

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF FINAL ACCOUNTS

**Important Date**

|  |  |                           |
|--|--|---------------------------|
|  | <b>Date of issuance of Tender Document</b>             | 20-05-2020                |
|  | <b>Last Date of receipt of RFP (Proposal Due Date)</b> | 19-06-2020 (Upto 5:00 PM) |
|  | <b>Date of Opening of Technical Bid</b>                | To be informed later      |
|  | <b>Date of Opening of Financial Bid</b>                | To be informed later      |

## **Brief Profile of CGHB**

- 1. Introduction of Housing Board :** With the motto to facilitate 'House for all', Chhattisgarh Housing Board (CGHB) was constituted in February 2004 under the Chhattisgarh Housing Board Act 1972. But providing housing facility to the people of economically weaker section (EWS) and lower income group (LIG) on subsidized rates has remained the priority of CGHB. Making dedicated efforts in the direction, CGHB has made a mark in providing housing facility with necessary infrastructure to the homeless/needy citizens of state at an affordable price. Thus, CGHB is engaged in providing houses in subsidized rate and in this respect CGHB is getting the construction activity by the contractors. Further CGHB is also undertaking the deposit work on behalf of another government wing. **Head Office** means Head Office of C.G.H.B. at Paryavas Bhavan, Sector-19, North Block, Nava Raipur Atal Nagar.
- 2. Various divisions/zone :** That Housing Board for better working and smooth implementation of project has divided in various divisions and each division is being headed by the executive engineer. Further for the purpose of sales of the buildings. The housing board has various zonal offices known estate management zone. Thus, the housing board has following wings which is as under :

- a) Divisions : that CGHB has various divisions which has only role to construct the buildings via contractor for which payment to contractors & taxes has to be paid as per rule.
- b) Estate Management Zone: that the Estate management zone plays the role in the sales of building constructed by division.
- c) Head Office: Normally headoffice also incurs general common expenses in which GST is applicable , such as payment made to the statutory auditor, bank charges etc.

## DISCLAIMER

- I. The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, in documentary form by or on behalf of the CGHB or any of their employees is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- II Though adequate care has been taken in the preparation of the RFP, the Applicant should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Chief Accounts Officer, CGHB immediately before the Proposal due date. If no intimation is received by the CGHB within the date, it shall be deemed that the RFP is satisfied that the Document is complete in all respects.
- III. The RFP is not an agreement or an offer by the CGHB to the prospective Applicants or any other person. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The RFP includes statements, which reflect various

assumptions and assessments arrived at by the CGHB in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The RFP may not be appropriate for all persons, and it is not possible for the CGHB, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.

IV Information provided in the RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The CGHB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

V. The CGHB and its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the RFP or

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otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this Selection Process.

- VI The CGHB also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in the RFP.
  
- VII. The CGHB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP.
  
- VIII. The issue of this RFP does not imply that the CGHB is bound to select an Applicant or to appoint the Successful Applicant and the CGHB reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
  
- IX. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the CGHB or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the CGHB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## **SCOPE OF WORK:**

### **1. CONCURRENT AUDIT:**

1. Post Audit of books of accounts and ancillary records & submission of report on quarterly basis,
2. Report Risk Management issues and internal control deficiencies identified.
3. Review of the compliance program and recommendation on further improvement,
4. Review and verify the provisions of accrued expenditure and income as at the end of the year,
5. Verification and checking of financial transactions from cash book / bank book and other ancillary record maintained by the Institute,
6. Review of Bank Reconciliation Statement,
7. Reporting of losses, if any,
8. Review of outstanding balances in party ledgers and creditors account and to check the reconciliation ledgers,
9. Review and checking of the funds received and its utilization as per the terms and conditions,
10. Review of addition of fixed assets, fixed asset register and system of physical verification,
11. Review the accounting and physical verification of stationery items and other inventories,
12. Review the system of purchase of FA, consumables & stationery items of the institution and verify the transactions of purchase with supporting records, quotations, etc.,
13. To verify the applicability of TDS, indirect tax, income tax and other statutory return,

14. Review and reporting of compliances regarding registration of society,
15. Review the record system of attendance, preparation of payroll, term and condition of appointment letter,
16. Review the record/system of bill payment to various contractors and also to review the compliance on them with terms of contract,
17. Recommendation of improvement of the existing system of accounting / internal control and management information system from time to time.

