

# Uttarakhand State Rural Livelihood Mission (USRLM)

State Project Management Unit (SPMU)

Aajeevika Bhawan, Tapovan Road, Raipur, Dehradun

Letter No: 264/2018-19

Dated : 13/06/2018

**Expression of Interest (Eoi) from Chartered Accountants (CA) Firms  
for selection as Statutory Auditors for Annual Audit of the financial year 2017-18**

NRLM (National Rural Livelihood Mission) constitutes a paradigm shift in the implementation of poverty alleviation programmes in the country. The Mission's primary objectives is to reduce poverty by promoting diversified and gainful self-employment and wage employment opportunities for sustainable increase in incomes. NRLM would provide a combination of financial resource and technical assistance to state such that they could use the comprehensive livelihoods approach.

USRLM invites **Expression of Interest (Eoi)** from Chartered Accountants Firms to conduct the Annual Audit of above implementing agencies and CPCU for the financial year 2017-18. The applicant CA firms should possess the following qualifications :

**(1) empanelled with C&AG of India; (2) having good experience (in years) of firm, (3) having experience of statutory audits of corporate entities (including Govt. Bodies, PSUs), (4) having experience of audit assignment in social sectors, (5) Local presence in Uttarakhand state; (6) having good audit staff strength (7) having annual turnover of Rs.10 Lakh pa for last 3 years.**

The method of selection will be on Least cost selection process (Two Bid System) For details regarding requirements of the assignment, Terms of Reference (TOR), Technical and Financial Proposal format etc, please visit <http://www.usrlm.uk.gov.in>.

The bid documents may be downloaded from the USRLM website [www.usrlm.uk.gov.in](http://www.usrlm.uk.gov.in) or may be obtained from the office of the Chief Executive Officer, Uttarakhand State Rural Livelihood Mission (USRLM), Aajeevika Bhawan, Tapovan Road, Raipur, Dehradun-248001. The application (Duly signed hard copies of Technical proposal and Financial proposal in separate sealed envelopes and put together in one envelope) may please be sent to reach USRLM Office on or before 16.07.2018 (till 4.00 pm) by hand/speed post/courier.

Sd/-

Chief Executive Officer, USRLM

## **Expression of Interest (Eoi)**

(Appointment as Auditors for Statutory Audit for the year 2017-2018)

**Mailing Address:-** Chief Executive Officer,  
Uttarakhand State Rural Livelihood Mission (USRLM)  
Aajeevika Bhawan, Tapovan Road, Raipur, Dehradun  
Phone:- 0135-2714263 Email: ceouksrlm@gmail.com

### **Introduction :**

The Mission's primary objectives is to reduce poverty by promoting diversified and gainful self-employment and wage employment opportunities for sustainable increase in incomes. NRLM would provide a combination of financial resource and technical assistance to state such that they could use the comprehensive livelihoods approach encompassing four inter-related tasks viz.,:

1. Mobilizing all rural, poor households into effective self-help groups (SHGs) and their federations;
2. Enhancing access of the rural poor to credit and other financial, technical and marketing services;
3. Building capacities and skills of the poor for gainful and sustainable livelihoods;
4. Improving the delivery of social and economic support services to the poor.

The National Rural Livelihood Mission constitutes a paradigm shift in the implementation of poverty alleviation programmes in the country.

### **Funding & Accounting Arrangements :**

Funds for the program are transferred to the USRLM (SPMU) from the Government of India in the form of Grants-in-Aid to USRLM (SPMU) on the basis of respective approved Annual Action Plans of the state. Some part of total outlay (25% of total approved budget) shall also be given by state government in the form of grants in aid to USRLM (SPMU). The SRLM would design financial management system to ensure transparency and accountability and also richness in decision –making and allocation of financial resources to the district, blocks & villages. Each DMMU and BMMU will prepare the detail action plan based on which SPUMU will transfer funds to DMMUs and BMMUs into a separate bank account opened for the project. Similar process will follow for fund releases from the BMMUs to SHG federation/s and other institutions Based Livelihood Business Plan/Micro Credit Plan BMMU will apprise & approve and fund will be release through electronic transfer systems, to the extent feasible and be based on the terms and conditions for fund releases as per Financial Management provisions / MoU or financing agreements. All Fund releases from the project will be based on achievement of outputs or results.

