

**REQUEST FOR EXPRESSION OF INTEREST
(For Providing Finance cum Accounts Experts – CA Firm Selection)**

Assignment Title: “Hiring of a CA Firm to provide Finance cum Accounts Experts for guiding & overseeing the ULBs accounting work.”

Sealed proposals are invited by the State Urban Development Agency (SUDA) under Govt. of Odisha in H&UD Department from CA firms having office at Bhubaneswar and empanelled with CAG, India **to provide a Team of Finance cum Accounts Experts for a period of one year for guiding & overseeing the accounting work of ULBs in Odisha. The said contract is likely to be enhanced for another period of two years subject to satisfactory discharge of the assignment for the first year.** The CA firm will be selected on Quality Based Selection (QBS) process. The bidders have to submit technical proposal in the format prescribed at TOR.

1. Completed technical Proposal for the work in prescribed format shall be received up to 1.00 PM on 17.03.2023 . The proposal shall accompany a sum of Rs. 10,000/- towards earnest money in shape of DD in favour of **“State Urban Development Agency (SUDA), payable at Bhubaneswar” -refundable).**
2. The sealed proposals can be sent well in advance by registered post or speed post or by hand to **The Administrative officer, State Urban Development Agency (SUDA), Vivekananda Marg, Near BMC, Bhubaneswar-751014 OR Dropped in tender box at SUDA.**
3. The Proposal received shall be opened **on** 17.03.2023 at 3.00 P.M. in the presence of representatives of bidders. Bidders are requested to ensure presence of their representative at the time of opening of the bid, who must submit an authorization letter from the bidder.
4. This RFP includes the Terms of Reference (ToR) (see Annexure – 1)
5. While all information / data given in the EOI are, to the best of the Client’s knowledge accurate within the consideration of scope of the proposed contract, the Client holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information / data included in this document.
6. The Client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

Interested Bidders may obtain further information from the office of the State Urban Development Agency (SUDA), Odisha via Tel. 0674-2432317, e-mail sudaodisha1990@gmail.com.

Sd/-

Administrative Officer
State Urban Development Agency

Instructions to Bidders

1.1 Definitions

- i. "Applicable Laws" means all laws, promulgated or brought into force and effect by the Government of Odisha or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement
- ii. "C & A G" means Comptroller and Auditor of General of India.
- iii. "Department" means Housing & Urban Development Department
- iv. "SUDA" means State Urban development Agency
- v. "DEABAS" means Double Entry Accrual Based Accounting System
- vi. "GoO" means Government of Odisha
- vii. "GoI" means Government of India
- viii. "UC" means Utilization Certificate
- ix. "Firm" means Chartered Accountant Firm
- x. "ULB" means Urban Local Body (Corporation/ Municipal Corporation/Notified Area Council)

1.2 Eligibility Criteria/Evaluation criteria

The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below.

1. The Chartered Accountant firm should have office at Bhubaneswar, Odisha (Detail address to be submitted);
2. The firm must be on the approved panel of Comptroller and Auditor General of India (CAG of India) as well as category-1 firm as per RBI list for the year 2022-23 (Copy of CAG empanelled certificate & MEF enrollment to be submitted);

