



Request for Proposal for Appointment of Internal Auditor for Assam Cancer Care Foundation

Ref No. ACCF/Audit/2021-22/39

Date:17.02.2022

Issued by:

Assam Cancer Care Foundation.

3rd floor, V.K. Trade Centre, G.S. Road, Opp. Down Town Hospital,
Guwahati – 781022, Assam Ph: +91-90852 02020

www.assamcancercarefoundation.org

Email: procurement@accf.in

Notice Inviting Proposal

Date of issue of the RFP	17 th Feb 2022
Pre-Bid Meeting	22 nd Feb 2022 at 14:30 Hrs at ACCF Office/ MS Teams. Link will be published on ACCF Website www.assamcancercarefoundation.org
Last date and Time for submission of hard copies of key documents in Covers.	2 nd March 2022 till 1400 Hrs
Date & Time for opening of technical proposal	After 1 hrs from last date and time of bid submission.
Date & Time for opening of financial proposal	To be notified once the technical proposal evaluation is complete.
Address for Communication	ASSAM CANCER CARE FOUNDATION 3rd floor, V.K. Trade Centre, G.S. Road, Opp. DownTown Hospital, Guwahati– 781022, Assam Ph: +91-9998515371, E: procurement@accf.in W: www.assamcancercarefoundation.org
RFP Processing Fee (non-refundable)	Rs 500/-(Rupees Five Hundred) only in the form of Demand Draft/NEFT/RTGS drawn in favour of “Assam Cancer Care Foundation” (Account No. 37754113832, IFSC: SBIN0003030)

EXPRESSION OF INTEREST

FOR SELECTION OF SUITABLE

Request for Proposal for Appointment of Internal Auditor for Assam Cancer

Care Foundation GUWAHATI.

1. Background

- 1.1. This RFP is issued by Assam Cancer Care Foundation ("ACCF" or "Client") for selection of a suitable Internal Auditor for ACCF.
- 1.2. The information contained in this RFP document or information that may be subsequently provided to the interested applicants ("Applicant" or "Bidder" or "Tenderer"), whether verbally or in documentary or any other form by or on behalf of Client or any of their authorized employees or advisers or representatives, would be subject to the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- 1.3. This RFP is neither an agreement nor an offer by the Client to the prospective Applicant or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation and submission of their Proposals pursuant to this RFP.
- 1.4. This RFP includes statements, which reflect various assumptions and assessments made by the Client in relation to the scope of work contemplated in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
- 1.5. This RFP may not be appropriate for all persons, and it is not possible for the client and its employees, advisor or consultant to consider the objectives, technical expertise and particular needs of each party who needs or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or entirely correct. Each prospective Applicant should, therefore, conduct its own enquiries and analysis to check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- 1.6. Information provided in this RFP to the Bidder is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 1.7. The Client, its employees, advisers, and representatives make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of this RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP.
- 1.8. This RFP and the information contained herein are to be used only by the person to whom it is issued and it is not transferable. It shall not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisors). Even in the event the recipient does not continue with its involvement in the Project in accordance with this RFP, the confidentiality obligations under this RFP or subsequent tender or contract shall continue to be binding on and adhered to by the Applicant.
- 1.9. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
- 1.10. Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- 1.11. The issue of this RFP does not imply that the client is bound to select an applicant or to appoint the selected applicant, as the case may be, and client reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

2. SCOPE OF WORK FOR INTERNAL AUDIT: -

The function of Internal Audit shall include a critical review of the systems, procedures and operations as a whole rather than merely of transaction records. In general, the Internal Auditor is expected to render valuable assistance in the following fields: -

