



International Solar Alliance

REQUEST FOR PROPOSAL (RFP)

“Hiring of Chartered Accountants Firm for day to day Accounting works and Audit of International Solar Alliance”

INVITATION TO BID

Reference Number: 2/2/2018-ISA

**Secretariat of International Solar Alliance (ISA),
Surya Bhawan, 3rd Floor,
National Institute of Solar Energy Campus
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122 003 (Haryana).
Tel. No.: 0124-2853074.**

Background

International Solar Alliance (ISA) was launched on 30th November 2015 by the Hon'ble Prime Minister of India and the Hon'ble President of France in the presence of then Secretary General of United Nations – Mr. Ban Ki Moon, at the Climate Conference (COP21) in Paris. The ISA Framework Agreement was opened for signature on 15th November 2016 during COP22 at Marrakesh, Morocco. So far, 32 countries have ratified and 61 countries have signed the ISA Framework Agreement and more are set to join. The ISA Framework Agreement enter into force under article XIII (1) of ISA Framework Agreement on the 6th December 2017, within 2 years of Paris Declaration.

The ISA is a treaty based international inter-governmental organization registered under United Nations Article 102 (UN Registration No. 54949) headquartered in India. The Alliance is established to collectively address key common challenges to the scaling up of solar energy and to take coordinated action to aggregate demand for finance, technologies, innovation, R&D and capacity building. The main objective of ISA is to undertake joint efforts required to reduce the cost of finance and the cost of technology, mobilize more than US \$ 1000 billion of investments needed by 2030 for massive deployment of solar energy, and pave the way for future technologies adapted to the needs of 121 countries lying fully or partially between the Tropics of Cancer and Capricorn. ISA will also strive for creating an economically conducive environment which would lead to job creation, investment resulting in profitability, competitiveness between various sectors, filling up the gaps of power supply, encourage local manufacturing sector; all this while ensuring that the sustainability related constraints are not violated.

SECTION 1 - NOTICE INVITING TENDERS

“Hiring of Chartered Accountants Firm for day to day Accounting works and Audit of International Solar Alliance”

On behalf the Secretariat, International Solar Alliance (ISA), Gurugram, Haryana, India tender are invited from reputed Chartered Accountants Firms for

“Hiring of Chartered Accountants Firm for day to day Accounting works and Audit of International Solar Alliance”

1. Tender documents may be downloaded from ISA’s website, <http://isolaralliance.org> as per the schedule given below:-

Sr. No.	Description	Detailed Information
1	Tender Reference Number	2/2/2018-ISA
2	Date of release of Bidding Document	
3	Last date and time for Bid Submission	
4	Bid Opening Date	
5	Name and Address for communication	Secretariat of International Solar Alliance (ISA), Surya Bhawan, 3 rd Floor, National Institute of Solar Energy Campus, Gwal Pahari, Gurugram-Faridabad Road, Gurugram – 122 003 (Haryana).

2. Bids shall be submitted only Speed Post/By Hand may be dropped in the ISA tender box at the 3rd Floor of ISA office only.
3. Not more than one bid shall be submitted by one bidder. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

4. Bidder who has downloaded the tender form from ISA website shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and Bidder is liable to be banned to associate with ISA for future assignments.
5. Intending bidders are advised to visit ISA's website at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.
6. Bids will be opened as per date/time as mentioned in the schedule above. After opening of Technical-Bids, the results of their qualification as well Price-Bid opening will be intimated later.
7. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid. The Bidder is requested to carefully examine the RFP document, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy, Bidder should seek necessary clarifications by e-mail as mentioned in the schedule above.
8. The Bidder shall provide details for the proposed Methodology and Approach to be adopted for the Assignment at ISA and the proposed team. The technical/financial capabilities and competence of the Firm should be clearly reflected in the write-up along with supporting documents.

Section 2 – Terms of Reference (ToR) of outsourcing model of Finance Management, Book keeping and Legal Compliance including FEMA:

Note: Currently the financial regulations and procedures of ISA are being finalized. Since 6th December 2017, when the Framework Agreement entered into force, ISA has to switch over from the Government of India financial rules to UN rules mutatis mutandis till the ISA financial regulations and procedures are in place. Presently the accounts are being maintained by National Institute of Solar Energy (NISE) in Tally. The bidder needs to assist NISE in transitioning the accounts to ISA. Bidder may use its own software for financial transactions till and in case ISA establishes its own ERP system.

