** The national component include, [i] mapping, delineation and demarcation of the hazard lines and delineation of coastal sediment cells all along the mainland coast of India; [ii] mapping, delineation and demarcation, as required of the ecologically sensitive areas (ESAs) also all along the mainland coast of India; activities include, (i) G.A.N.D.H.I. (Green Action National Dandi Heritage initiative) at DANDI and adjacent five villages in Gujarat, and (ii) Vedaranyam, Salt Satyagrah Memorial and adjacent area in Tamil Nadu. The Gujarat Ecology Commission is the Project Executing Agency (PEA) for GANDHI and for the Vedaranyam Project, M. S. Swaminathan Research Foundation is the PEA; [iii] capacity building of the MoEF&CC as the secretariat for the National Coastal Zone Management Authority (NCZMA), and nation- wide training programme for integrated coastal zone management; and [iv] setting up and operationalization of the new National Centre for Sustainable Coastal Management (NCSCM).
- b) **Component Two: Piloting ICZM approaches in Gujarat:** This component support preparation of an ICZM plan for the coastal sediment cell which includes the Gulf of Kachchh. To complement ICZM plan preparation, the component will support capacity building of the Forest and Environment Department, Gujarat State Pollution Control Board (for monitoring and enforcing pollution control in the coastal areas), Gujarat Environment and Ecology Research Foundation (for developing relevant research capacity in coastal ecology, and for developing suitable techniques for transplantation regeneration of coral reefs), and the Bhaskaracharya Institute of Space Applications and Geo-Informatics (for preparing GIS-enabled mapping and decision support tools for the coastal areas). This component would also support priority investments, all located in the gulf of Kachchh, to complement the ICZM Plan and capacity building sub-components, and would include the following: [A] conservation and protection of coastal resources – (i) mangrove plantation, (ii) coral reef regeneration, (iii) coastal shelterbelt plantation, and (iv) a marine aquarium at Dwarka, through a private-public-partnership model; [B] environment and pollution management – (i) completing the environmental sanitation of Jamnagar City, to prevent further degradation of the coral reefs; [C] livelihood security of coastal communities – (i) livelihood improvement activities in the non-forest villages of the coast, and (ii) ecotourism and related livelihood improvement activities for villages within the protected areas.
- c) **Component Three: Piloting ICZM approaches in Orissa:** This component include preparation of an ICZM Plan for the coastal sediment cells which include the stretches of Paradip-Dhamra and Gopalpur-Chilika; and capacity building of the Forest and Environment Department, Orissa State Pollution Control Board (for monitoring and enforcing pollution control in the coastal areas), and the Chilika Development Authority

(for species and wetland research). The priority investments concentrated in the two reaches of Gopalpur-Chilika and Paradip-Dhamra will include [A] conservation and protection of coastal resources – (i) protection of olive ridley turtle and other aquatic wildlife, (ii) mangrove plantation, (iii) conservation of archaeological heritage, which serve as cyclone shelters at times of distress, and (iv) a pilot work in shoreline protection for village Pentha; [B] environment and pollution management – (i) environmental sanitation of the coastal town of Paradip to reduce pollution load at the coastal stretches known for nesting habitats; and [C] livelihood security of coastal communities – (i) livelihood improvement support in 60 fishing villages in the periphery of the Chilika lake and the Gahirmatha Wildlife Sanctuary to develop allied farming activities, (ii) support to fisher-people groups in developing small-scale tourism activities, (iii) support to fishing communities in developing small-scale industrial and marketing activities, such as coir-making, and (iv) provision of cyclone shelters in the thirteen remaining coastal villages, where cyclone shelters were not constructed from earlier programs.