**Special Terms – Concurrent Audit**

Head office:

- Audit of head office to be conducted & reported on monthly basis (by 15<sup>th</sup> of next month).
- Compliances report to be submitted on quarterly basis (by 15<sup>th</sup> of next month from quarter-end).

Divisional/Zonal office:

- Audit of 100% divisional / zonal offices to be covered at least once in a quarter and report to be submitted by 15 of next month (from next quarter-end).
- Compliances report to be submitted on half-yearly basis (i.e. after reporting for two quarters).

**2. PREPARATION OF FINANCIAL STATEMENT:**

1. Verification of Assets and Liabilities based documentary evidence.
2. Preparation of Bank Reconciliation of all bank accounts.
3. Investment against Earmarked funds.
4. Provision of all loan liabilities as per details available.
5. Provision of all outstanding liabilities for expenses.

6. Provision for all known liabilities.
7. Provision of prepaid expenses.
8. Preparation of list of deposits, outstanding loans to staff, advances to contractors and suppliers, sundry debtors and creditors.
9. Preparation of Fixed Assets schedule.
10. List of Capital and Revenue Grants.
11. Assets created out of Earmarked Funds and Grants.
12. Preparation of Capital Work in Progress accounts.
13. Preparation of Balance Sheet, Income & Expenditure account, Receipts & Payments account and others .

### 3. FILLING OF QUARTERLY TDS RETRUNS:

1. Preparation of Form 16 and 12BA in regard to Salaries.
2. To advise and to assist in all TDS related issues.
3. Facilitation in downloading of all TDS certificates from NSDL within the prescribed time and verifying the same.
4. Preparation / filing of quarterly TDS Returns and uploading of the same with the NSDL ensuring that TDS deducted and deposited under appropriate section within the timeline.
5. Filing of correction statement/Rectification of TDS Returns already filed if required.
6. Data collection for TDS return filling would be the responsibility of the Consultant from all offices.

### **4 . SCOPE OF WORK FOR RERA CERTIFICTION**

- Provide Certification of the required statement of accounts by a chartered accountant as per RERA Act 2016
- Certify the amount collected for a particular project have been utilized for the project as per RERA Act 2016



- Certify the withdrawal has been in compliance with the proportion to the percentage of completion of the project as per RERA Act 2016.

I. **CONTRACT PERIOD:**

It is being done for Financial Year 2020-21 , but Post Audit of Financial Year 2019-20 and Balance Sheet of Financial Year 2019-20 have also to be done ie. the firm has to do assignment as prescribed in scope of work. The performance will be evaluated by CGHB on monthly basis and if any point of time performance not found satisfactory the agreement would be unilaterally terminated by CGHB after the expiry of one month from the date of serving the notice in this regard.

**Scope of Extension**

If the expertise service given by the CA firm is found to be satisfactory and due to any reason new agency is not hired then with mutual consent , the period of its validity may be extended.

**CONDITIONS FOR ELIGIBILITY OF FIRM:**

Firms must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Firms who satisfy the Conditions of eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Firm shall fulfil the following “Minimum Eligibility Criteria”:

- The CA (Chartered Accountants) Firm should be a Proprietary/partnership Practicing Firm registered with ICAI.

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- The CA Firms should be in Practice for a period of 10 years or more and empanelled with C&AG of India. (As per the latest Certificate of ICAI as on 01/01/2020 or latest Firm Status Card & C&AG empanelment letter).
- The firm shall have minimum average turnover in the last 3 FY of INR two crores (2 Crores) from Professional fees in the last three financial years i.e. 2016-17, 2017-18 and 2018-19.
- Firm should have its office at Raipur (Head office or branch office). Proof as approved by the ICAI must be produced.
- Minimum number of partners should be 10 (at least 2 should be DISA) along-with 3 paid assistant. The firm should have at least 2 FCA as per the ICAI Constitution certificate.
- Experience in similar assignments of Government department: minimum 10.
- The firm should have, during the last five years, neither failed to perform any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Firm, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Firm. (Self-Certification duly notarized to be attached).

