



**STATE URBAN DEVELOPMENT AGENCY
(SUDA)
Govt. of Odisha (H & U.D.Deptt.)**



No. 880 /SUDA

Date 09/03/18, Bhubaneswar

Corrigendum – 1

EoI for "Hiring services of CA Firm for Statutory Audit of SUDA"

The following Amendments to RFP are made (EoI no 780, dt – 27.02.2018).

1. The last date of proposal submission is extended to 19.03.2018.
2. The scope of work is excluding tally entry of accounts.
3. The detail of EOI is enclosed herewith.


Additional Director

Memo No. 881 /SUDA

Date 09/03/18 /Bhubaneswar

Copy forwarded to Under Secretary to Govt., H&UD Dept. (Special Project Section)/ PMU cell H&UD Dept. for information and is requested to upload in Govt. website for wide publication


Additional Director

Memo No. 882 /SUDA

Date 09/03/18 /Bhubaneswar

Copy forwarded to SUDA Notice Board for wide publicity/sub-collector, Bhubaneswar/ Municipal commissioner, Bhubaneswar Municipal Corporation/ BDO, Bhubaneswar/ Tahasildar, Bhubaneswar for information and necessary action. They are requested to publish in their Notice Board for wide publicity.


Additional Director

EOI No.: 120

**REQUEST FOR EXPRESSION OF INTEREST
(For Selection of Auditor – CA Firm Selection)**

Assignment Title: “Hiring services of CA Firm for Statutory Audit of SUDA”

Sealed proposals are invited by the State Urban Development Agency (SUDA) from the CA firms having office at Bhubaneswar and empanelled with CAG, Odisha to conduct statutory audit of SUDA for the FY 2017-18. **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 19th March 2018 up to 3.00 PM. The proposal shall accompany a sum of Rs. 1,500/- towards document fees in shape of DD in favour of **“State Urban Development Agency (SUDA), payable at Bhubaneswar”**.

2. The sealed proposals can be sent well in advance by registered post or speed post or in person to **The Additional Director, State Urban Development Agency (SUDA), Vivekananda Marg, Near Bhubaneswar Municipal Corporation (BMC), Bhubaneswar - 751 014.**

3. The Proposal received shall be opened on 19th March 2018 itself at 4.00 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 i. Instruction to bidders; ii. the Terms of Reference (ToR) (see Annexure – 1); iii. Data Sheet (Annexure – 2); iv. Bid submission forms (Annexure – 3);

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-

Additional Director, SUDA

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. "DAY-NULM" means Deendayal Antyodaya Yojana - National Urban Livelihoods Missionscheme
- vi. "DEABAS" means Double Entry Accrual Based Accounting System
- vii. "GoO" means Government of Odisha
- viii. "GoI" means Government of India
- ix. "UC" means Utilisation Certificate
- x. "Firm" means Chartered Accountant Firm
- xi. "ULB" means Urban Local Body (Corporation/ Municipal Corporation/Notified Area Council)
- xii. "SMMU" means State Mission Management Unit
- xiii. "CMMU" means City Mission Management Unit
- xiv. "SJSRY" means Swarna Jayanti Shahari Rozgar Yojana scheme

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. A 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) for the year 2017-2018. (Copy of CAG empanelled certificate to be submitted);
3. The firm must be a Partnership or LLP having minimum 20 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 3 years with the Firm as on 01.01.2018 (details to be given in Annexure – 3 with firm constitution certificate).
5. Average annual turnover of the firm during last three years (2014-15, 2015-16 and 2016-17) should not be less than Rs.100 Lakhs. (Proof of turnover i.e. Audited P&L Account & Balance Sheet to be submitted) (Details to be given in Annexure – 3).
6. The firm or any partner of the firm should not have been black listed by any Government or any other organization in respect of any assignment or behavior. Authorized signatory(s) of the firm shall submit an undertaking to this effect.

7. The firm must have a minimum 5 years of experience of conducting audit of PSUs/ Govt. Undertakings/ Govt. managed Programmes/ Schemes/ Projects, External Aided projects. etc. (Excluding banks and Financial Institution)
(Details to be given in Annexure – 3).
8. The firm shall submit relevant documents duly signed by the authorized signatory, insupport of the eligible criteria given above.
9. 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. Further SUDA reserves the right to modify/amend the contents of the bid before the last date of submission under due intimation to the bidders to whom this proposal is issued and the bidders may be asked to amend their proposal due to such amendments.