3. The firm must be a Partnership or LLP having minimum 25 years of existence (Copy of registration of CA firm to be submitted);
4. The firm should have 10 full time partners out of which minimum 5 partners should have minimum association of 10 years with the Firm as on 01.01.2023(Details to be given in Form-1 with firm constitution certificate);
5. Average annual turnover of the firm during last three years (2019-20, 2020-21 and 2021-22) should not be less than Rs.200 Lakhs (Proof of turnover i.e. Audited P&L Account & Balance Sheet to be submitted);
6. The firm shall have minimum experience of 7 years in audit/ accounting/ consultancy areas of ULBs/State Agency/ other departments in H& UDD
7. The firm or any partner of the firm should not have been black listed by the Government or any other organization in respect of any assignment or behavior. The Authorized signatory(s) of the firm shall submit an undertaking to this effect.
8. For this assignment the firm shall deploy following Experts on full time basis:
 - A. One qualified Chartered Accountant as **Team Leader** with minimum 15 years of post-qualification experience in the field of accounting/auditing/ consulting assignments and should have at least 7 years of exposure in ULBs/State Agency /any other organizations under H&UD Department. . The C.V. of him/her is to be submitted (Form - 4).
 - B. 3 no. of Chartered Accountants or Cost Accountants as **Zonal Consultants** having minimum 3 years of post qualification experience in accounts/ audit/ consultancy assignments.
9. The firm must have conducted at least 15 nos. Internal/ Statutory audit/ Concurrent audit/ financial assignment in Government sector and PSU during 2019-20, 2020-21 and 2021-22 with minimum 5 assignments of ULBs/ State Agency / other agencies of H&UD Dept. (Form - 3).
10. The firm shall submit relevant documents duly signed by the authorized signatory, in support of the eligible criteria given above.
11. Joint venture firm shall not be considered for the assignment.

The Firm shall meet all above criteria otherwise their proposal shall not be considered for further evaluation.

1.3 Disqualification

The authority may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:

- i. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- ii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying

- completion or financial failures in any of the previous undertakings by the concerned bidder.
- iii. Declared as ineligible by Gol / State for corrupt, fraudulent practices or has been blacklisted.
 - iv. A Bidders proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
 - v. Firm shall submit the proposal which does not satisfy each and every condition laid down in the notice and EoI documents, failing which the proposal will be liable for rejection.
 - vi. Does not submit the proposal before the stipulated time line to the inviting authority
 - vii. Does not attach the required documents along with the proposal.

1.4 Amendments and Clarification for RFP:

The SUDA, during the process of evaluation of proposals may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Bidders are advised to check the SUDA official website prior to bid submission.

1.5 Submission of Proposal

The technical Proposal shall be submitted in a sealed cover super scripted "**Technical Proposal for Hiring of a CA Firm to provide Finance cum Accounts Experts for guiding & overseeing the ULBs accounting work**" with the following documents inside:

- a) A covering Letter from the bidder on the bidder's letter head.
- b) EMD as specified in the bidder's data sheet of this RFP in shape of DD/Bankers Cheque. The EMD of the non-qualified bidders will be returned without any interest and the EMD of the successful bidders will be returned without any interest after successful completion of the assignment.
- c) Duly Filled technical proposal formats along with details and supportive documentary evidence with necessary details as laid down in the Annexure -3 of this RFP.
- d) The firm should submit the document cost of Rs. 2500/- in shape of Demand Draft in favor of "**State Urban Development Agency (SUDA), payable at Bhubaneswar**".

1.6 Procedure for Opening of the Proposals and Selection

- The Sealed Envelope containing "Technical Proposal" shall be opened on the due date and time specified in data sheet in the presence of the bidders wish to participate. The technical proposal furnished by the bidder shall be first

evaluated based on eligibility criteria shall be scored on the basis of specified in para 1.8 as under.

- The bidder having highest mark in the technical evaluation will be successful bidder.

1.7 Professional charges

Sl No	Description	Nos	Monthly Fee inclusive of all Taxes (Exclusive of GST)	Total
1	Team Lead	1	Rs 1,50,000/-	1,50,000/-
2	Zonal Consultant	3	Rs 75,000/-	2,25,000/-
3	Total			3,75,000/-

GST shall be paid extras as applicable.

The local travels shall be met out of the fees payable to the consultant, however, for any travel outside place of posting, lodging, boarding shall be payable extra as applicable to Class-1 officers of state Government.

