

Details of the firm

Name	—	
Address- Head Office	—	
Address- Branch offices	—	
Cert. of practice no. and date	—	
Phone no- landline	—	
-mobile	—	
Fax no.	—	
No. of partners	—	
No of staff	—	
Experience	—	
Offer being given for	—	(i) IA-I (ii) IA-II

Authorised Signature & seal

Details of partners

	Name	DOJ*	qualification	Experience
1.				
2.				
3.				
4.				
5.				

Authorised Signature & seal

*Date of joining the firm

Details of staff/Articles

	Name	DOJ*
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Date of joining the firm

Authorised Signature & seal

Details of experience

S.No	Name of Company	PSU/Pvt	Turnover	Type of audit	Year of audit	Remarks, if any
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note: Please enclose documents for experience .

Authorised Signature & seal

Remuneration for IA-I

(in Rs.)

Fees (for one year)	-
Service tax	-
Total	-

Total fees plus service tax in words-

Authorised Signature & seal

Notes:

1. Travel and stay is to be arranged by the audit firm but the company will reimburse the same at actuals subject to ceiling prescribed from time to time. Present rates for reimbursement is enclosed (annexure 3).
2. Local conveyance will be arranged by the Company.
3. The audit will be carried out in two phases, i.e., April to Sept. and Oct to March. The agreed fees will be paid twice, equally, on completion of the work of each half, including submission of reports of each half. The expenses on travel and stay will be reimbursed on submission of bills.

Remuneration for IA-II

(in Rs.)

Fees (for one year)	-
Service tax	-
Total	-

Total fees plus service tax in words-

Authorised Signature & seal

Notes:

1. Travel and stay is to be arranged by the audit firm but the company will reimburse the same at actuals subject to ceiling prescribed from time to time. Present rates for reimbursement is enclosed (annexure 3).
2. Local conveyance will be arranged by the Company.
3. The audit will be carried out in two phases, i.e., April to Sept. and Oct to March. The agreed fees will be paid twice, equally, on completion of the work of each half, including submission of reports of each half. The expenses on travel and stay will be reimbursed on submission of bills.