- 2.1. To verify that all the expenses incurred by the Company relates to the legitimate operations of the organization, which are in its best interests and are in accordance with the budget provisions.
- 2.2. Checking of all the accounting records, including Receipts, Claims, Billing including running bills from contractors, Payment and Journal vouchers, Purchase vouchers, Ledgers for all the locations of the company. Review of purchase and services, including Engineering and Construction activities and payment to contractors.
- 2.3. To ascertain the extent of compliance with the prescribed policies, plans, rules, regulations, systems, and procedures.
- 2.4. To review and make appraisal of the soundness, adequacy and application of accounting, financial and operating controls and suggest improvements therein.
- 2.5. To review sanctions issued by the Management at various levels.
- 2.6. To scrutinize contracts and purchase orders.
- 2.7. To detect cases of fraud, negligence, and thefts if any, by the employees of the Company as well as by third parties and to suggest ways and means for their prevention.
- 2.8. To conduct independent Physical Verification of assets, stocks and articles held by the Company at its offices and locations under audit and to report on variations from the accounting records.
- 2.9. To verify that sanctions for expenditure are accorded by the Competent Authorities in consultation with their associated finance.
- 2.10. To review the systems regarding the custodianship and safeguarding of assets and ascertain the extent to which the assets of the organization are accounted for and safeguarded against losses of all kinds.
- 2.11. To ascertain the relevance and reliability of accounting and other data given to the management and to external offices.
- 2.12. To examine the prescribed books of accounts along with subsidiary records to ensure that these are maintained properly.
- 2.13. To review all statutory obligations and compliances such as GST, Income Tax, EPF etc.
- 2.14. To review whether Operations of the Company are conducted as per the laid down processes and procedures.
- 2.15. To verify that all the transactions are in conformity with the various policies/provisions of the governing statutes.

3. PERIOD OF ENGAGEMENT: -

The appointment of internal auditor shall be for the period of two years (Apr 2022 to March 2024). The internal audit shall be carried out through deployment of adequate and qualified internal audit staff. Period of engagement may be extended for two years (but on yearly basis) if auditor services are found satisfactory by ACCF.

4. BILLING AND PAYMENT: -

The internal auditor shall raise the bill for his professional services on quarterly basis. The bills will be paid within 30 days of submission.

5. INTERNAL AUDIT REPORT

The internal auditor shall submit the report on quarterly basis with detailed observations and suggestions on improvement, if any. For the financial year Apr-21 to Mar-22, the assignment shall be carried out on yearly basis and completed within 3 months of appointment. The report shall be submitted within one month of completion of audit.

6. PROFESSIONAL FEES: -

The internal auditor shall be paid a minimum fee of Rs 10,000 per month (excluding taxes) for the assignment. This will be fixed for the entire period of engagement. If the auditor is required to travel to other locations, ACCF shall make reasonably necessary arrangement for travel, stay and food for the staff deployed as per its extant policies.

7. Eligibility Criteria

S. No	Eligibility Criteria	Documentary Evidence Required
1. Entity		
7.1	The Bidder must be a single entity registered under applicable laws in India. The entity must have been in business for more than 10 years as on 31.12.2021. (Consortium and/or Joint ventures are not eligible)	Any one of the followings: 1. Self-attested copy of the Certificate of Incorporation 2. Self-attested copy of the Certificate Registration 3. Self-attested copy of the Partnership Deed/Proprietorship firm
2. Financial Strength		
7.2	The Applicant must have achieved a minimum average annual turnover of Rs. 50 Lakhs during last three financial years (i.e, 2018-19, 2019-20 and 2020-21). Bidder should have positive net worth.	Audited Balance sheet of last three years with details of annual turnover, profit/loss account etc.
3. Work Experience		
7.3	The Applicant should have the experience of executing internal audit work and statutory audit work for at least last three financial years for Clients in any one or more of the following (a) Public Sector undertakings (b) Corporate Hospitals (c) Central/State government organizations	1. Self-attested copies of internal audit workOrders insupport of this experience. 2. Self-attested copies of Statuary audit workOrders insupport of this experience.
4. Registration and Accreditation		
7.4	The Applicants should be registered under relevant statutes including Income Tax Act, GST Act, valid ICAI certificate for firm registration	Self-attested copy of:- (a) PAN card (b) valid ICAI certificate.
5. Non-blacklisting or Debarment		
7.5	Bidder should not have been blacklisted or debarred from participating in any bidding process by ACCF or any government, UN or ICAI, public sector entity that is in force as on the due date for submission of Proposal.	Declaration inline as per Annexure 2
7.6	The Applicant including its owner or partner or director or office bearer or officials should not have been convicted by any court in last three years as on the date of submission of the Proposal for any offence relating to fraud, misrepresentation, nonperformance of contractual obligations, etc.	

