

**Letter of Transmittal**

To,  
Chairman  
District Miniral Foundation Trust,  
Office Of the Collector Distt - Dantewada  
Chhattisgarh

Sir,

We, the undersigned, offer to provide the audit services for District Miniral Foundation Trust Distt-Dantewada Chhattisgarh in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

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

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

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

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

**We understand that District Miniral Foundation Trust , Distt Dantewada is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.**

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

Yours faithfully,

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**Form T-2****Format for Technical Proposal**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Supporting Documents required to be submitted along with this Form</b>
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No:
		Fax No:
		Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3.....(Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of establishment of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.
6	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year under Audit (2018-19).
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach a copy of certificate downloaded from ICAI Website
8	Turnover of the Firm in last three years	Attach a copy of Balance Sheet and P & L Account of the last three years or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.

9	<p><b>Audit Experience of the Firm:</b></p> <p>1. Number of Audit assignments of Statutory Audit of fully owned Government Departments/PSU.</p> <p>2. Number of Assignments of Externally Aided Projects/Social Sector Project( excluding audit of Charitable Org.) Institutions &amp;NGOs</p>	<p>Copy of the Offer Letter &amp; the Fee Charged for each assignment.</p>
10	<p><b>Details of Partners:</b></p> <p><b>Provide following details:</b></p> <ul style="list-style-type: none"> <li>• Number of Full Time Fellow Partners associated with the firm <ul style="list-style-type: none"> <li>• Name of each partner</li> </ul> </li> <li>• Date of becoming ACA and FCA <ul style="list-style-type: none"> <li>• Date of joining the firm <ul style="list-style-type: none"> <li>• Membership No. <ul style="list-style-type: none"> <li>• Qualification</li> <li>• Experience</li> </ul> </li> </ul> </li> </ul> </li> <li>• Whether the partners is engaged full time or part time with the firm</li> <li>• Their Contact Mobile No., email and full Address (Attested copy of Certificate/letter of ICAI not before 01/01/2019</li> </ul>	<p><b>Attested copy of Certificate of ICAI not before 01.01.2019</b></p>

**FORMAT FOR FINANCIAL BID**

<b>Particulars</b>
<b>AUDIT FEE</b>
a. Audit fees for District Office Rs------(In word.....)
b. Audit fees for Per Agency Rs------(In word.....) ( Including GST )
<b><u>Note:</u> Percentage of funds involved shall not be a basis of quoting the Audit Fee.</b>

Yours faithfully

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