d) Component Four: Piloting ICZM approaches in West Bengal: In West Bengal, the project support preparation of an ICZM plan for the coastal areas of West Bengal. A capacity-building sub-component will support the Forest and Environment Department, West Bengal State Biodiversity Board (for research, monitoring and protection and/or conservation of the biodiversity resources), the Calcutta University (for research on microbial biodiversity), and the Institute of Environmental Studies and Wetland Management (for geomorphologic and wetland research, and for supporting completion of a Sundarban resources interpretation centre through an NGO). The priority investments will be located in the coastal stretches of Digha-Shankarpur, and Sagar Island in the Sundarban, and will include [A] conservation and protection of coastal resources – (i) mangrove plantation, (ii) a pilot work in shoreline protection for Digha beach, based on the learning from previous protection works, (iii) a pilot work in shoreline protection for the southern end of Sagar Island, (iii) rehabilitation of the marine aquarium at Digha; [B] environment and pollution management – (i) completing the sewerage system and environmental sanitation of Digha to prevent flow of sewage onto the sandy beach, (ii) cleaning and environmental improvement of the Digha beach, and solid waste management in Digha, (iii) improvement of the fish auction centre at Digha, and (iv) distribution of grid electricity in Sagar Island to replace diesel generation and prevent soil and water pollution; and [C] livelihood security of coastal communities –(i) improvement in fishery based livelihood systems, and (ii) support to CBO coordinated livelihood improvement and market access, afforestation-based livelihood improvement, as well as promotion of local small-scale tourism and ecotourism activities.

1.3 GOI's MoEFCC and the relevant State Government Departments have set up registered societies (National and State level PMUs), to exclusively lead and coordinate Project activities on a full time basis and directly implement some of the project sub components. National Project Management Unit (NPMU, also called SICOM) and each State Project Management Unit (SPMU) will have multiple line departments as Project Executing Agencies (PEA). These PEAs will implement individual pilot activities.

1.4 The SPMUs will be responsible to manage the respective state Project Components 2, 3 and 4. However, the NPMU will have an overall coordination, facilitation and supervision role in the state components. NPMU is exclusively responsible for implementation of the Project Component 1, which includes facilitation and support to PEAs involved in the Component 1

to implement the respective activities as per agreed procedure to achieve the targeted quality and outcome.

- 1.5 The financial management and accounting procedures in the project will be as per the project's Financial Management Manual. NPMU and SPMUs will be responsible to ensure that each and every activity in the project is implemented as per the manuals.
- 1.6 The funds for the Project Component 1 will be spent by NPMU itself (from its office at New Delhi) and its 4 PEAs –(i) the Survey of India (through its Project office in Bangalore), (ii) The National Centre for Sustainable Coastal Zone Management (from its office in Chennai), (iii) DANDI at Gujarat (iv) Vedaranyam , MSSRF at Chennai. The PEAs shall be fully responsible for proper utilization of the funds and also for submission of reports to the NPMU. The fund will flow from NPMU to PEAs for activities included in Component 1; and to SPMUs for Components 2, 3 and 4. SPMUs in turn will spend part of the funds themselves, and will transfer through a linked account funds to the PEAs, so that expenditure can be made by PEAs, but accounting responsibilities are shared by SPMU.
- 1.7 For Project components 2, 3 and 4, the PEAs shall be fully responsible for proper utilization of the funds and also for submission of the reports to the SPMU. The PEA would be required to maintain the following minimum important books, cash book, general ledger and cheque issue registers which would be used as the basis for reporting to SPMU. SPMU would be fully responsible for submitting the reports and claims to the NPMU. SPMU Project accounts (books of account, documents & records) provide the basis for preparation of Internal Unaudited Financial Reports (IUFRRs) and Project Financial Statements (PFS). The SPMU would be carrying out the final accounting for all the expenses. For Project Component 1, the responsibilities between the relevant PEA and the NPMU will be same as that between SPMU and PEAs in the case of state level project components.
- 1.8 For the entire project, NPMU will prepare one consolidated IUFRR and PFS in line with the quarterly progress reports (or monthly summaries as required). NPMU and SPMUs will have procurement and financial management consultants each, as well as internal audit consultants each. The NPMU has a distinct cell dealing with finance and administration.
- 1.9 NPMU intends to engage a qualified firm for carrying out Statutory Audit Service and Tax Audit (SICOM), covering all components of the project (the National and the three State Components) under these terms of reference.

