

Guidelines for submitting the proposal:

- The RFP should be submitted along with a forwarding letter (Annexure- I) of the concerned CA firm. Only the RFPs in prescribed format accompanied with all requisite documents would be considered. The documents should be sealed in an envelope and stamped and superscribe as 'Proposal for Engagement of Statutory Auditor'. The Proposal is to be submitted in two envelopes (technical and financial proposals/bids to be sealed and submitted separately. All these envelopes must mention name and address of CA Firm.
- Address of submission: The Project Director, Assam Infrastructure Financing Authority, 'F' Block, Finance (Budget) Department, 3rd Floor, Assam @ Secretariat, Dispur, Guwahati-781006.
N.B. Any relevant information can be collected from the address of submission.
- Proposals containing false and/or inadequate information would be liable for rejection.
- Every page of the Proposal along with documents appended must be duly signed by the proprietor/partner/authorized person.
- The Proposals will be opened and will be evaluated by a Committee constituted by the Society.
- While deciding upon the selection of the auditor, emphasis will be given on the experience (particularly in Government / PSUs), number of assignments and total turnover. Firms which submit detailed list of eligible assignments shall be given weightage in evaluation based on the number of assignments. Assignment not supported with client's certificate shall not be considered for evaluation.
- Emphasis will be given on ability and competence of the applicant to do good quality work within the specified time, schedule and in close coordination with other entities.
- The selected firm shall be notified by registered post.
- The Society will have the right to accept or reject any 'Proposal' without assigning any reason thereof and the decision of the Society will be final and binding to all. The whole process of inviting RFPs can be cancelled without giving any prior notice or information by the Society.

Resolution of Dispute, Penalties:

- Any dispute between the CA Firm and AIFA will be resolved by the Project Director, AIFA. The Firm if dissatisfied with the decision of the Project Director may approach the Executive Committee of AIFA.
- In the event of gross negligence, irregularity, laxity or misconduct on the part of the Firm's personnel, the contract may be terminated and the firm may get black listed at the discretion of the Executive Committee of AIFA which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work.
- It will be the responsibility of the Firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the Firm liable for being removed from the contract by the Project Director after issuing the notice of 15 days as well as disciplinary action. The decision of the Executive Committee shall be final in this respect.