1.7 General instructions for the bidders for the submission of proposal:

- The proposal shall be submitted by Registered Post / Speed Post/ Hand delivered within the stipulated time and date and place specified in the Bidder data sheet.
- The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend.
- Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected.
- The bid will be rejected out rightly, if it founds that the bidder fails to submit the requisite documents, EMD, document fees, Statutory Documents as required etc. and the information as per the formats provided in technical proposal under RFP.

1.8 Evaluation of Proposal

The CA firm will be selected on technical evaluation on the basis of highest marks scored by the firm as per scoring pattern prescribed below. The CA firm so selected has to do the assigned job with the fees prescribed by the Department at para 1.7.

The evaluation / scoring pattern for technical proposal shall be as follows:

Sl No	Criteria	Max. Marks	Supporting documents required to be furnished
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		along with this form	
A. CA Firm			
1	No. of years of experience of the firm 25 years- 10 marks , for every additional 1 year 1 mark subject to maximum of 15 marks	15	Firm constitution certificate from respective institute as on 01.01.2023.
2	Average Turnover of the CA Firm in last three Financial Years 2019-20, 2020-21 and 2021-22 having turnover of Rs. 200.00 lakh - 10 marks and for every additional turnover of Rs.10 lakh, 1 mark subject to maximum of 15 marks	15	Copies of audited Balance Sheets, P&L Accounts & Service Tax Returns for the financial years 2019-20, 2020-21 and 2021-22..
3	No of partners (FCA with 10 years of association) Min. 5 FCA – 10 Marks , and 1 mark for each additional partner subject to maximum of 15 marks	15	Firm constitution certificate from respective Firm as on 01.01.2023.
B. Proposed for the post of Team Leader			
(i)	A CA having 15 years of post qualification experience with minimum 7 years of exposure in ULB/ State Agency/ other agencies in H&UD Dept. He/ She must have continuous association of minimum 5 years with the firm. Meeting minimum qualification and experience- 10 Mark Additional 5 mark shall be given for minimum 3 years or above experience in handling assignments in H& UD depart subject to maximum of 15 mark.	15	Profiles & experience proof of him/ her to be enclosed. The firm should submit the CV of the proposed candidate in a format given in Form-4.
C	Firm Experience		
1	Govt. Sector or PSU Exposure: Internal audit/Statutory audit/ Con-current audit/ financial advisory assignment etc. in last 3 years i.e. 2019-20, 2020-21 & 2021-22. Min. 10 assignments - 30 marks and For each assignment in H& UDD , additional 2 mark subject to maximum of 40 marks .	40	The bidders are required to submit the work order copies of assignments for marking purpose, otherwise it will not be considered. <i>(The information should be furnished in form annexed)</i>
	Total	100	

Based on the above technical scoring the merit list will be prepared and the firm having the highest score will be awarded with the assignment.

Note: If 2 or more bidders get highest equal marks, then the bidders having maximum prior experience of audit in SUDA will be preferred.

Terms of Reference

A. Introduction

As per INDIAN GAAP, the accounts of an entity need to be maintained manually or digitally on the principle of Double Entry Accrual basis. This principle is also applicable to State Govt. agencies & Urban Local Bodies. Besides, all entities are to comply with statutory requirements by way of maintaining prescribed records & furnishing periodical returns to Direct Tax or In-direct Tax authorities. Further, the financial statements of Autonomous Bodies & ULBs are to be audited by CA Firms who expects that applicable Accounting Standards (AS) have been followed. As per the Constitution, ULBs & PRIs are to maintain set of Books of Accounts in consultation with State Govt. Besides above, State Govt. has introduced "SUJOG Accounting" which is a customized ERP platform where all ULBs are maintaining their Books of Accounts. This package has been placed during 2021- 22. The accountants of ULBs are not fully versed with the system & there is no on-line handholding support for clarification on entries, taxation & returns etc. Further, each ULB is required to update all entries in the system on day to day basis. In addition to this there is a urgent requirements to up-date the accounts of ULBs for availing the grant-in-aids from Govt. of India in different centrally sponsored schemes. In the FY 2023-24 to receive 15 th FC grants from Govt. of India the following pre-conditions are required to fulfil:

