

**PROFORMA FOR APPLICATION**

Particulars/ Details of the Firm

Sr. No.	Particulars	Details
1.	Name of the Firm	
2.	Constitution	
3.	Address with Pincode	
4.	Contact details of the partner assigned to SDMS: Name of the Partner Mobile No.(s) Landline No.(s) E-mail	
5.	Date of Establishment of the firm	
6.	Years of experience in Internal Audit	
7.	No. of Chartered Accountants	
8.	Branches of C.A. firm, if any	
9.	No. of corporate clients of the firm. Name top three *	
10.	Firm's PAN No. *	
11.	CAG empanelment reference no.*	
12.	Firm's GST No. *	
13.	Firm's Registration No. with ICAI*	
14.	Any other relevant data	

**Financial Bid:**

Sr.No.	Activity	Total Amount (in Rs.)
1.	Annual audit fee for the company as a whole	
2.	Branch audit fee (per branch)	
(plus applicable taxes and levies, if any)		

**Out-of-pocket expenses are reimbursable at actuals.**

**Rs. (in words) .....**

**Signature/ Name/ Designation/ Stamp**

**\*Please attach relevant documentary proof**

## **DECLARATION**

I/We confirm that the information furnished by me/us is true and correct and we have not been de-panelled / black listed by any organization in the past and we fulfil all the conditions of eligibility for appointment by SDMS as Internal Auditor.

I/We also confirm that no disciplinary and/or legal proceedings are pending / initiated against our firm /any of its partners / proprietor on record of Institute of Chartered Accountants of India.

I/We have read the terms and conditions stipulated for appointment as Internal Auditors of SDMS and I/We also understand that SDMS has reserved its right to accept or reject the application without assigning any reasons. If selected for appointment as Internal Auditor of SDMS and the offer is accepted, I/We will execute service level agreement in the format given by the company.

We understand that we will have to sign Integrity pact with SDMS.

Place :

Date:

Signature of the applicant with seal