8. Guidelines for Submitting the Proposals:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- 8.1. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by the name of the assignment, and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED. ACCF** shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/ bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid.
- 8.2. In the technical proposal bidder need to submit the signed copy of papers as mentioned in the eligibility criteria.
- 8.3. **The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).**
- 8.4. **It may be noted that a record of the team shall be maintained at the facility visited and team has to collect a certificate of their attendance giving their name, designation and date of visit etc. from the head of that facility. ACCF has upcoming hospital in 9 locations(i.e. Dibrugarh, Barpeta, Diphu, Silchar, Jorhat, Tezpur, Lakhimpur, Kokrajhar, Darang). Traveling and accommodation shall be given as per the ACCF HR policy.**
- 8.5. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- 8.6. The Technical Proposal shall be marked **“ORIGINAL”** or **“COPY”** as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 8.7. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- 8.8. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- 8.9. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- 8.10. **ACCF 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.**
- 8.11. **ACCF may take its own written out decision while evaluating the proposal with regard to awarding weight ages for social sector audit experience.**

9. Technical Proposal:

- i. Letter of Transmittal (**Form T-1**)
- ii. Details of the Firm along with Details of Partners (**Form T-2**),
- iii. Details of Qualified Staff & Semi-qualified Staff (**Form T-3**),

- iv. Details of the Team Composition (**Form T-4**): Firm must provide the structure and composition of the teams which shall be deputed for conducting the audit. Firm should provide the Curriculum Vitae of the key personnel (experts) who would be leading the individual audit teams and the overall audit assignment.
- iv. Description of Approach, Methodology & Work Plan for performing the Audit. (**Form T-5**)
- v. Brief of the relevant experience (**Form T-6**)
- vi. Comments & suggestions on the TOR (**Form T-7**)
- vii. Documents in support to prove eligibility criteria.

10. Financial Proposal:

- i. The financial bid shall be submitted only for the internal audit fee to be charged by the firm. The taxes, as applicable (Goods and Service Tax, if applicable) shall be paid by ACCF separately on submission of final bill by the audit firm. The financial bid shall be submitted as per **Form F-1 work as per the Format given.**
- ii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee, and in such case the proposal shall be rejected.
- iii. Travel Cost for visit to the ACCF hospital facilities shall be reimbursed by the ACCF as per ACCF HR policy applicable to Account officer.
- iv. Auditor should plan the audit in such a way that the maximum number of facilities is covered during the visit. Wherever guest house of ACCF is available auditor shall be provided at free of cost that facility and no accommodation shall be reimbursed for that.
- v. **Timeliness for completion of Audit:** In order to ensure timeliness from the part of the Auditor, if the State feels that in spite of providing all information, documents, and updated books of accounts, there was delay and due to lacking at the part of the auditor then ACCF may deduct the audit fees @ 5% per month from the expected day of completion of audit, as agreed in the terms of contract. However, deduction may be done after an opportunity of being heard is given and subject to the satisfaction of the auditor.

Details of ACCF location is given in Annexure I.

11. Selection Process of the Auditor

Open advertisement (as per Format for Advertisement) in leading newspapers of State Assam level for inviting proposals

The firms qualifying in technical bid will be notified by Publishing notification in the ACCF website i.e. <https://www.assamcancercarefoundation.org/>, post that they have been shortlisted in the technical bid and their Financial Bid opening date shall also be communicated to them in the same notification..