Under the umbrella of the program USRLM(SPMU) and different DMMUs has separate bank accounts , maintains separate books of accounts and other financial records as per the requirements and also submit separate financial activity reports at varying frequencies to the respective hire monitoring unit.

### **Procurement :**

The procurement of goods, civil works, non consulting services and procurement of services, community based procurement will be integral part to the implementation of Aajeevika Mission at State, District and block levels in the state of Uttarakhand SRLM also believes that procurement should result in timely, high quality and cost effective outputs.

The SRLM procurement operational manual provides for different delegated financial limits for various levels of implanting entities at community level (SHGs/CBOs), block level, district level and state level for goods, works and services. Different methods are also defined for procurement of goods, works and services with its applicability based on value thresholds for various levels of implanting entities.

Prior and post review arrangements are also built in at Community Based Organisation,BMMU, DMMU and SMMU level for ensuring appropriate quality and oversight over the procurement process.

### **Terms & Conditions for Appointment as Auditors for Statutory Audit**

The following are the terms and conditions for selection of Chartered Accountants Firms for Statutory Audit of USRLM (i.e. Uttarakhand State Rural Livelihood Mission) and implementing units (for test check as per the norms prescribed by the ICAI) for the year 2017-2018 :-

#### **A) Technical Proposal :**

The CA Firms are expected to work closely with the USRLM. The Technical Proposal (in the attached suggested format) should contain the following information:

- i. A brief note on background of Chartered Accountant Firm.
- ii. Details of Partner/ Proprietor with associated CA firm as on 31-03-2018.
- iii. Details of Head office or/and branches in Uttarakhand
- iv. Audit experience in Statutory audit of corporate entities/Projects
- v. Audit assignment in social sector.
- vi. Details of staff.
- vii. Comments, if any on ToRs of the Statutory Audit

#### **B) Financial Proposal :**

No extra payments (others than the payment as per the contract) would be made to the CA Firm. The technical and financial proposals (in separate sealed covers put in one cover) are to remain valid or 90 days and are to be sent at the above address.

### C) Evaluation of the Technical Proposal :

The evaluation of the proposals shall be done through Least Cost Method (LCM) & Carried out in two stages; first the quality and then cost. The minimum qualifying points are 75% for evaluation of technical proposal. The technical proposals received will be evaluated only for those Firms who submit proposals completed in all respect & in time.

Financial proposals of all technically disqualified (those not scoring minimum 75% marks will be return un-opened). The financial bids of these shortlisted Chartered Accountant Firms would be opened at the above address of USRLM Office, Dehradun.

The technical proposals will be evaluated using the following criteria:

#### Technical Evaluation Criteria

S.No	Criteria	Max Points
1	Experience/Existence of firm : 1. Up to 10 years's experience : 10 points 2. Above 10-15 year's experience : 5 points additional 3. Above 15-20 year's experience : 5 points additional 4. Above 20 year's experience : 10 points additional	(30)
2	Experience in Statutory Audit in Govt Bodies / PSUs / Corporate entities in the last 3 years:	(10)
3	Experience in Audit assignment in Social Sector:	(10)
4	Local Presence in Uttarakhand state:	(20)
5	Staff Strength (1 fellow CA & 2 Audit staff is minimum required): 1. Up to 10 staff strength - 5 points 2. Above 10-15 staff strength - 8 points 3. Above 15 staff strength - 10 points <u>Note:</u> If number of 'Full-time fellow CA' associated in the Audit team is more than 2 then additional 10 points will be given.	(20)
6	Turnover per year (Minimum requirement is 10 lakh per year): 1. Up to 10 lakh Turnover - 5 points 2. Above 10-14 lakh Turnover - 8 points 3. Above 14 lakh Turnover - 10 points	(10)
<b>Total</b>		<b>100</b>

Note: The technical proposal evaluation format is given in Annexure 2.

### D) Payments

50% payment will be made after submission of the draft reports of the Statutory Audit for the selected implementing units and USRLM. The balance payment will be made after submission of final Reports to the satisfaction of the Clients. All payments will be made after deduction of " Tax Deducted at the Sources (TDS)" as per Income Tax Act.