Financial and Accounting Services

Data Entry, Book keeping and General Accounting Management

- Book Keeping of the organization in Tally ERP 9.0
- Maintain Chart of Accounts
- Prepare vouchers for payments and receipts
- Prepare journal entries
- Post data into software
- As per International Public Sector Accounting Standards (IPSAS) / accepted norms of the organization, if applicable
- Grant / Project wise (under Cost Centre concept or Grouping concept)
- As per funding agency requirement (funding budget head wise)
- Bill wise for vendors
- Monthly / annual closing of accounts
- Generate Trial Balance reports
- Perform monthly, quarterly and year-end closings
- Management of accounts on all payments and expenditures

Budgetary Controls:

- Supporting in preparation of annual budget / quarterly budget
- Supporting in revision of budget, if any
- Analysis of budget vs. actual expenditure
- Preparation and submission of periodical management reports, as agreed upon
- Preparation of information as required by the Management

Reconciliations

- Reconcile fixed assets and associated ledger entries
- Reconcile Accounts Receivables
- Reconcile Accounts Payables
- Reconcile bank accounts
- Provide Travel advance and expense reimbursement reconciliations

Disbursements/ Payment Processing

- Invoice processing for goods, services and expenses
- Checking of vendor invoices for management approval
- Posting approved vouchers

- Maintain files to support invoice processing
- Payment processing as per rules and contracts/ purchase orders
- Prepare client approved checks, electronic payments and wire transfers
- Dispatch of checks to vendors
- Respond to vendor enquiries about payment status
- Maintain files of approved payments
- Retrieve copies of payments as necessary

Funds Receivables

- Receipt of Grant, Corpus & Expenditure
- Revenue receipt & Expenditure (Training, Consultancy and ISA Guest House)
- Record and account for receipts
- Prepare statements and reconcile the same with Trust Statements
- Input receivable transactions into the system

Banking Management

- Opening/closing of bank account as per Management decision
- Opening of dollar (\$) account and remitting from ISA account or into ISA account.
- Ensure signatories as per approval and inform the bank for any change in signatories as per Management decision
- Handle receipt, issue and custody of cheque book
- Collection of Bank Statements
- Maintaining bank relationship

Cash Management

- Accounting for cash receipt/ payments
- Petty cash management
- Security of cash
- Physical verification of cash
- Reconciliation of cash balance on daily basis

Deduction/ Collection of Various Statutory Dues and depositing the same if applicable

- Deduction of Tax Deducted at Source (Withholding Tax) on various payments such as payroll, rent and contractual services etc. and depositing the same with the revenue authorities
- TDS and GST payments and returns.
- Calculation of employees contribution and employers contribution for Provident Fund, deducting the same from salaries of employees and depositing the same with Provident Fund authorities

Investments and Treasury Management

- Invest the idle funds as per mandate from management
- Monitor the investments
- Sale of Investments
- Manage the treasury function on behalf of management;
- Monitor the foreign currency fluctuation

Preparation of year-end Financial Statements

- Compliance with applicable Accounting Standards(IPSAS as applicable) specifically for:
 - Revenue Recognition
 - Foreign exchange fluctuations

- Valuation of fixed assets
- Preparation of Financial Statements
- Providing for yearend outstanding expenses
- Provisions for prepaid expenses
- Preparation of notes to accounts
- Get the accounts approved from management and provide the inputs to management as needed
- Making changes in accordance with the corrections and actions recommended by the management if allowed by organization policies and statutory compliances

Human Resource - Payroll Services

Monthly Payroll Processing

- Processing of time data
- Updating of masters
- Incorporating salary structure changes, if any
- Reimbursement of expenses in the nature of cash/vouchers
- Ad hoc payments like bonuses, performance linked incentives etc.
- Exemptions under LTA, medical allowances, conveyance etc.

Full and Final Settlements

- Preparation of full and final settlements based on clearance forms to be provided by the entity

Reimbursements

- Processing of all reimbursements on weekly basis in accordance with the entity's policy

Payroll Outputs

- Preparation of monthly payroll from attendance figures and details of additions, deletions, revisions in compensation to be provided by the entity
- Processing of monthly payroll/ tax liability based on master and monthly transaction data
- Generation of pay-slips on email
- Preparation of bank advice for salary transfer

Legal & Statutory Compliances

Legal Compliance

- Registration under Goods and Service Tax (GST) and obtaining Unique Identification Number (UIN)
- Claiming refund of Goods and Service Tax (GST) charged by vendors / consultants

Provident Funds (PF) of employees

- Deposit / transfer of PF
- Preparation and submission of relevant return / information
- Getting declaration / other relevant documents regarding PF from employees
- Reserve Bank of India if Applicable
- Receiving the funds as per FEMA and filing the requisite returns to RBI or Authorized Dealer

Foreign Exchange Regulation Act (FCRA) if applicable

- Filing of returns as per FCRA

Asset Management

- Categorizing, labeling & numbering of capital assets
- Physically verification of Assets and inventory entry
- Recording & maintaining Capital Assets Register
- Accounting treatment for sale & disposal of capital assets
- Designing physical verification plan
- Preparing the physical verification report as per the guidelines

Funding Agency Related Reports

- Supporting in preparation of budget to be submitted to the funding agency(s)
- Supporting in revision of budget, if any
- Preparation and submission of financial reports to the funding agency(s)
- Responding the queries of the funding agency(s)

Audit

Support the audit activity to be undertaken by Statutory/ Internal Auditors

- Checking of Statuary Accounts as per ISA treaty
- Submit the Financial Statements for audit;
- Providing necessary documents and Books of Accounts for audit
- Providing all supports to auditors for getting the audit done as per rules and regulations
- Providing management responses to auditors for their observations
- Getting the financial Statement signed by management and auditors
- Responsibility to maintain privacy, secrecy & other as applicable to International UN Organizations.
- Provide support in Audit issues

Reporting

The financial statements for the financial period shall be prepared monthly, quarterly and annually and also for the Audit purposes.