**V. EVALUATION CRITERIAS:**

The technical proposal evaluation shall be based on the following parameters:

| <b>S.no</b> | <b>Particulars</b>                                    | <b>Marks breakup</b>  | <b>Max Marks</b> |
|-------------|---|---|------------------|
| 1.          | Experience of the Firm                                | < 10 years – 0 marks<br>10 – 20 years – 7 marks<br>21 – 25 years – 14 marks<br>'> 25 years – 20 marks                                     | 20               |
| 2.          | No. of Partners                                       | < 10 Partners: 0 marks<br>10 to 15 Partners: 10 marks<br>16 to 25 Partners: 12 marks<br>More than 25 Partners: 15 marks                   | 15               |
| 3.          | Turnover of the firm (Average annual in 3 FY)         | 2 crores to 2.5 crores: 5 marks<br>>2.5 crores to 5 crores: 10 marks<br>>5 crores to 10 crores: 12 marks<br>More than 10 crores: 15 marks | 15               |
| 4.          | No. of assignments Experience of work in govt. sector | Assignments 10 to 20 : 08 marks<br>Assignments 21 to 40: 10 marks<br>Assignments 41 to 50: 12 marks<br>Assignments more than 50:15 marks  | 15               |
| 5.          | Number of Full time CA employees in the firm          | < 3 : 0 marks<br>3 to 15 : 6 marks<br>15 to 30 : 8 marks<br>More than 30 : 10 marks   | 10               |
| 6.          | Firm with Peer Review                                 | Peer reviewed   | 5                |

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|    |   |  |     |
|----|---|--|-----|
| 7. | Presentation on detailed approach and methodology |  | 20  |
| 8. | Total   |  | 100 |

Minimum Qualifying Marks :-- Not less than 70 Marks out of 100 as above .

Please quote your professional fees offer for undertaking above tasks. Please note that the appointment of the consultant is for the Financial Year 2020-21 .The consultant is supposed to quote per month monthly fees for assignment duration, exclusive of GST, which would be reimbursed on actual basis. If the consultant is required to travel out of station then such tour needs to be authorized by the Nodal officer of the C.G.H.B. and actual expenses incurred for the same shall be reimbursed to the consultant and their team members as per CGHB rule.

**General Condition for the Bidders:-**

- 1) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about services required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- 2) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment based on this RFP.
- 3) No commitment of any kind, contract or otherwise, shall exist unless and until a formal written contract has been executed.
- 4) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

**COMPLIANCE TO RFP/ COMPLETENESS OF RESPONSE**

- A) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected.

**Bidders must:**

- a) Comply with all requirements as set out within this RFP
- b) Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
- c) Include all supporting documentations specified in this RFP.

**Document to be submitted for Technical Bid:-**

The Technical bid should be in a separate seal cover giving all the details of proposal except Price. On cover mention that it is "Technical Bid".

The requisite documentary evidence needs to be submitted by the CA/Firms for each of eligibility criteria. The following information /data shall be provided by the bidders in The Technical Bid.

1. Declaration Form Annexure 1
2. Profile of the CA Firm in Annexure 2.
3. Applicant Information in Annexure 3.
4. Technical Capacity in Annexure 4.
5. Financial Capacity in Annexure 5.
6. Power of Attorney for Signing of Proposal in Annexure 6.
7. Copy of Pan card and COP
8. Copy Of GST Registration

- Self-Declaration needs to be signed by authorized signatory. Entity shall be under a duty to ensure that it fulfills the eligibility criteria and other essential condition.

### **Financial Bid**

The Financial/ Price bid should be in a separate sealed cover giving quoted price duly signed and stamped by the bidder without any cutting and overwriting as per **Annexure 7**. On cover Clearly mention that it is " Financial Bid".