**E) Important Dates**

- i) Last date of submission of EOI \_\_\_\_\_
- ii) Date of opening of Technical Bid \_\_\_\_\_
- iii) Date of opening of Financial Bid \_\_\_\_\_

**F)** Kindly note that USRLM is not bound to select any Chartered Accountant Firms submitting the proposals and Secretary, Rural Development / Mission Director, USRLM shall reserve the right of rejection of any/all proposal without assigning any reason.

**G)** In case of any dispute Secretary, Rural Development / Mission Director, USRLM will be the sole authority for finalizing the dispute.

**H)** For any financial dispute arising under this contract will be addressed to district judiciary, Dehradun

**I)** Liquidated Damages :- If selected CA firm does not completed awarded work as per conditions/ time period given in EOI/ Work Order, then USRLM will have right to deduct upto maximum 10% amount from the total contract amount.

**J)** The Enclosures include:

- a) Annexure 1 is letter of Transmittal
- b) Annexure 2 is the format of Technical Proposal
- c) Annexure 3 is the format of Financial Proposal
- d) Annexure 4 indicates the list of USRLM implementing units

The Selected CA firm should be ready to commence the work immediately on being awarded the work and complete it within the stipulated time frame as mention in EOI/ Work Order. For any queries if any on the EOI document and attached ToR interested CA firm may contact:

**Mr. Manoj Birajwal,**  
Sr. Accountant, USRLM (SPMU)  
Contact No. 7017974847

## Detailed Informations for EOI (i.e. Expression of Interest):

### 1. Background:

Government of Uttarakhand designated State Project Management Unit (SPMU) of Department of rural Development as State Mission Management Unit (SMMU) for rolling out Aajeevika Mission (NRLM) in the state. SPMU is a society of Rural Development Department to promote livelihood and skill development programme for the poor and disadvantage section of the rural community in the state. It is an independent institution registered under the Society Registration Act 21 of 1860 in the year 2002. At district level, the DRDAs will be used as DMMU of USRLM & at block level, BMMU has been formed to implement the NRLM programme in state.

### 2. Area of Operation :

The area of operation of the authority is whole of Uttarakhand

The aims and objectives, for which the USRLM (SPMU) is established are to promote:

1. To bring all the poor and vulnerable households into the mission fold.
2. To have strong and viable institution of the poor to influence the local decision making process and to bargain for the betterment of their own community.
3. To create an environment to enable all the poor household to have access to different financial products and services like savings, micro finance, insurance, remittances etc.
4. To Strengthen the livelihoods portfolio of the rural poor leading to enhanced sustainable income.
5. To enhance employability of the rural youth through placement linked skill development initiatives.
6. To enable all eligible poor households to avail different entitlement with the support of their community institutions.
7. To empower women farmers in agriculture sector by making systematic investments to enhance their participations and productivity and create sustain agriculture based livelihood for them.

### 3. Objectives of the Audit:

- i. The objectives of the Statutory audit is interalia to review and audit the operations in the USRLM (SPMU), Dehradun and its implementing units (Listed in Annexure 4 of this document) to ensure that;
  1. The Expenditure has been incurred for the approved activities.
  2. It is according to the prescribed norms and procedure and has been properly accounted for.
  3. The prescribed internal control systems are operating satisfactorily across the program.
- ii. The objectives of the audit of the financial statements is also to enable the auditors to express a professional opinion on the financial position and final accounts of the programme for the financial year 2017-18 and of the funds received and expenditure incurred till 31st March 2018.
- iii. The audit should be carried out in accordance with the Standard Auditing Practices (SAP) prescribed by the Institute of Chartered Accountants of India (ICAI).
- iv. The auditor while auditing the financial statements of the programme should indicate the basis of accounting applied by the implementing units and USRLM (SPMU) While paying special attention to:

- Check Whether the funds received have been used in accordance with the conditions stipulated for the purpose for which the financing was provided.
  - Form an opinion as to the preparation of programmed accounts in accordance with consistently applied accounting practices and give a true and fair view of the financial status of the programme at the end of financial year and resources and expenditure for the year.
- v. Ensure proper preparation of consolidated financial statements of the USRLM (SPMU) including all the implementing units.

**Management Letter** : The auditor will provide a management letter to the client identifying any deficiencies in the programme accounting records, procedures, systems and Internal Control and make appropriate recommendations for their improvement. The management letter will also include matter as per requirement, if any, of GOI and other significant matter that comes to the auditor's attention and might have material impact on programme implementation.