2-AUDIT STANDARDS & OBJECTIVES

- 2.1. The essence of the Project's audit policy is to ensure that the MOEF & CC and the World Bank receives adequate independent professional audit assurance that the allocations for the Project were used for the purposes intended, that the annual project financial statements are free from material misstatement, and that the terms of the loan agreement were complied with in all material respects & Balance Sheet and Income & Expenditure Account shows the correct picture of Project & Tax Audit of SICOM.
- 2.2 The objective of the audit of the Project Financial Statement (PFS) is to enable the auditor to express a professional opinion as to whether –

- a. The PFS present fairly, in all material respects, the sources and applications of project funds for the period under audit examination,
- b. The funds were utilized for the purposes for which they were provided, and
- c. Expenditures shown in the PFS are eligible for financing under the relevant loan or credit agreement.
- d. In addition, wherever applicable, the Auditor will express a professional opinion as to whether the IUFRR submitted by project management may be relied upon to support any applications for withdrawal, and whether adequate supporting documentation has been maintained to support claims made by project management for reimbursement of expenditures incurred. [Note: The books of account that provide the basis for preparation of the PFS are established to reflect the financial transactions of the Project and are maintained by the project implementation agencies (NPMU and the three SPMUs in the present case) and the participating Pilot Investment Execution Agencies (PEAs) and their relevant divisions.]

2.3 The audit will be carried out in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants, India (ICAI). The project is adopting Cash basis of accounting. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of loan proceeds for purposes other than as defined in the legal agreement remains with the NPMU, SPMU and PEAs, the audit should be planned so as to have a reasonable expectation of detecting material misstatements in the project financial statements, if any.

3- SCOPE

3.1 The audit will be conducted for the entire project, covering all project components at the following locations:-

Components	Sub-components	Audit Location
NPMU	SICOM-National Project Management Unit for ICZM Project	Delhi
	NCSCM- National PEA	Chennai
	MSSRF - National PEA	Chennai
	DANDI- National PEA	Gujarat
	SOI – National PEA	Bangalore
Gujarat-SPMU	SPMU and its PEA's namely Gujarat Ecological Commission, BISAG, Geer Foundation, Marine National Park, Jamnagar Municipal Corporation, Gujarat Pollution Control Board, Kutch circle.	Gandhinagar, Gujarat
Odisha-SPMU	SPMU and its PEA's namely Chilka Development Authority, Odisha State Pollution Control Board, Department of Fisheries, Odisha Tourism Development Corporation, Water Resources Department, Odisha State Disaster Management authority, Department of Culture, Paradeep Municipality, Wildlife Department, Handicraft and culture Department	Bhubaneshwar, Odisha
West Bengal-SPMU	SPMU and its PEA's namely Calcutta University, Zoological Survey of India, West Bengal State	Kolkata, West Bengal

	Electricity Distribution Company Limited, IESWM, Disaster Management Department, Sunderban Infrastructure Development Corporation Limited, Fisheries Corporation Limited, Public Health and Engineering Directorate, Digha Shankarpur Development Authority, Forest Department, West Bengal State Livelihood Mission	
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3.2 In conducting the audit, special attention should be paid to the following:-

- (a) All funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided. Relevant legal agreements include the Financing Agreement and the Minutes of Negotiations for the Project;
- (b) Counterpart funds have been provided and used in accordance with the relevant legal agreements and only for the purposes for which they were provided;
- (c) All necessary supporting documents, records, and accounts have been kept in respect of all project transactions including expenditures reported via IUFRR where applicable. Clear linkages should exist between the books of account and reports presented to the MOEF & CC and the World Bank;
- (d) All expenditure, including procurement of goods, works and consulting services have been carried out as per the Project's Procurement Manual & Financial Manual;
- (e) The Project's accounts have been prepared in accordance with consistently applied Accounting Standards in India and present fairly, in all material respects, the financial situation of the project at the year end and of resources and expenditures for the year ended on that date;
- (f) The Auditor should carry out additional audits of PEAs based on risk profile and other factors relevant to specific PEAs.