12. Selection Methodology:

A two-stage procedure shall be adopted in evaluating the proposals.

First Stage:

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided above in the “Eligibility Criteria” section.
- iii. Bidder can be asked to produce necessary information in support of the bid non submission of such document may lead to rejection of bid.
- iv. ACCF has right to reject the bid for any noncompliance of the term of this RFP.

Second Stage:

- i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters. Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.

13. Award of Contract:

On completion of selection process, the firm quoted lowest in financial bid shall be awarded the contract by issuing the Letter of Award (LOA). The firm should execute a Contract with the ACCF within 3 days of the award of the issuance of LOA. The firm shall enter into an agreement with the ACCF as per Form C-1.

Letter of Transmittal

To,

Finance Controller,
Assam cancer care foundation,
Guwahati.

Dear Sir,

We, the undersigned, offer to provide the audit services for ACCF in accordance with your Request for Proposal dated *[Insert Date]*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated 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.

The fees quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

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

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

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

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

Yours faithfully,

()

Form T-2**Particulars/Details of the Firm**

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three years	Attach balance sheet and P&L Account of the last three years or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart

10	Audit Experience of the Firm: <ol style="list-style-type: none"> 1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments in State' Social Sector Audits (Other than audit of Charitable Institutions) 3. Experience in the relevant assignment. 	<p>Copy of the Offer Letter & the Fee Charged.</p> <p>Copy of the Offer Letter & the Fee Charged (Relevant evidences to be given of the turnover and fee)</p>
11	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. • Their Contact Mobile No., email and full Address 	<p>Attested copy of Certificate of ICAI as on 01.01.2022.</p>

Note: The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).

Form T-3**A. Details of Qualified Staff (Chartered Accountants)**

(Please provide a self attested copy of Certificate of ICAI as on 01.01.2022 for each qualified staff)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						
..						

**Details of Structure & Composition of Team and Task Assignments –
DEPLOYED FOR Proposed Assignment**

1. The firm shall give an undertaking that the team members.
2. Audit team will constitute of minimum 2 members for Concurrent Audit of ACCF as below:-

Structure of Team 1:

Name of CA	Names of Support Staff	Qualifications	Number of units proposed to be covered each month	Time Required for Each month's concurrent audit.

Description of Approach & Work Plan for performing the Audit of ACCF

A. Technical Approach :

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

B. Work Plan along with the time required for each work/ assignment etc:

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones and delivery dates of the reports.

The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

Brief of Relevant Experience:

A. Experience of audit (including the audit of Charitable Institutions, PSU and NGOs).						
Sl. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

B. Experience of audit in Commercial Sector/PSUs etc.						
Sl. No.	Name of the Auditee Organization	Turnover of the Auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter) And Mention the Fee Received

Comments and Suggestions on the Terms of Reference

[Firm can present with justifications here, any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

Form F-1

Applied unit: {Mention the Name of District}

FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees)*
AUDIT FEE (Minimum of Rs 10,000 per month).....	Both in Numeric and in Words. _____/-
Goods & Service Tax (GST) shall be paid separately if applicable.	

*Quote should not be less than Rs. 10,000/- per month. If found, firm shall be disqualified.
Firms quoting Rs. 10,000/- or above shall be considered for comparison purpose.

SAMPLE CONTRACT FOR AUDIT FIRMS

CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between Assam Cancer Care Foundation ("the Client") having its principal office at , 3rd Floor, V K trade Center, Opp. Down town hospital, G S road, Guwahati and *[insert Firm's/Auditor's name]* ("the Auditor") having its principal office located at *[insert Firm's/Auditor's address]*.