#### 4- Extent and coverage of Audit:

The extent and scope of audit will be as follows :

- a) The auditor shall exercise check of awarded contract for goods and services.
- b) Scrutiny of cash payment vouchers, bank statements and transfer entry vouchers.
- c) A List showing the months/year for which scrutiny of vouchers has been carried out shall be mentioned in the report.
- d) Routine errors of omissions or commissions noted during the course of audit may be got rectified on the spot.
- e) Checking of consolidation of all units accounts under USRLM and finalization of accounts as per accounting standards and generally accepted accounting principles in consonance with the prescriptions of AG Uttarakhand.
- f) Other relevant tasks which the clients may specifically request.

#### 5- Period of Audit

The period of audit would be financial year 2017-18 and the final Audit Report is to be submitted in 3 copies (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 and audit report along with the final Utilisation Certificates to CEO USRLM **within 31 days from the date of award of assignment**. The audit team will have 3 members consisting at least one Fellow CA, one Senior Staff (at least C.A. Inter or above) and one Junior Staff. The expected audit days are 2 days for each District implementing units (i.e. DMMU) & State Office (i.e. SPMU) and 3 days will additionally provided for consolidation & preparation of Audit Reports as required under EOI would work at about 14 locations covering all implementing units given in Annexure 4.

Audit assignment work includes consolidation of accounts & report finalization and discussion with CEO USRLM (SPMU) & Officials. As the Statutory Audit work is to be completed within 31 days of awarding the assignment, the CA firm has to preferably deploy two teams for completing the work in time. If the services are found satisfactory, the CA firm may be considered for the audit work into next year also.

The financial proposal should be submitted keeping in mind the rates recommended by ICAI / market rates as prevailing the market presently so as to give a quality report and not just to get the audit assignment

## 6- Audit Fees and TA/DA :

The firms those are interested to be appointed will have to quote consolidated audit fees giving a break-up of professional fees and expenses on TA/DA separately. The firm quoting the minimum consolidated fees including the TA/DA expenses will be awarded the work of audit. Expenditure on TA/DA will be reimbursed only on submission of actual bills subject to the maximum amount as quoted by the said CA firm. In case the audit team request with the state for stay arrangement etc. then cost to the state for such stay arrangements etc. will be adjusted against the consolidated fees quoted.

## 7- Scope of Statutory Audit works.

The scope of audit will include examination/Checking of :

- i. Budget as per Approved AAP.
- ii. Maintenance of Cash Book/Bank Book/Journal
- iii. Payment vouchers scrutiny
- iv. Dead Stock Register
- v. Fixed Assets Register
- vi. Expenditure Control Register
- vii. Stock Register of Consumables
- viii. Imprest/ Advance Register
- ix. Log Book/History Sheet of Vehicles
- x. Sanctions of higher Authority
- xi. Measurement Book
- xii. Bank Account related to USRLM.
- xiii. Receipts and payment accounts for the financial year ended 31.03.2018
- xiv. Comment on the non compliance of USRLM procurement rules.
- xv. List of advance payments to any person/body/with comments.
- xvi. Compliance of statutory provisions of law of TDS provisions.
- xvii. Any Other relevant matter /issues as may be specified by the Client.

## 8. Deliverables & Audit report

1. The audit report must include comments report on verification in respect of the following in their final reports.
  - Receipt and payment account showing the head/Expense wise aggregated figures which must match with the opening & closing and bank balances and cash in hand.
  - A list of funds released to the implementing units from the USRLM (SPMU) during the year. Any remittance in transit in the last week of the financial year should be separately reported. It is suggested that they should obtain from USRLM (SPMU) details of total amount remitted to the remittance should be pointed out and seriously taken up).
  - Amount spent by the implementing unit for works (Head-wise)- a list be attached showing brief details of work executed, amount spent, with the approval of concerned/authorized person verified (Y/N). Following may also be verified specifically:
    - Whether the expenditure include only eligible expenditure.
    - Pending work in progress if any.
    - Verify the Asset Register



- In respect of Inventory of articles and material obtained/purchased-major head wise.  
Following needs to be verified specifically:
    - Entries in Stock Register
    - List of Inventory of articles etc in hand at closing with Qty & Value
  - Break up of any suspense account.
  - Any Payments made to employees – TDS and other statutory obligation compliances
2. The following list is also to be prepared as on 31st March 2018 and attached.
- List of advance payments if any to any person/body, etc with comments.
  - List of deposits made if any and likely date of refund.
  - Amounts received from third parties if any remaining unadjusted with comments
  - List of outstanding liabilities if any with justification and basis used.
  - Any Services rendered to third parties for which payment is awaited.