3.3 **Project Financial Statements:-** The books of account that provide the basis for preparation of the PFS are established to reflect the financial transactions of the project and are maintained by the NPMU, SPMU and PEA in their respective office

The Project Financial Statements should include:

- (a) Annual Financial Statements.
- (b) Other Statements or Schedules as may be applicable.

3.4 **Internal un-audited Financial Reports:-** In addition to the audit of the PFS, the auditor is required to audit all internal un-audited Financial Report (IUFRRs) for withdrawal applications made during the period under audit examination. The auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective. In particular, these expenditures should be carefully examined for project eligibility by reference to the relevant financing agreements. Where ineligible expenditures are identified as having been included in withdrawal applications and reimbursed against, these should be separately noted and qualified by the auditor.

3.5 **Audit Report:-** An audit report on the PFS should be prepared in accordance with the Auditing Standards promulgated by the ICAI. Those standards require an audit opinion to be rendered related to the financial statements taken as a whole, indicating "unambiguously

whether it is unqualified or qualified and, if the latter, whether it is qualified in certain respects or is adverse or a disclaimer of opinion.” In addition, the audit opinion paragraph will specify whether, in the auditor’s opinion, (a) with respect to IUFRRs, adequate supporting documentation has been maintained to support claims to the World Bank for reimbursements of expenditures incurred; and (b) except for ineligible expenditures as detailed in the audit observations, if any, appended to the audit report, expenditures are eligible for financing under the Financing Agreement. Audit Report & Management letter is prepared as per the guidelines issued by ICAI.

- 3.6 The auditor should also take into cognizance the internal audit findings; and actions of the Project’ different internal audit committees, and suitably reflect any residual issues in an attachment to Audit Report.
- 3.7 The project financial statements, audit report, (along with Balance Sheet & Income and Expenditure Account) and Tax audit report should be submitted to the NPMU not later than 5 (five) months after the end of the fiscal year, such that it can be forwarded to the World Bank sufficiently within 6 (six) months after the end of the fiscal year. Three hard copies of signed audit report and audited accounts should be submitted, along with soft copies in PDF format.
- 3.8 **Management Letter:-** In addition to the audit report on the project financial statements, the auditor should prepare a management letter, containing (a) recommendations for improvements in internal control and other matters coming to the attention of the auditor during the audit examination; (b) specific mention of the cases of procurement in violation of the Project’s Procurement Manual. Where a management letter is prepared by the auditor, a copy of the same will be supplied to the Bank by the NPMU.
- 3.9 **Tax Audit:-** The Tax Audit shall be carried out as per the guidance note issued by the Institute of Chartered Accountants of India and statutory reports under Section 12A of the Income Tax Act, 1961 shall be provided by the Auditor and necessary reports under Section 12A shall be submitted online with the Income Tax Department. Consultant will provide time bound support in case of any order/ question issued by Income Tax department and resolve the issue, if any.

4-PERIOD OF ASSIGNMENT:-

- 4.1 **Period of Appointment:-** The auditor will be appointed for conduct of statutory audit of SICOM accounts for the Financial Year 2020-21.
- 4.2 **Timing:-** The audit should be carried out at the earliest and the report should be provided to the SICOM for placement before the Management Committee and submission by 31st August 2021. The auditor must submit three copies of the audited accounts and audit report to the National Project Director, SICOM in time.