1.5 Submission of Proposal

The technical Proposal shall be submitted in a sealed cover superscripted “**Technical Proposal for Hiring services of CA Firm for Statutory Audit of SUDA**” with the following documents inside:

- a) A covering Letter from the bidder on the bidder’s letter head.
- b) 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.
- c) The firm should submit the document cost of Rs. 1,500/- in shape of Demand Draft which is non-refundable.
- d) Each page, Form and Annexure of the Technical must be signed by the Authorised signatory of the firm.

- e) SUDA reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.

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 specified at para 1.2 above. Bidders meeting the eligibility criteria shall be scored on the basis specified in para 1.9 as under.
- The bidder having highest mark in the technical evaluation will be the successful bidder.

1.7 Audit Fee

The fee shall be in total of Rs. 25,000/- plus GST as applicable.

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

- The proposal shall be submitted by Registered Post / Speed Post / By Hand 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, document fees, Statutory Documents as required etc. and the information as per the formats provided in technical proposal under RFP.

1.9 Evaluation of Proposal

The CA firm satisfying the eligibility criteria specified at para 1.2 will be evaluated as per scoring pattern prescribed below. The firm scoring the highest mark shall be considered as successful bidder (refer note as under). The CA firm so selected has to do the assigned job with the predetermined fees prescribed by SUDA 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 along with this form
A. CA Firm			
1	No of partners: Min. 5 FCA (with 3 years of association with the Firm) – 5 Marks , and 1 mark for each additional partner (FCA/ACA) subject to maximum of 10 marks	10	Firm constitution certificate from ICAI as on 01.01.2018
2	Average Turnover of the CA Firm in last three Financial Years 2014-15, 2015-16 and 2016-17 having turnover of Rs.100.00 lakh - 5 marks and for every additional turnover of Rs.15 lakh, 1 mark subject to maximum of 10 marks	10	Copies of audited Balance Sheets, P&L Accounts & Service Tax Returns for the financial years 2014-15, 2015-16 and 2016-17.
3	No. of years of experience of the firm 20 years- 5 marks , for every additional 1 year 1 mark subject to maximum of 10 marks	10	Firm constitution certificate from respective institute as on 01.01.2018

B. Proposed team*			
4	Key Professional Staffs Qualifications & Competence for the assignment Max. 30 Marks	30	Profiles & experience proof of him/ her to be enclosed. The firm should submit the details of staff to be deployed the format given in Form-4 (A&B).
C Firm Experience			
5	Govt. Sector (except Bank and Financial Institution): Statutory audit/ accounting assignment in last 5 years i.e. from 2012-13 to 2016-17. <ul style="list-style-type: none"> • NAC: 0.5 marks for each assignment • Municipality: 1 mark each assignment • Municipal Corporation: 1.5 mark each assignment • State level govt. institution/PSU: 3 marks for each assignment • Total marks subject to maximum of 40 marks. 	40	Any ULB experience which will include experience of working in ULBs in implementation of the Double Entry Accrual Based Accounting System in the ULBs / audit or any other ULB experience will be considered for the marking purpose for which the bidder is required to submit the work order. The bidders are required to submit the work order (Copies) for marking purpose with the proposal, otherwise it will not be considered for marking purpose. <i>(The information should be furnished in form annexed-Form3B)</i>
Total		100	

Based on the above technical scoring the merit list will be prepared and the highest will be allotted the audit.

Note: If two or more than two bidders will get highest equal marks, then the bidders having maximum prior experience of audit in state urban development agency will be selected. If no bidder is having experience audit experience of SUDA, the bidder having maximum no of years audit experience in state level govt. institution will be selected.

* **Weightage for Point 5:** Key professional staff qualification & Experience for the assignment

Sl. No	Criteria	Maximum Marks
1.	• 1 no of qualified CA having min. 10 years of Experience in Govt. Sector Audit	15 marks
2.	• 1 No of Semi qualified CA (CA Inter) having 5 years of min. Experience in Govt. Sector.	10 marks
3.	• 1 No of Commerce Graduate having min. 3 years of experience in Govt. audit	5 marks
Total Maximum Marks		30

For Team Composition & Number of Teams, the following guidelines are to be considered by a firm;

- The team must be headed by a qualified Chartered Accountant with one semi-qualified C.A. (C.A. Inter) and one support staff (Junior Auditor).
- The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
- The firm shall ensure that the team members will complete the assignment within the time period are proficient in the State's official language (both oral and written).