1. Linking of ULB account for 15th FC Grant with PFMS. Grant transfer certificate (Annexure-I) along with the claims for grants.
2. Detailed utilization report (Annexure-II) for the previous instalments of 15th FC grant.
3. ULBs to prepare and make available online in the public domain annual accounts of the previous year and duly audited annual accounts of all the ULBs 100%.
4. State to notify property tax floor rates [ULBs may refer to the property tax tool kit released by MoHUA in Sep 2020 for the best practices and reform recommendations].
5. ULBs to show consistent improvement in collection of property taxes in line with growth rate of State's own GSDP.
6. State to strengthen their State Finance Commission (SFC), and its recommendations and action taken reports to be tabled in State legislatures, by March 2024.

Proposed Methodology & Responsibilities:

1. An experienced CA having well versed with the accounting system of ULBs for a minimum continuous period of 7 years either through audit or supervision of Accounts assignments under H & UD programmes may be of suitable to be as **State Team Leader**. He/she shall be outsourced from a "CA Firm listed by C&AG" on outsourcing to ensure 24*7 services. This will enable all ULBs to get proper guidance in accounting, taxation & preparation of periodical financial statements in compliance to Accounting Standards as applicable. The main responsibilities of the **Team Leader** are as follows:

- * To clarify on queries sought by Zonal consultants/ ULBs with regard to accounting, tax & maintenance of records.
- * To verify the status of updating of ULB records on quarterly basis. To identify the reason of delays & suggest action needed to the Reporting officer.
- * To facilitate timely audit of all ULBs.
- * To suggest the accounting entries for ULB with regard to new funding by Govt.
- * To inform the new provisions / treatments in ULB records with regard to accounting/ Tax / others.
- * To provide financial summary/ periodical reports to govt. on ULB.
- * To conduct quarterly review of Zonal Consultants achievements based on performance in the form of Progress by ULB.
- * To conduct Annual review of ULBs in presence of Zonal Consultants.
- * To appraise the performance of ULB Accountants on annual basis & design training programme as per their need.
- * To furnish the list of non-performer of ULB Accountants to Govt.
- * Any other assignments by Govt.

2. All ULBs (including Municipal Corporations) are to be divided in to 3 zones on geographical area wise. One **Zonal consultant** is to be earmarked to look after all ULBs under the said zone. The **Zonal consultant** will monitor the status of entries in Sujog portal on monthly basis. The Zonal Consultants will be outsourced from the CA firm & must have minimum 3 years of experience (preferably CA/ Cost Accountant) in ULB accounting, IT, GST & other relevant laws as applicable. Each will be placed in DUDA office within the said Zone. Their job responsibilities would be as follows:

- * To clarify on queries sought by ULBs with regard to accounting, tax & maintenance of records.
- * To verify the status of updating of ULB records on monthly basis. To identify the reason of delays & suggest action needed to the Executive officer(s).
- * To be familiarized with the accounting entries for ULB with regard to new funding by Govt. & guide ULBs for proper implementation.

