



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



No. 730 /SUDA,

Date 22/2/18, Bhubaneswar

**EXPRESSION OF INTEREST**

Sealed Expression of Interest (Eol) is invited from interested Registered Chartered Accountant Firms for engagement of **INTERNAL AUDITOR**. The last date of receipt of proposal is up to 16 Mar. 2018 at 03.00 P.M, this will be opened on 16.03.2018 at 04.00P.M in the Office of Additional Director, SUDA. The sealed Eol will be received by Speed Post/ Registered Post/Person only. The details of Eol is available in the Website of SUDA & H&UD Deptt. ([www.sudaodisha.org](http://www.sudaodisha.org) & [www.urbanodisha.gov.in](http://www.urbanodisha.gov.in)).

The undersigned reserves the right to accept or reject any offer without assigning any reasons thereof.

Memo No. 731 /SUDA

Date 22/2/18, Bhubaneswar.

2  
Additional Director,

Copy to Office of Municipal Commissioner, BMC/ Sub-Collector/ Tahasildar/ B.D.O Bhubaneswar with a request to display in their Notice Board.

Memo No. 732 /SUDA

Date 22/2/18, Bhubaneswar.

2  
Additional Director

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

Memo No. 733 /SUDA

Date 22/2/18, Bhubaneswar.

2  
Additional Director

Copy to Notice Board SUDA.

2  
Additional Director

**SUDA Campus Near B.M.C, Vivekananda Marg, Bhubaneswar-751014, Tel No.0674-2432317/2432846,  
e-mail:sudaodisha@gmail.com, web: www.sudaodisha.org**

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

**Assignment Title: “Hiring of a CA Firm to provide Internal Auditor for conducting Internal 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 provide Internal Auditor for conducting Internal Audit of SUDA for one year. 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 16<sup>th</sup> March 2018 up to 3.00 PM. 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**”.
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 16<sup>th</sup> 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. "Gol" 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. For this assignment the firm should deploy one qualified Chartered Accountant with at least 5 years of post-qualification experience in accounts/audit. The C.V. of him/her is to be submitted (Annexure - 3).
8. The firm must have conducted at least 10 nos. Internal/ Statutory audit/ accounting assignment in Government sector (Excluding banks, Financial Institution and PSUs) during 2014-15, 2015-16 and 2016-17(details to be given in Annexure – 3).
9. The firm shall submit relevant documents duly signed by the authorized signatory, in support of the eligible criteria given above.
10. 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 GoI/ 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 providing Internal Auditor for conducting Internal Audit of SUDA”** 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 Demand Draft. 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. 2,500/- in shape of Demand Draft which is non refundable.

## **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 para1.8 as under.
- The bidder having highest mark in the technical evaluation will be the successful bidder.

## **1.7 Audit Fee**

The audit fee shall be Rs. 40,000/- per month plus GST as applicable.

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

- i. 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.
- ii. The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend.
- iii. Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected.
- iv. 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 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
<b>A. CA Firm</b>			
1	No. of years of experience of the firm 20 years- <b>10 marks</b> , for every additional 1 year 1 mark subject to maximum of <b>15 marks</b>	15	Firm constitution certificate from respective institute 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 - <b>10 marks</b> and for every additional turnover of Rs.15 lakh, 1 mark subject to maximum of <b>15 marks</b>	15	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 partners: Min. 5 FCA (with 3 years of association with the Firm) – <b>10 Marks</b> , and 1 mark for each additional partner(FCA/ACA) subject to maximum of <b>15 marks</b>	15	Firm constitution certificate from ICAI as on 01.01.2018
<b>B. Proposed for the post of Internal Auditor</b>			
(i)	A qualified CA (Final) as full time associate having minimum 5 years of post-qualification in accounting and auditing/ financial management exposure in Govt. Agencies/ national or state PSUs/ SUDA / ULBs). – <b>10 marks</b> and For additional 1 year 1 mark subject to maximum of <b>15 marks</b>	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.
<b>C Firm Experience</b>			
1	Govt. Sector: Internal/Statutory audit/accounting assignment in last 3 years i.e. 2014-15, 2015-16 & 2016-17. <ul style="list-style-type: none"> <li>• NAC: 0.5 marks for each assignment</li> <li>• Municipality: 1 mark each assignment</li> <li>• Municipal Corporation: 1.5 mark each assignment</li> <li>• State level govt. institution: 3 marks for each assignment</li> <li>• Total marks subject to maximum of <b>20 marks</b>.</li> </ul>	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>
<b>Total</b>		<b>100</b>	

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.

