

**POPOSAL SUBMISSION FORM FOR FORMULATION OF  
ACCOUNTING MANUAL IN THE BANK.**

**1. General Information:**

- **Firm Name:**
  
- **Firm Registration Number:**
  
- **Date of Incorporation:**
  
- **Registered Address:**
  
- **Branch Offices:**
  
- **Contact Person:**
  
- **Phone Number:**
  
- **PAN :**
  
- **GST no.:**
  
- **Email Address:**

## **2. Firm's Background and Experience:**

- **Areas of Specialization:** (Outline the firm's expertise in relevant areas such as accounting, auditing, financial management, etc.)
  
- **Experience in the Banking Sector**( Summarize the firm's experience with banking clients, particularly in accounting systems, processes, or similar projects)
  
- **Similar Projects Handled(if any):**

## **3. Work Plan:** (Attach a detailed work plan with timelines):

## **4. Technical Proposal (Bid):**

1. Firm Registration (Attach proof of the firm's registration with ICAI or any relevant authority)
2. Proof of registered address in Himachal Pradesh.
3. Proof of empanelment with CAG.
4. Proof of conducting central Statuary Audit of cooperative banks of Himachal Pradesh.
5. Proof of conducting Audit of PSUs of Himachal Pradesh.
6. Proof of Average annual turnover for last 5 years.
7. Proof of no of FCA partners and their experience.
8. Peer Review Certification (PRC) of 05 years(Please attach proof)
9. DISA Certified partners(Please attach proof)
10. Time limit to complete the project and delivery.

## **5. Commercial Proposal (Bid):**

- **Professional Fees:** A detailed breakdown of the fees proposed for the project.

**6. Validity of the Bid:** Specify the period for which the bid will be valid:

**7. Confidentiality Clause:** Confirm that all information provided by the bank will be kept confidential.

**8. Declaration:**

I/We, the undersigned, hereby declare that the firm/company/individual submitting this bid has not been blacklisted, debarred, or suspended by any **government department, semi-government organization, public sector undertaking (PSU), international organization,** or any other authority for any reason including non-performance, unethical practices, or violation of laws and regulations. There are no ongoing proceedings or investigations against the firm/company/individual that may lead to blacklisting, debarment, or suspension in the future. We also undertake to keep all the information provided by the bank confidential.

I/We understand that providing false information or withholding relevant facts related to blacklisting or debarment can result in:

- Immediate disqualification from the current bidding process.
- Cancellation of the contract (if awarded).
- Blacklisting from all future tenders or RFPs
- Any other legal action deemed appropriate.

We hereby declare that the information provided is true and accurate to the best of our knowledge. We agree to the terms and conditions of the RFP and confirm our readiness to provide the services as described.

**Authorized Signatory:**

- **Name:**
- **Designation:**
- **Signature:**
- **Date**
- **Place:**