**A financial statements and relevant schedules showing the consolidation of All the programme shall include the following**

- I. Audit opinion
- II. Balance sheet for the year 2017-18 in the prescribed format by AG Uttarkhand.
- III. Income & Expenditure account for the year ending on 31st March 2018
- IV. Receipt and payment Account for the year ending on 31<sup>st</sup> March 2018
- V. Other Schedules to the Balance sheet as appropriate, buy which shall include
  - Statement of Fixed Assets in the form of a Schedule.
  - Schedule of Loans and Advances
  - Schedule of all Cash & bank Balances [supported by bank reconciliation statements].
  - Program wise statement of expenditure
- VI. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the USRLM [SPMU] and DMMUs and any other significant observation of the auditor.
- VII. Auditor shall have to specify the significant observations, including internal control weaknesses for each program and also specify the instruction to which these relates to enable / facilitate appropriate follow up action.
- VIII Sanction wise Utilization Certificates [UCs] duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year [Attach a statement showing the details of expenditures clubbed in the Utilization Certificate tallying with the INCOME & Expenditure Account and Schedules forming part of it].
- IX. A separate utilization certificate for state share contribution has to be issued.



### 9- Auditors will also

- a. Tax Audit u/s 44AS of Income tax act 1961 for the F.Y. 2017-18 of USRLM [SPMU].
- b. Determine whether the existing system of controls is in harmony with the structure of the Structure of the organization and as far as possible keeping the controls within the overeating functions/ acts as a cost effective measure;
- c. Review of the control system and analyzing them in terms of costs and benefits;
- d. Review of the reliability and integrity of financial and operating information.
- e. Review of the systems established to ensure compliance with those policies, Procedures, Laws and regulations which could have a significant impact on operations and reports and should determine whether the units are complying.
- f. Review of the means of safeguarding assets , and as appropriate, verify the existence of such assets. The objective of the Mans of safeguarding assets, and as appropriate, verify the existence of such assets The objective of the management is to ensure that assets are reasonably and adequately protected against Loss and that they are properly managed and accounted for. The safeguard of assets should not be restricted to mere pilferage but physical like fire etc;
- g. Appraise the economy and efficiency with which resources are employed;
- h. Review of programmes to ascertain whether results are consistent with established objectives and goals and whether the programmes are being carried out as planned.

### 10- Additional the Instruction to Auditors

- a) Audit Report of the USRLM [SPMU] shall include audit of all the transactions at the State Level as well as all the transactions in the DMMUs within the State.
- b) Audit for the financial year will include all the components under USRLM [SPMU]
- c) The auditor will specifically mention in the audit report about the coverage of audit (SHOULD MENTION THAT AUDIT OF ALL THE DISTRICTS 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.



- d) The auditor appointed shall be required to issue separate Audit report for each district and prepare ac consolidated report also for the state and all the districts (with accounting policies, notes to accounts and management letter)
- e) The Chartered Accountants firm are required to permit the USRLM to inspect if necessary their accounts, records and documents related to the bid submission and contract performance. This provision shall require the firms bidders, suppliers, contractors, sub contractors and consultants to
- i. Maintain all documents and records related to the USRLM financed works/activities for three years after completion of the work contemplated in the relevant contract, and
  - ii. Require the delivery of any document necessary for the investigation of allegations of fraud or corruption and the availability of employees or agents of the bidders, suppliers, contractors, sub-contr5actors or consultants with knowledge of the USRLM financed works/activities to respond to questions from USRLM personnel or any properly designated auditor, contractor, sub-contractor or consultant relating to review or audit of the document. If the bidder, supplier, Contractor, Sub-Contractor or consultant fails to comply with the USRLM, in its sole discretion, may take appropriate action against the bidder, supplier, sub-contractor or consultant, including the imposition of sanctions in accordance with the USRLM administrative procedures.



**Letter of Transmittal**

To,  
Chief Executive Officer,  
USRLM, Rural Development,  
Dehradun, Uttarakhand.