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## 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: Qualification, Experience and Scope for the position of Internal Auditor:

#### a. Qualification & Experience:

The CA firm should ensure to provide the Internal Auditor as per the following qualification and experience:

- i. He must be qualified CA from ICAI.
- ii. He should have minimum 5 years of experience on Internal Audit of Govt. sector, Urban Local Body, PSU, etc.
- iii. He should have basic knowledge on Govt. rules, acts and regulation

#### b. Scope of work:

The CA firm shall deploy the internal auditor to accomplish the perpetual audit work throughout the year for SUDA. The followings are the scope of work which shall be carried out by the Internal Auditor:

- To facilitate preparation of monthly MIS, yearly/ monthly Receipt and Payment Account, yearly/ monthly Income and Expenditure Account, Annual Balance Sheet, monthly bank reconciliation statement, statement of expenditures and utilization certificates on scheme & component wise;
- To check the deduction and payment of statutory dues like Tax Deducted at Source (TDS)/ Professional Tax/ Provident Fund etc. is made as per the respective provisions of and returns have been filed timely as per the applicable timelines. In addition to the above, Internal Auditor would check and ensure the applicability and levy of Goods and Services Tax (GST) on the transactions or any other taxes as applicable;
- To ensure that necessary supporting documents, records & accounts have been kept in respect of all programs expenditure separately. Clear linkages should exist between the books of accounts and reports presented to the Govt. of India & the State Govt.;
- To ensure effectiveness of internal control and internal check on different transactions and safeguarding of assets acquired;

- To ensure administrative & financial scrutiny of all payment proposals before approval of appropriate authority;
- To verify different tendering/procurement activities, agreements, work orders, procurement orders & to ensure compliances to different statutory laws, prudent financial norms;
- To ensure periodical reconciliation of funds position with Govt., funding agencies, ULBs & to ensure balance confirmation certifications at year-end;
- To verify the UCs & SOEs submitted by ULBs & partner/ associate agencies for implementation of Govt. schemes;
- To assure SUDA management that funds have been used for the intended purpose and bring to the attention of the management any fraud related issues and activities including diversion of funds from intended purpose or misuse of funds;
- To check effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guidelines, MOU's and various guidelines for specific funds;
- To handle various types of audit viz. internal audit, concurrent audit, management audit, CAG audit, local fund audit and statutory audit, etc. and compliance the audit report, if any and also liase with internal stakeholders and ensure timely resolution of audit issues;
- Identify loopholes and recommend risk aversion measures and cost savings;
- Obtaining, analysing and evaluating accounting documentation, reports, data, flowcharts etc.;
- To verify the Statutory Compliance like EPF, TDS, TCS, GST, etc. as applicable to SUDA.

### **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.

### **D: Deliverables and reporting:**

1. The internal auditor to carry out the perpetual audit work throughout the year for SUDA
2. The draft audit report for each month should be made ready by 10th of subsequent month & to discuss with the concerned officials responsible and the Additional Director.
3. The Final audit report for each month should be submitted to Additional Director by 20th of subsequent month.
4. As per requirement/ need, the CA Firm should depute one support staff to assist the internal audit.