### **Cost of Bidding**

The cost of RFP document shall be submitted in the form of Demand Draft of an amount equivalent to INR 5,900/ - including GST (Rupees Five Thousand Nine Hundred only) in favour of "CAO, **Chhattisgarh Housing Board** payable at Raipur/ Nava Raipur Atal Nagar. The cost of RFP document is non-refundable

### **PERFORMANCE SECURITY**

Prior to signing of the contract, the bidder to whom LOA has been issued shall have to furnish performance security of INR 4,00,000 (Rs. Four Lakh Only) in the form of Demand Draft/FD From Any Scheduled Commercial Bank as per RBI guideline in the name of Chief Accounts Officer, Chhattisgarh Housing Board, for the duration of 2 years.

### **Ernest Money Deposit**

Ernest Money Deposit INR 80,000 (Rs. Eighty Thousand) must be submitted in the name of Chief Accounts Officer, Chhattisgarh Housing Board. It May be in the form of Demand Draft from any Scheduled Commercial Bank as per RBI Guideline. It will be put up

in a separate envelope, on envelope Firm will mentioned “EMD envelope”. It will be returned to other bidders except approved bidders after finalization on of bidding process. EMD of approved bidder will be returned, only after submission of performance security by it. If EMD is not submitted its bid will not be considered.

**Validity of Bids or Tender**

The Bid or Tender shall be valid for a period of six months from the Last date of receipt of RFP

**EMD shall be forfeited in the following cases:**

- i. if any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- ii If the successful Applicant fails to execute the Consultancy Agreement within the time, stipulated in the Letter of Award or any extension thereof provided by CGHB.

**Submission of Bids**

All envelopes shall be addressed to

**Chief Accounts Officer**

**Chhattisgarh Housing Board**

**Head Office , Paryavas bhawan ,Sector-19 ,North Block ,**

**Atal Nagar , Nava Raipur ,Raipur , Chhattisgarh**

**Pin : 492002**

**Tel :0771-2512124**

**Email : caocghb@gmail.com**



### **Sale of RFP Document**

RFP document can be obtained between 11.00 hours and 17.00 hours on all working days from the Board i.e. CGHB, Paryavas Bhawan, North Block, Sector 19, Nava Raipur Atal Nagar - 492002, Chhattisgarh The document can also be downloaded from the official website of the Authority at [www.cg hb.gov.in](http://www.cg hb.gov.in)

### **Bid Stage**

In the Bid Stage, Financial proposals would be opened only for those Applicants who have been found technically qualified .

Selection of Firm :-- Out of technically bidders , whoever will be judged as L-1 from financial bids, will be selected.

In the event that two or more Applicants score equal marks (the "Tie Applicants"), the Board shall identify the Selected Applicant with higher technical score If the tie still persists, the selection shall be determined by highest turnover in financial year 2018-19 of the firm between the Tie Applicants.

After selection, a Letter of Award (the "LOA"), shall be issued, in duplicate, by the Board to the Selected Applicant and the Selected Applicant shall, within 10 (ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. Then agreement will be executed between the selected firm and CGHB on stamp paper as per rule. Then work will be started.

**Annexure-1**

**Declaration Regarding Acceptance of Terms and Conditions of Contract  
& clean track record.**

[On the Letterhead of the Entity including full postal  
Address, and telephone, facsimile and e-mail address]

Reference No.

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

To

Chief Accounts Officer

Chhattisgarh Housing Board

Head Office , Paryavas bhawan, Sector-19 , North Block ,  
Atal Nagar, Nava Raipur, Raipur (Chhattisgarh)

Sir,

We have carefully gone through the Terms & Conditions contained in the bid Document regarding Concurrent Audit including Preparations of Final accounts (which includes Balance Sheet , Income Expenditure account , Receipt and payment accounts & others ) Filling of TDS Returns and Certification of RERA Account at Head Office, Divisions & Zones of Chhattisgarh Housing Board Spread Across Chhattisgarh State. We do hereby accept the terms and conditions of the contract as listed in the bid document. Further we do declare that we have not been blacklisted for supply of services by any government organization.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours Truly,