Terms of Reference

A. Introduction

State Urban Development Agency (SUDA), Bhubaneswar was set up in the year 1990 by the State Government, Orissa was the pioneering State in establishing an agency like State Urban Development Agency in pursuance of the guidelines of 8th Plan Policy. It is also registered under the Societies Registration Act bearing No. 2972-221 of 1990/91. State Urban Development Agency (**SUDA**) have been assigned to monitor and to co-ordinate planning and implementation of different Urban Anti-Poverty Schemes. Since last few years, **SUDA** is undertaking its responsibilities and has also put forth its best efforts to propagate the community management concept and scientific methodology for Income Generation Programmes. The initiative of the State Government was appreciated on a wider scale by other States.

B. Scope and coverage

In conducting the audit special attention should be paid to the following:

- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as
 - adequacy and effectiveness of accounting, financial and operational controls;
 - level of compliance with established policies, plans and procedures;
 - reliability of accounting systems, data and financial reports;
 - methods of remedying weak controls ;
 - verification of assets and liabilities; and
 - A specific report on these aspects would be provided by the auditor annually as part of the management letter;
- b) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the Gol/ Govt. of Odisha.
- c) For externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions of Gol and have all the necessary supporting documentation.
- d) Funds have been spent in accordance with the condition laid down by the Department of Urban Development Dept./ Government of India, H&UD Dept., Govt of Odisha, from time to time with due attention to economy and efficiency, and only for the purpose for which the funds was provided. Counterpart contribution from state govt., where required has been provided,
- e) All necessary supporting documents, records and accounts have been kept in respect of the project.

The following financial statements and relevant schedules showing the consolidation of all the programmes shall be submitted:

- a) Audit Opinion.
- b) Balance sheet showing accumulated funds of the project, Assets of the project, and liabilities, if any for the Year ending 31st March 2018.
- c) Income & Expenditure account for the year ending on 31st March 2018.
- d) Receipt and Payment Account for the year ending on 31st March 2018.
- e) Other Schedules to the Balance sheet as appropriate, but which shall include
 - i. Statement of Fixed Assets in the form of a Schedule,
 - ii. Schedule of Loans and Advances
 - iii. Schedule of all Cash & Bank Balances (supported by bank reconciliation statements)

- iv. Program wise statement of expenditure
- f) Auditor shall have to specify the significant observations, including internal control
- g) Weaknesses for each program and also specify the institution to which these relate to enable/ facilitate appropriate follow up action.
- h) Sanction wise Utilization Certificates (UCs) as per Form GFR 19(A), OGFR 7-A; duly tallied with the Income & Expenditure and expenditure Account prepared during the financial year. [Attach a statement showing the details of expenditures clubbed in the Utilisation Certificate tallying with the Income & Expenditure Account and Schedules forming part of it].

In addition to the audit reports, the auditor will prepare a "Management Letter", in which the auditor should summarise the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- a. Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- b. Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- c. Report on the level of compliance with the financial internal control.
- d. Report procurements which has not been carried out as per the procurement manual/ guidelines of the state for the individual programmes.
- e. Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the project; and
- f. Bring to SUDA's attention any other matter that the auditor considers pertinent.

C: Auditing Standards & Others

The audit shall be carried out in accordance with the "Standards on Audit" prescribed by the Institute of Chartered Accountants of India. Besides, the instructions & directions of the State Government, GOI, Funding Agencies, C&AG, Governing Body/ Executive Body of SUDA & last but not least the compliances of Statutory Acts are to be adhere to while discharging the responsibilities. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

D: Deliverables and reporting:

The final Audit Report should be submitted within Two months from the date of getting audit assignment to the SUDA (3 copies in Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements.

E. Additional Instructions to Auditors:

- Audit Report of the SUDA shall include audit of all the transactions at the State level
- Audit for the financial year will include all the components and schemes.
- The auditor will specifically mention in the audit report about the coverage of audit (SHOULD MENTION THAT AUDIT OF THE SUDA HAS BEEN COMPLETED BY HIM) on these components and also will ensure that the releases and expenditures are duly separately reflected in each program financial statements.