Bidders Data Sheet

1.	Name of the Assignment: Hiring of a CA Firm to provide Finance cum Accounts Experts for guiding & overseeing the ULBs accounting work.
2.	Name of the Client : The Administrative Officer, State Urban Development Agency (SUDA), Housing & Urban Development Department, Govt. of Odisha
3.	Method of selection: Quality Based Selection (QBS) Method
4.	Language of documentation: English
5.	Selection of consultancy firm/agency: The bidders have to submit the technical Proposal giving their credentials, experience, financial status as per technical proposal form given at Annexure – III. The evaluation shall be made as per evaluation criteria specified at Clause-1.8)
6.	Technical proposal to be submitted: YES, as per the form given at Annexure –III along with all supporting documents.
7.	Address for submission of Proposals: The Administrative Officer, State Urban Development Agency (SUDA), Vivekananda Marg, Near Bhubaneswar Municipal Corporation (BMC), Bhubaneswar - 751 014.
	Contact person: The Administrative Officer, State Urban Development Agency (SUDA),
8.	Clarifications may be requested not later than 03.03.2023. All requests for clarifications will be directed to the Client's representative. The Client shall respond to requests for clarifications by hosting in web site electronic means within seven (7) days.
9.	Bidders Eligibility Criteria –Applicable As specified at clause –1.2
10.	Mode of Submission: Proposals complete in all respect should be submitted to the inviting authority through Speed Post / Registered Post/Hand delivered. Authority will not be responsible for postal delay or any other consequences.
11.	While submitting the proposal the bidder has to ensure that the technical Proposal in original to be kept in sealed envelope with superscription “ Technical Proposal for Hiring of a CA Firm to provide Finance cum Accounts Experts for guiding & overseeing the ULBs accounting work. ”

12	<p>The outer envelope must be labeled with:</p> <p>a) Title: "Proposal for hiring of a CA Firm to provide Finance cum Accounts Experts for guiding & overseeing the ULBs accounting work."</p> <p>b) EOI Number;</p> <p>c) Last date of bid Submission ;</p> <p>d) Full address of bid submission authority with contact no and email on the right;</p> <p>e) Full address of the Bidder with contact no and email on the left.</p> <p>f) On the envelope clearly write/print in bold capital letters "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE CLIENT'S REPRESENTATIVE AND PRIOR TO 17.03.2023 at 3.00 P.M</p>
13	<p>If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes leading to disqualification of the Bidder from the bidding process.</p>
14	<ul style="list-style-type: none"> • Tender fee must be deposited: YES Tender fee of Rs. 2,500/- (non-refundable) to be deposited. • Earnest Money Deposit (EMD) to be submitted: YES EMD of Rs. 10,000/- (Refundable) to be deposited
15	<p>Form for Tender fee & Earnest will be: in shape of demand draft in favour of the State Urban development Agency (SUDA), payable at Bhubaneswar.</p> <p>Bids not accompanied by tender fees and EMD shall stand rejected.</p>
16	<p>Proposals must be submitted no later than the following date and time: 17.03.2023 till 1.00 P.M</p>
17	<p>Date and time for public opening of the Technical Proposals received: 17.03.2023 till 3.00 P.M</p>
18	<p>Expected date/month for commencement of consulting services: April 2023</p>
19	<p>Expected date/month for completion of consulting services: 1 year from the date of signing agreement and further may be extended for 2 years subject to satisfactory performance.</p>

Annexure - 3

TECHNICAL PROPOSAL

LETTER OF TRANSMITTAL

To

Date

The Administrative Officer,
SUDA, Bhubaneswar.

Dear Sir,

We, the undersigned, offer to Finance cum Accounts Experts for guiding & overseeing the ULBs accounting work.” in accordance with your request for expression of interest no....., dated..... . We are hereby submitting our Proposal, having details about the firm.

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.

We agree to bear all costs incurred by us in connection with the deployment of internal auditor for preparation and submission of the internal audit reports.

We understand that SUDA is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of all partners of my firm to submit the proposal.

Yours faithfully,

Chartered Accountants,

FORM - 1

FORM FOR TECHNICAL PROPOSAL

Sl. No.	PARTICULARS		Supporting Documents (self-attested) required to be submitted along with this form
1.	Details of the CA Firm		
1.1	Name of the Firm	:	
1.2	Address of the Firm	:	
1.3	Phone No. Mobile no. of contact person	:	
1.4	Contact Person (Office Address and Contact No)	: :	
1.5	Address of Head/ Branc Offices in Bhubaneswar :	:	
2.	i. Date of establishment of the firm	:	
	ii. Date since H.O & B.O are functioning at the existing station.	:	
3.	Firm's Income Tax PAN No.	:	
4.	Firm's GST registration No.	:	
5.	Firm's Registration no. with ICAI	:	
6.	CAG empanelment no.	:	
7.	No. of years of firm's existence & date of establishment	:	
8.	Turnover of the firm for the last three years (in Rs.) 2019-20	: :	