Signature of the Authorized Signatory

Seal of the Entity

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ACCOUNTS

**Annexure 2: Profile of the CA Firm**

**A. Details of the Firm/Lead Bidder**

| S. No. | Particulars  | Details |
|--------|--|---------|
| 1.     | Name of the Firm   |         |
| 2.     | Constitution of Firm   |         |
| 3.     | Address of the Head Office (incl. Tel Phone)   |         |
| 4.     | PAN of the Firm  |         |
| 5.     | GST registration No.   |         |
| 6.     | ICAI Registration No.  |         |
| 7.     | Date of constitution of the Firm   |         |
| 8.     | Number of Full time Partners as on PDD   |         |
| 9.     | Number of full time CA Employee as on PDD  |         |
| 10.    | Number of Audit Staff employed full time with Firm as  |         |
|        | a. Article Clerks  |         |
|        | b. Other Audit Staff   |         |
| 11.    | Number of Branches   |         |
| 12.    | Whether the Firm has experience in any internal audit or Internal audit of accounts or any other services for any Govt. Companies/ Corporations etc. |         |
| 13.    | Whether there any court cases/arbitration/ any other legal case against the Firm (If yes, please provide details in separate annexure)               |         |
| 14.    | Contact Person:  |         |
|        | Contact No:  |         |
|        | Email address:   |         |

**Date: -**

**Name of the Applicant**

**Place: -**

**Signature of the Applicant**

**Annexure 3: Applicant Information**

**A. Latest Details of Full time Partners/Sole Proprietor of the Firm**

| S. No. | Name of Partners/Proprietor | Membership No. | FCA/ACA | Date of joining The Firm (Full Time) | Date of becoming FCA | Certification (if any) |
|--------|-----------------------------|----------------|---------|--------------------------------------|----------------------|------------------------|
| 1.     |                             |                |         |                                      |                      |                        |
| 2.     |                             |                |         |                                      |                      |                        |
| 3.     |                             |                |         |                                      |                      |                        |
| 4.     |                             |                |         |                                      |                      |                        |
| 5.     |                             |                |         |                                      |                      |                        |

**B. Latest Details of Full time C.A. Employees of the Firm**

| S. No. | Name of Employee | Membership No. | FCA/ACA | Date of joining The Firm (as employee) | Date of becoming FCA | Certification (if any) |
|--------|------------------|----------------|---------|--|----------------------|------------------------|
| 1.     |                  |                |         |  |                      |                        |
| 2.     |                  |                |         |  |                      |                        |
| 3.     |                  |                |         |  |                      |                        |

Date:-

Name of the Applicant

Place:-

Signature of the Applicant

**Annexure 4: Technical Capacity**

**(This is to be given on the letter head of the Applicant)**

| S. No. | Name of the assignment | Brief of the Service provided | Name of the client | Whether the client was a Company, a Corporation or Authority or undertaking or Board of State /Central Govt., a Society | Professional Fees Charged (INR) | Start and Completion Date of Assignment |
|--------|------------------------|-------------------------------|--------------------|---|---------------------------------|---|
| 1.     |                        |                               |                    |   |                                 |   |
| 2.     |                        |                               |                    |   |                                 |   |
| 3.     |                        |                               |                    |   |                                 |   |
| 4.     |                        |                               |                    |   |                                 |   |

**Note :**

1. For above experience, the CA Firm must submit a copy of the appointment letters from the client organizations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work and date of start and completion of service is not furnished by the Applicant.
3. Professional fees of the assignments shall not be considered for evaluation if this certificate is not signed and stamped by the Statutory Auditor/CA in case of assignments with corporate entities).
4. The renewal/ extension of any ongoing assignment shall not be considered as a separate assignment.
5. The reappointment of any assignment shall be considered as a new assignment. The Applicant shall furnish separate Work Order/ Appointment Letter for each such reappointment.