Check List- Supporting Documents

S. No.	Eligibility Criteria	Supporting Documents	Page No.
1.	A firm should be experienced Chartered Accountant firm (CA)	Name of the firm, entity and details of partners etc.	
2.	Experience of the Firm	Must indicate the number of years in operation	
3.	Empaneled with Comptroller & Auditor General (C&AG) for the FY 2020-2021	Self-attested copy of the empanelment letter issued by C&AG	
4.	The minimum full time partners with the Firm should be 10 (Ten) with at least three being a fellow CA	Details should be provided	
5.	Average annual turnover of the Firm during the last 3 financial years i.e., 2017-18, 2018-19 & 2019-2020	Must indicate each year turnover	
6.	Power of Attorney	As per Annexure- VIII	
7.	No partner/ employee of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board	Declaration as per Annexure- III	
8.	The Firm should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector Undertakings on the date of opening of EoI	Undertaking as per Annexure- IV	
9.	The Firm should be independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, or have any financial or close business relationship with the entity) during the last 3 years	Self- declaration should be enclosed	
10.	Nos. of Statutory Audits of projects in similar nature in Government sector during the last 5 Financial years i.e., 2015-16, 2016-17, 2017-18, 2018-19 & 2019-2020	Details as per Annexure- V	
11.	General Profile of qualification and experience of key staff/ partners	Details as per Annexure- VI	
12.	In case of MSE or Start up as defined by DIPP, Certificate should be enclosed	In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per	

		GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per Annexure VII shall be submitted	
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DECLARATION (On Firm's Letter head)

I _____ son/daughter of _____ resident of _____ solemnly undertake that I am an authorized signatory of M/s _____ (*insert name of the company with full address*) and I hereby declare that no partner/ employee of the firm has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949. Also, there are no partners/ employees, against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board.

Name: _____

Signature: _____

Mobile Number: _____

UNDERTAKING (On Firm's Letter head)

I _____ son/daughter of _____ resident of _____
solemnly undertake that I am an authorized signatory of M/s _____
(*insert name of the company with full address*) and I hereby undertake that we have not been
suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector
Undertakings on the date of opening of EoI.

Name: _____

Signature: _____

Mobile Number: _____

Annexure- V

Details of Statutory Audits of projects in similar nature in Government sector during the last 5 Financial years i.e., 2015-16, 2016-17, 2017-18, 2018-19 & 2019-2020.

S. No.	Assignment name	Brief description of the assignment	Deliverables/ output	Name of Client	Duration of the Contract	Contract value (INR in Lakhs)

Note: - Statutory Audit for one financial year will be considered as one completed assignment.

Details of Key/Partner Staff

S. No.	Name of Incumbent	Designation	Qualification	Experience

Undertaking by MSME/Startups

- a) I/ We have read and understood all the conditions and requirements in the tender document.
- b) I/ We are applying in this tender in the capacity of MSME/Startup and comply with all the laid down provisions as per General Financial Rules 2017 and as amended from time to time.
- c) The following documents, to substantiate my claim as MSME/Startup as required under GFR 2017, are enclosed:
 - -----
 - -----
 - -----
 - -----
- d) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- e) In case I/ We haven't submitted any of the requisite/ mandatory documents as per GFR 2017 then SICOM reserves the right to accept or reject the proposal without assigning any reason thereof.
- f) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to cancel the proposal at any point of time.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date:

Signature of Bidder/Authorized signatory:

Name of the Bidder:

Seal of the Bidder:

Power of Attorney
(On Stamp Paper of INR 100/- or Letter Head of Firm)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr. / Ms. (full name and residential address) who is presently employed with us and holding the position of _____, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for _____, including signing and submission of all documents and providing information/ responses to SICOM in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said _____ pursuant to this Power of Attorney and that all acts, deeds and things done by him/her shall and shall always be deemed to have been done by us.

Dated ----- day of 2021

For

(Signature)

(Name, Designation and Address) Accepted

(Signature)

(Name, Title and Address of the Authorized Person) Date

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. In addition, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the bid is signed by an authorized Director/Partner or Proprietor of the bidder, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney.