

Tabular format for Short listing.

Sl.no	Particulars			Details	
1.	Brief profile of the Agency				
2	<u>Preference for assignments</u> Name of Assignment: Audit of Head Office , Audit of Saharsha, Audit of Supaul, Audit of Madhepura, Audit of Purnia, Audit of Khagaria, Audit of Gaya, Audit of Muzaffarpur, Audit of Madhubani and Audit of Nalanda.			<u>Preference No</u>	<u>Name of audit units</u>
				1	
				2	
				3	
				4	
				5	
				6	
				7	
				8	
3.	Entity (Partnership or Proprietorship) :-				
4.	Empanelment number with Comptroller and Auditor General of India:- No.....				
5.	Relevant Experience - Details to be furnished here for marking purpose. (Separate sheet to be attached for details and Brief description with proof of assignment.)				
Sl.no	Name & Type of assignment	Name of Client	Cost of assignment Rs.	Sector- A) Community based organization / Social / Rural / micro finance sector. B) Similar assignment in externally aided project	Period of assignment
i.					
ii.					
iii.					
-					
-					
n.					
6.	Average Annual turnover in the three years			Years	Amount (Rs)
	Average				
7	Number of years of overall relevant experience		Years	
8	<u>Manpower strength of the agency.</u> Numbers of Partners Numbers of Qualified Staff (CA) Numbers of Semi qualified Staff(CA Inter) Numbers of Other staffs.				
9	Net worth of the Organization.(Year – 2010-11)			Rs.....	
10	Address of Local office with phone & E-mail id.				
11	Address of Head office with phone & E-mail id.				

Short listing will be made on above Information only. Attach supporting documents with this format.

Signature of authorized representative and Seal of the Agency.