**Annexure 5: Financial Capacity**

**A. Annual Turnover for the Firm for last 3 Financial Years**

| <b>S. No.</b> | <b>Financial Year</b>                         | <b>Turnover (INR)</b> |
|---------------|---|-----------------------|
| 1.            | 2016-17                                       |                       |
| 2.            | 2017-18                                       |                       |
| 3.            | 2018-19                                       |                       |
|               | <b>Average annual Turnover for last 3 FYs</b> |                       |

**Date:-**

**Name of the Applicant**

**Place:-**

**Signature of the Applicant**

**Certificate of the Chartered Accountants/Statutory Auditors**

Based on Audited Accounts and other relevant documents of \_\_\_\_\_, we M/s \_\_\_\_\_, Chartered Accountants/ Statutory Auditors, certify that the above information is correct.

**Name of the Applicant**

**Signature of the Applicant**

**Note: Annual Turnover amount shall not be considered for evaluation if this certificate is not signed and stamped by the auditor/CA certifying Annual Turnover.**

**Annexure 6: Power of Attorney for Signing of Proposal**

Know all men by these presents, We, .....,  
....., do hereby irrevocably constitute, nominate,  
appoint and authorize....., son of....., and presently  
residing at....., who is presently employed  
with us and holding the position of **Partner** for " Selection of External Agency  
(Chartered Accountant Firm) For Accounts Consultancy for CGHB " as our  
true and lawful attorney (hereinafter referred to as the "Attorney") to do in our  
name and on our behalf, all such ads, deeds and things as are necessary or  
required in connection with or incidental to submission of our Proposal for the  
proposed or being developed by Chhattisgarh Housing Board (the "Authority")  
including but not limited to signing and submission of all Proposals, and other  
documents and writings, participate in Applicants' and other conferences and  
providing information / responses to the Authority, representing us in all  
matters before the Authority, signing and execution of all contracts including  
the Agreement and undertakings consequent to acceptance of our Proposal,  
and generally dealing with the Authority in all matters in connection with or  
relating to or arising out of our Proposal for the said Project and/or upon  
award thereof to us and/or till the entering into of the Agreement with the  
Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm  
all acts, deeds and things lawfully done or caused to be done by our said  
Attorney pursuant to and in  
exercise of the powers conferred by this Power of Attorney and that all acts,  
deeds and things done by our said Attorney in exercise of the powers hereby  
conferred shall and shall always be deemed to have been done by us.

In witness whereof we, the above named principal have executed this power  
of attorney on

**Name of the Applicant**

**Signature of the Applicant**

Witnesses :

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**Annexure 7: FINANCIAL BID**

**(To Be Submitted by the Bidder in a Separate Sealed Cover)**

**A) Financial Year 2020-21.**

| Minimum Annual Fee (MAF) (Per Annum)    | Annual Fee Amount to be quoted by the applicant (In Figure) | Annual Fee Amount to be quoted by the applicant (In words) |
|---|---|--|
| 51.00 Lakh<br>( Rs.Fifty one Lakh only) |   |  |

**B) Preparation of Financial Statement for Financial Year 2019-20 and Internal Post Audit For Financial Year 2019-20.**

| Minimum Annual Fee (MAF) (Per Annum)      | Annual Fee Amount to be quoted by the applicant (In Figure) | Annual Fee Amount to be quoted by the applicant (In words) |
|---|---|--|
| 29.00 Lakh<br>(Rs. Twenty Nine Lakh only) |   |  |

Notes:

- Only GST as applicable shall be paid Extra on the above quoted fee.
- Statutory Deductions like TDS etc. shall be made by the Housing Board as per statutory rate and norms wherever applicable.
- The Financial Proposal (Professional Fee quoted by the applicant) shall be equal or more than the MAF, any Financial Proposal below the MAF shall be summarily rejected.

Complete address of the Bidder

\_\_\_\_\_

Place: \_\_\_\_\_

Signature \_\_\_\_\_ :

\_\_\_\_\_

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

Name and Designation: \_\_\_\_\_ -

\_\_\_\_\_

Company's Seal: \_\_\_\_\_