WHEREAS, the Client wishes to have the Auditor perform the services hereinafter referred to, and

WHEREAS, the Auditor is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows terms and condition mentioned in the RFP _____ dated: _____ :

1. **Services**
 - (i) The Auditor shall perform the services as per the RFP & TOR.
 - (ii) The Auditor shall provide the personnel "Auditor's Personnel," to perform the Services as per the proposal.
 - (iii) The Auditor shall submit to the Client the reports in the form and within the time periods "Auditor's Reporting Obligations."
2. **Term**

The Auditor shall complete the audit of ACCF within such time lines as may be mutually agreed with the client.
3. **Payment**
 - A. Ceiling

For Services rendered pursuant to RFP, the Client shall pay the Auditor an amount *[insert amount]*. This amount has been established based on the understanding that it includes all of the Auditor's costs and profits exclusive of GST obligations that may be imposed on the Auditor. The GST obligations shall be paid by the Client separately as applicable.
 - B. Schedule of Payments

The schedule of payments is quarterly.
 - C. Payment Conditions

Payment shall be made subject to complying the requirement as per the RFP.

Conditions for deduction in fees for not following the timeliness and completion as mentioned in RFP are acceptable.

4. Project Administration

A. Coordinator.

The Client designates Mr. /Ms. *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

5. Performance Standards

The Auditor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity in line with the Engagement & Quality Control Standards issued by ICAI. Specific reference is invited to standard (SA 600 – AAS 10- relying on work of another auditor) and SA 230 (AAS 3 - Documentation). The Auditor shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory and any substitution of staff, if necessary, shall be with a staff of at least the same level of qualifications.

Any studies reports or other material, graphic, software or otherwise, prepared by the Auditor for the Client under the Contract shall belong to and remain the property of the Client. The Auditor may retain a copy of such documents and software.

1. Ownership of Material

The Auditor shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

The Contract shall be governed by the laws of Government of India and the language of the Contract shall be English.

1. Assignment

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Government of India and place of the jurisdiction shall be Guwahati only.

2. Law Governing Contract and Language

FOR THE CLIENT

FOR THE AUDITOR

3. Dispute Resolution

Signed by _____ Signed by _____

Title: _____ Title: _____

Annexure-I

<u>List of ACCF properties</u>		
Sl. No.	City	Particular
1	Guwahati	ACCF head Office
2	Barpeta	145 Bedded cancer Hospital
3	Dibrugarh	160 Bedded cancer Hospital
4	Silchar	145 Bedded cancer Hospital (Expected to come in Oct 2022)
5	Diphu	Upcoming 145 bedded cancer hospital (expected to come in June 2023)
6	Tezpur	45 Bedded Hospital
7	Kokrajhar	45 Bedded Hospital
8	Lakhimpur	45 Bedded Hospital
9	Jorhat	45 Bedded Hospital
10	Darrang	45 Bedded Hospital

Check List		
Sl. No.	Particular	Page No of documents
Technical Cover		
1	Any one of the followings: 1. Self-attested copy of the Certificate of Incorporation 2. Self-attested copy of the Certificate Registration 3. Self-attested copy of the Partnership Deed/Proprietorship firm	
2	Audited Balance sheet of last three years with details of annual turnover, profit/loss account etc.	
3	1. Self-attested copies of internal audit work Orders in support of this experience. 2. Self-attested copies of Statutory audit work Orders in support of this experience.	
4	Self-attested copy of: - (c) PAN card (d) valid ICAI certificate.	
5	Annexure 2 Declaration	
6	Declaration for: The Applicant including its owner or partner or director or office bearer or officials should not have been convicted by any court in last three years as on the date of submission of the Proposal for any offence relating to fraud, misrepresentation, non performance of contractual obligations, etc.	
7	Filled Form T-1	
8	Filled Form T-2	
9	Filled Form T-3	
10	Filled Form T-4	
11	Form T-5 with required details	
12	Filled Form T-6 with supporting document	
13	Form T-7	
Financial Cover		
1	Form F-1	To be filled and sealed in separate cover with heading of tender no and in big letters "Financial bid"

Note: Ensure that each page is stamped and signed by authorized person.