Dear Sir,

We, the undersigned, offer to provide the audit services for USRLM (SPMU) in accordance with your EOI (i.e. Expression of Interest) dated \_\_\_\_\_. We are hereby submitting our proposal, having details about the firm and proposed audit fees. We here by declare that all the information and statements made in this proposal are true and accept that any misinterpretations contained in it may lead to our disqualification. The fees quoted by us is valid till 90 days from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date. Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) and submission of the proposal and to bear any further pre-contract costs.

We understand that USRLM (SPMU) Dehradun 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,

Date :



(Name with duly signed)

Full address of the firm

**TECHNICAL BID** (to be include in envelope-I)

Sl. No.	Particulars	Firms have to fill this column	Supporting Documents required to be submitted along with this form
1	Name of the CA Firm		
	Address of CA Firm		
	Phone Number		
	Email Address		
2	Date of establishment of the firm		Partnership/ Proprietorship firm proof
3	Total no of experience in years		
4.	Experience in Statutory audit in Govt Bodies/ PSUs/ Corporate Entities in last 3 Years:	YES / NO	Provide Supporting Proof
5.	Experience in Audit Assingment In Social Sector:	YES / NO	Provide Supporting Proof
6.	Local Presence in Uttrakhand	YES / NO	Provide Supporting Proof
	Firm Income Tax PAN No		Attach copy of PAN card
	Firm GST Tax Registration No		Attach copy of Registration
7	Firms Registration No. With ICAI		
	Empanelment No. With C&AG		Attach Proof of Empanelment With C&AG for the year 2017-18
8.	Annual Turnover of Firm in Last three years (Statutory Turnover per year Minimum Requirement is 10 Lakh per year)	AY 2015-2016 AY 2016-2017 AY 2017-2018	Attach A Copy of Balance sheet And P&L Account of Last three years
9.	Staff Strength (1 Fellow CA & 2 Audit Staff Minimum Required) Total No. of Staff Strength (including full-time Fellow CA)		
10.	Security Money in Form of Bank FDR (Will be Return After Completion of Tendering Process)		
	a) Name of Bank		
	b) Amount (Rs. 5,000/-)		
	c) FDR No.		

Note: Consortium with only one CA firm is allowed. CA firm shall have to disclose about its intent to take services from other CA firm. Once, the bid is submitted, no subletting shall be allowed thereafter. Assessment shall be made on the basis of combined resources of consortium partner of CA firm (i.e. Partnership/ Proprietorship).

Authorized Signatory

Place :

Date:

Seal of the CA Firm

Name :

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**Financial Proposal** (to be included in envelope-II)

Items or Activity	Total Amount (in Rs.)
<b>Total Team fee for One day :</b> Fees for <b>01 day</b> of total 3 members team: 1. Fellow CA = Rs. _____ Name: _____ 2. Sr. Audit Staff = Rs. _____ Name: _____ 3. Jr. Audit Staff = Rs. _____ Name: _____  <b>Team Fee = Rs. _____</b> <b>Note:</b> Please indicate name of 1 Fellow CA & 2 audit members to be deployed.	
1. Fee for <b>State Office</b> – (Team fee as above * 1 unit * 2 days)	Rs. _____
2. Fee for <b>District Office</b> – (Team fee as above * 13 unit * 2 days)	Rs. _____
3. Fee for <b>Consolidation, Finalization &amp; Report etc.</b> - (On Lumsum basis for 3 days)	Rs. _____
4. <b>Total Fee Amount</b> for 14 units and Finalization, Report etc. (28 days for 14 units) + (3 days on Lumsum basis) = <b>(1+2+3)</b>	Rs. _____
5. Boarding, Lodging, Travel and other incidental Expenses	Rs. _____
6. <b>Total Fee</b> (including all the expenses) = <b>(4+5)</b>	Rs. _____
7. <b>GST Tax as applicable</b> (i.e. Presently @18% on Point No.- 6)	Rs. _____
8. <b>Total Fee &amp; GST</b> (including all taxes & expenses) = <b>(6+7)</b>	Rs. _____
<b>Rupees in Words</b> (Rs. _____ )	

Authorized Signatory

Place :

.....

Name :

Date:

.....

Membership No. :

Status:

.....

Seal of the CA Firm

Mobile No. : .....

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