

**Letter of Transmittal**

To

Additional Deputy Commissioner (Development) -cum-  
A.D.P.C (MGNREGA  
FATEHGARH SAHIB.

Dear Sir,

We, the undersigned, offer to provide the audit services for MGNREGA Fatehgarh Sahib in accordance with your NIT (insert date). We are hereby submitting our proposal, having details about the firm and proposed audit fees.

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

That the fee 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 at independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

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

We understand that Deputy Commissioner -cum- DPC (MGNREGA) Fatehgarh Sahib is not bound to accept the lowest or any proposal or to give any reason for reward, or for the rejection of any proposal.

I confirm that I have authority of (insert name of the CA firm) to submit the proposal and to negotiate on its behalf.

Yours faithfully,

(Name &Signature of the Partner of the CA firm)  
(Name and address of CA firm)

**Particulars/Details of the CA Firm**

S.No	Particulars	Supporting documents required to be submitted along with this form
1	Name of the Firm	
2	Address of the firm	
	Head Office	Phone No: Fax No. Mob No. Of the Office Incharge
	Date of Establishment of the Firm	
	Date since when is HO at the existing location	
	Branch Office 1,2,3----- (Particulars of each Branch to be given)	
	Mention the date of each Branch Offices since when existed at the existing place	
2	Pan No.of the Firm	Attach copy of pan card
4	Firm's Service Tax registration No.	Attach copy of the registration
5	Firm's registration No. with ICAI	-Do-
6	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year under audit (2017-18) confirming that the firm is eligible for major PSU audit
7	No. of years of firm's existence and date of establishment of the firm	Attach copy of the Partnership Deed
8	Turnover of the firm For the last three (3) years	Attach copy of Balance sheet & P&L Account of the last three years or a CA certificate giving breakup of audit fee and other fees received
	Audit Experience of the firm	
9	1. No. of assignments in commercial and statutory audit  2. No. of assignment of externally aided projects (excluding audit of charitable institutions and NGOs)	Attach copy of the Offer letter and fee charged for each assignment (relevant evidences to be given of the turnover and fees
10	Details of partners Provide following details (i) No. of Full Time Fellow Partners associated with firm. (ii) Name of the each Partner (iii) Date of becoming ACA & FCA (iv) Date of joining the firm. (v) Membership No. (vi) Qualification (vii) Experience (viii) Whether the partner is engage full time or part time with the firm (ix) Their Contact Mob No. email and full address	

Note: The firm shall give an undertaking that the team member is proficient in the states official language (both oral and written).

(Name &Signature of the Partner of the CA firm)  
(Name and address of CA firm)

**Format for Financial Bid for Annual Audit for the year 2017-18**

Item or Activity		Total amount (In Rupees)	
<b>Audit Fee</b>			
a. Professional fees	Fee amt	Service tax amt	Both in Numeric and in words
			Total fee
Gram Panchayat			Rs. _____ (Rupees _____)
Block Level			Rs. _____ (Rupees _____)
District			Rs. _____ (Rupees _____)
Line Deptt.			Rs. _____ (Rupees _____)

(Name & Signature of the Partner of the CA Firm)  
(Name and address of CA firm)