	2020-21 2021-22	:	
9.	Audit Experience of the firm		
9.1	Number and details of assignments in audit of Govt. Sector (Excluding Banks and Financial Institution)	:	As per Form annexed
9.2	Number & details of assignments in audit & accounts of ULBs/ State Agencies/ other departments in H & UD department		As per Form annexed
10.	Details of Partners		
10.1	No. of full time partners associated with the firm as on 01.01.2023		(Provide self-declaration certificate having no of full time FCA. ACA)
11.	Details of Team Leader to be proposed		
11.1	Name of the Team Leader to be engaged by the firm	:	
11.2	- Qualification - Date of Joining the Firm - Experience (in Years) - Whether working in Govt. Sector (Yes/No) If yes, year of experience in Govt. sector - experience in ULB/SUDA (In Years) - Contact Details	:	
12	Confirmation of the Firm for deployment of 3 Nos Zonal Consultants having qualification and experience as defined in ToR		
12.1	Confirmation of the firms to accepting the fees as specified under clause 1.7 of the EoI.	:	
13	Details of Others		
13.1	Demand draft Details Tender fee Amount : DD No. : Issuing Date: Name of the Bank:	:	

13.2	Demand draft Details OF EMD Amount : DD No. : Issuing Date: Nameof the Bank:	:	
13.3	Whethertheagency was ever blacklisted: Y/N ifyeswhetherthat blacklistingwas not cancelled: Y/N (Ifyes,attach copyofsame and the affidavit)	:	
13.4	Confirm to carry assignment as per TOR	:	YES
13.5	Confirm to accept all term & conditions specified in RFQ documents	:	YES

(Copy of supporting documents of the above all should be attached with the proposal)

Seal & Signature of Partner

Membership No

FORM - 2

Financial Turnover of the CA Firm during the last three years

Sl. No.	Year	Turn Over in INR
1	2019-20	
2	2020-21	
3	2021-22	
Average Annual Turnover for the last three years (INR)		

(Please provide the copies of theBalance Sheet and Profit Loss Statement for the corresponding period)

Authorized Signatory [*In full and initials*]: _____

With Seal and date

FORM -3

Relevant Assignments Undertaken during last 3 years (FY 2019-20, 2020-21 & 2021-22)only in each category

A. Central / State Govt. /Govt. agency/ PSU Experience:

Sl. No.	Name of the Assignment	Name of the Client	Nature of Assignment (Please Specify the Work involved as detailed in scope of work)	Copy of work order /client certificate placed at page no.
1				
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14				
15				

B. Assignment related to H & UD

Sl. No.	Name of the Assignment	Name of the Client	Nature of Assignment (Please Specify the Work involved as detailed in scope of work)	Copy of work order /client certificate placed at page no.
1				
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FORM -4

Curriculum Vitae (CV) OF Team Lead

- i. Name of Firm: [Insert name of firm proposing the staff]:
- ii. Name of Staff: [Insert full name]:
- iii. Position applied for:
- iv. Date of Birth:
- v. Nationality:
- vi. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

vii. Membership of Professional Associations:

viii. Other Training:

ix. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

x. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

xi. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Positions held:

Detailed Tasks Assigned [List all tasks to be performed under this Assignment/job]

xii. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project: Year:

Location: Employer:

Main project features: Positions held: Activities performed:

xiii. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Signature of staff member or authorized

Place: [representative of the staff]

[Full name of authorized representative]:

Xiv : Number of Years' experience in handling assignments in H& UDD department:

Year :

Name of the Authority :

Nature of assignment :

Period of assignment :

Notes:

- i. Each page of the CV shall be signed by the Authorized Representative of the Bidder firm.