Bidders Data Sheet

1.	Name of the Assignment: "Hiring services of CA Firm for Statutory Audit of SUDA"
2.	Name of the Client : Additional Director, 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 – 3. The evaluation shall be made as per evaluation criteria specified at Clause-1.9)
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 Additional Director, State Urban Development Agency (SUDA), Vivekananda Marg, Near Bhubaneswar Municipal Corporation (BMC), Bhubaneswar - 751 014.
8.	Contact person: The Additional Director, State Urban Development Agency (SUDA),
9.	Bidders Eligibility Criteria –Applicable As specified at clause –1.2
	Mode of Submission: Proposals complete in all respect should be submitted to the inviting authority through Speed Post / Registered Post / By Hand . Authority will not be responsible for postal delay or any other consequences.
16.	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 services of CA Firm for Statutory Audit of SUDA"
17.	The outer envelope must be labeled with: a) Title: "Proposal for Hiring services of CA Firm for Statutory Audit of SUDA" b) EOI Number; c) Last date of bid Submission ; d) Full address of bid submission authority with contact no and email on the right; e) Full address of the Bidder with contact no and email on the left. 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 19 th March 2018 (4.00 PM)".
18.	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.
19.	• document fee must be deposited: YES Document fee of Rs. 1,500/- (non-refundable) in shape of DD to be submitted with the proposal.

	• Earnest Money Deposit (EMD) to be submitted: NO
20	Form for document fee will be: in shape of demand draft in favour of the Additional Director, State Urban development Agency (SUDA), payable at Bhubaneswar. Bids not accompanied by document fees shall stand rejected.
23	Proposals must be submitted no later than the following date and time: 19th March, 2018 up to 15.00 hours (3.00 PM).
24	Date and time for public opening of the Technical Proposals received: 19th March, 2018 up to 16.00 hours (4.00 PM).
25	Expected date/month for commencement of consulting services: 1stApril, 2018
26	Expected date/month for completion of consulting services: 31st May, 2018

TECHNICAL PROPOSAL

LETTER OF TRANSMITTAL

To

Date

The Additional Director,
SUDA, Bhubaneswar.

Dear Sir,

We, the undersigned, offer to provide the audit service to SUDA in accordance with your request for expression of interest (EoI) 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 preparation and submission of the proposal and to bear any further pre-contract costs.

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 (Insert CA Name) 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 / Branch Office 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.) 2014-15 2015-16 2016-17	: : : :
9.	Audit Experience of the firm	
9.1	Number and details of assignments in audit/accounts of Govt. Sector/PSU (Excluding Banks, and Financial Institution) in last 3 years i.e. 2014-15, 2015-16 & 2016-17.	: As per Form-3B annexed
10.	Details of Partners	
10.1	No. of full time partners associated with the firm as on 01.01.2018	(Firm constitution certificate from respective institute as on 01.01.2018 to be submitted)
11.	Details of team to be proposed	
11.1	Name of team members to be engaged by the firm	: As per Form-4 annexed (both A&B)

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 Accounts/Audit (In Years) - Contact Details	:	
12	Details of Others	:	
12.1	Demand draft Details towards document fee Amount : DD No. : Issuing Date: Name of the Bank:	:	
12.2	Whether the agency was ever blacklisted: Y/N If yes whether that blacklisting was not cancelled: Y/N (If yes, attach copy of same and the affidavit)	:	
12.3	Confirm to carry assignment as per TOR and per fees specified at clause 1.7	:	YES
12.4	Confirm to accept all term & conditions specified in this 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	2014 - 15	
2	2015 - 16	
3	2016 - 17	
Average Annual Turnover for the last three years (INR)		

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

Authorized Signatory [*In full and initials*]: _____
With Seal and date

FORM -3

Assignment Undertaken for the last 5 years (from FY 2012-13 to 2016-17) only in each category

A. Govt. sector Experience

Sl. No.	Name of the Assignment	Name of the Client	Details of Assignment (Please Specify the Work involved as detailed in scope of work)	Period of assignment	Copy of work order /client certificate placed at page no.
A.	Experience with NAC				
B.	Experience with Municipality				
C.	Experience with Municipal corporation				
D.	Experience with State level govt. institution/PSU				

(Add rows as required under each head)

FORM-4

A. Details of team Members qualification and Experience

Sl No	Name	Position of the Team member	Education Qualification	Years of Experience	Audit Experience in Govt. Sector (in Years)	Association with the Firm (Mention the Period)	Number of Man days estimated for task completion
1							
2							
3							

B. Curriculum Vitae (CV) of team members for conducting Statutory Audit of SUDA

- 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 myself, 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]:

Notes:

- i. CVs of team members should be submitted separately
- ii. Each page of the CV shall be signed by the Authorized Representative of the Bidder firm.