**Bidders Data Sheet**

1.	<b>Name of the Assignment:</b> "Hiring of a CA Firm to provide Internal Auditor for conducting Internal Audit of SUDA"
2.	<b>Name of the Client :</b> Additional Director, State Urban Development Agency (SUDA), Housing & Urban Development Department, Govt. of Odisha
3.	<b>Method of selection:</b> Quality Based Selection (QBS) Method
4	<b>Language of documentation:</b> English
5.	<b>Selection of consultancy firm/agency:</b> 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-1.8)
6.	<b>Technical proposal to be submitted:</b> YES, as per the form given at Annexure –III along with all supporting documents.
7.	<b>Address for submission of Proposals:</b> The Additional Director, State Urban Development Agency (SUDA), Vivekananda Marg, Near Bhubaneswar Municipal Corporation (BMC), Bhubaneswar - 751 014.
	<b>Contact person:</b> The Additional Director, State Urban Development Agency (SUDA),
8	Clarifications may be requested not later 28th February, 2018. All requests for clarifications will be directed to the Client's representative. The Client shall respond to requests for clarifications by hosting in the website within seven (7) days.
9	<b>Bidders Eligibility Criteria</b> –Applicable As specified at clause –1.2
	<b>Mode of Submission:</b> Proposals complete in all respect should be submitted to the inviting authority through <b>Speed Post / Registered Post / By Hand</b> . 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 of a CA Firm to provide Internal Auditor for conducting Internal Audit of SUDA"
17	The outer envelope must be labeled with: a) Title: "Proposal for Hiring of a CA Firm to provide Internal Auditor for conducting Internal 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 16 <sup>th</sup> 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	<ul style="list-style-type: none"> <li>• <b>document fee must be deposited: YES</b> Tender fee of Rs. 2,500/- (non-refundable) in shape of DD to be submitted with the proposal.</li> <li>• <b>Earnest Money Deposit (EMD) to be submitted: YES</b> EMD of Rs. 10,000/- (Refundable) in shape of DD to be submitted with the proposal</li> </ul>
20	<p><b>Form for document fee &amp; Earnest will be:</b> 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 and EMD shall stand rejected.</p>
23	<p>Proposals must be submitted no later than the following date and time: <b>16th March, 2017 up to 15.00 hours (3.00 PM).</b></p>
24	<p><b>Date and time for public opening of the Technical Proposals received:</b> <b>16th March, 2017 up to 14.00 hours (4.00 PM).</b></p>
25	<p><b>Expected date/month for commencement of consulting services: 1<sup>st</sup> April, 2018</b></p>
26	<p><b>Expected date/month for completion of consulting services: 31<sup>st</sup> March, 2019</b></p>

SP

**TECHNICAL PROPOSAL**

LETTER OF TRANSMITTAL

To

Date

The Additional Director,  
SUDA, Bhubaneswar.

Dear Sir,

We, the undersigned, offer to provide Internal Auditor for conducting internal audit services to SUDA 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.	<b>Details of the CA Firm</b>	
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.	<b>Audit Experience of the firm</b>	
9.1	Number and details of assignments in audit/accounts of Govt. Sector (Excluding Banks, PSUs and Financial Institution) in last 3 years i.e. 2014-15, 2015-16 & 2016-17.	: As per Form-3B annexed
10.	<b>Details of Partners</b>	
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.	<b>Details of Internal Auditor to be proposed</b>	

11.1	Name of Internal Auditor to be engaged by the firm	:	As per Form-4 annexed
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	<b>Details of Others</b>	:	
12.1	<b>Demand draft Details towards document fee</b> Amount : DD No. : Issuing Date: Name of the Bank:	:	
12.2	<b>Demand draft Details towards EMD</b> Amount : DD No. : Issuing Date: Name of the Bank:	:	
12.3	<b>Whether the agency was ever blacklisted: Y/N</b> If yes whether that blacklisting was not cancelled: Y/N (If yes, attach copy of same and the affidavit)	:	
12.4	<b>Confirm to carry assignment as per TOR and per fees specified at clause 1.7</b>	:	YES
12.5	<b>Confirm to accept all term &amp; conditions specified in this RFQ documents</b>	:	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 3 years (FY 2014-15, 2015-16 & 2016-17) only in each category

**A. Govt. sector Experience**

<b>Sl. No.</b>	<b>Name of the Assignment</b>	<b>Name of the Client</b>	<b>Details of Assignment (Please Specify the Work involved as detailed in scope of work)</b>	<b>Period of assignment</b>	<b>Copy of work order /client certificate placed at page no.</b>
<b>A.</b>	<b>Experience with NAC</b>				
1					
2					
<b>B.</b>	<b>Experience with Municipality</b>				
3					
4					
<b>C.</b>	<b>Experience with Municipal corporation</b>				
5					
6					
<b>D.</b>	<b>Experience with State level govt. institution</b>				
8					
9					
10					
11					
12					

*(Add rows as required under each head)*



FORM-4

## Curriculum Vitae (CV) for Internal Auditor to be deployed at 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. Each page of the CV shall be signed by the Authorized Representative of the Bidder firm.