- (a) Statement of financial position;
- (b) Statement of financial performance;
- (c) Statement of changes in net assets;
- (d) Statement of cash flow;
- (e) Statement of comparison of budget and actual amounts; and
- (f) Notes to the financial statements.

The two personnel will be assisting the ISA to maintain the accounts on day to day basis and will be required to seated at the ISA office.

Contact Period

The short listed Successful Bidder shall be appointed for the period of one year which can be extended on year to year basis depending on the performance of the Firm.

TERMS OF REFERENCE FOR FINANCIAL AUDITS

TABLE OF CONTENTS

	Page
A. Background.....	7
B. ISA Management.....	7
C. Consultations with concerned parties.....	7
D. Description of Financial Reports to be audited.....	7
E. Audit Services Required.....	7
F. The Audit Report and Management Letter.....	8
ANNEX 1: AUDIT SERVICES REQUIRED.....	10
ANNEX 2: QUALIFICATIONS OF AN AUDITOR.....	12
ANNEX 3: SAMPLE AUDIT REPORT.....	13
ANNEX 4: DEFINITION OF AUDIT OPINIONS.....	19
Annex 5: International Standards on Auditing (ISA) 450 and 710.....	19
ANNEX 6: Priority of Audit Observations and Recommendations.....	21
ANNEX 7 TEMPLATE FOR AUDITORS TO REVIEW AND SIGN THE UPDATED ACTION PLANS FOR PRIOR YEAR AUDIT OBSERVATIONS AND RECOMMENDATIONS.....	19
ANNEX 8: TEMPLATE FOR AUDIT DATA AND OBSERVATIONS.....	20
ANNEX 9: GUIDANCE OF FORMULATING AUDIT OBSERVATIONS AND RECOMMENDATIONS.....	22
ANNEX 10: GUIDANCE ON AUDIT MATERIALITY (ISA 320, 450).....	24

A. Background

KEY INFORMATION ABOUT INTERNATIONAL SOLAR ALLIANCE

There is no specific body in place to address the specific solar technology deployment needs of the solar resource rich countries located between the Tropic of Cancer and the Tropic of Capricorn. Most of these countries are geographically located for optimal absorption of the sun's rays. There is a great amount of sunlight year-round which can lead to cost effective solar power and other end uses with high insolation of almost 300 sunny days in a year. Most of the countries have large agrarian populations. Many countries face gaps in the potential solar energy manufacturing eco-system. Absence of universal energy access, energy equity and affordability are issues common to most of the solar resource rich countries. International Solar Alliance (ISA) is conceived as a coalition of solar resource rich countries to address their special energy needs and will provide a platform to collaborate on addressing the identified gaps through a common, agreed approach. It will not duplicate or replicate the efforts that others (like International Renewable Energy Agency (IRENA), Renewable Energy and Energy Efficiency Partnership (REEEP), International Energy Agency (IEA), Renewable Energy Policy Network for the 21st Century (REN21), United Nations bodies, bilateral organizations etc.) are currently engaged in, but will establish networks and develop synergies with them and supplement their efforts in a sustainable and focused manner.

ISA is a multi country partnership organization with membership from solar resource rich countries between the two tropics. ISA's proposed governance structure consists of an Assembly and a Secretariat.

ISA is an International Inter-government treaty based organisation
TOR is directed to the audit of Financial Statement for the period.

B. ISA Management

Financial management of the funds was done by National Institute for Solar Energy.

C. Consultations with concerned parties

Prior to the start of audit work the auditor will be required to consult with the management. Further, upon completion of the draft audit report and management letter, the auditor will be required to meet with the Management to debrief them on its major findings from the audit and its recommendations for future improvements as well as to seek their feedback thereon.

D. Description of Financial Reports to be audited

These reports are provided along with this Terms of reference.

E. Audit Services Required

- A definition of the entity or the portion of an entity that is subject to audit.
- That the audit will be carried out in accordance with either ISA¹ or INTOSAI² auditing standards.
- That the auditor is required to verify the mathematical accuracy of the FINANCIAL STATEMENT
- That the auditor is required to state in the audit report if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.

¹ International Standards on Auditing (ISA) published by the International Auditing and Assurance Standards Board of the International Federation of Accountants

² International Organization of Supreme Audit Institutions

- That the auditor is required to express an opinion as to the overall financial situation of the ISA for the period 1 April 2016 to 31 March 2017 and 1 April 2017 to 31 December 2017 will certify:
 1. The Statement of Financial Position for the Audit period;
 2. The Statement of Cash Position (cash and bank balances of the ISA) reported by the ISA for the Audit period; and
 3. The Statement of Assets and Equipment held by the ISA for the Audit period.
- That the auditor is required to, as applicable, report in monetary value, the net financial misstatement of any modified audit opinion (modified opinions can be qualified, adverse, or disclaimer) on the Statement of Expenses (FINANCIAL STATEMENT) where applicable. This should also include prior year non resolved NFM.
- That the auditor/audit firm is required to submit a draft audit report and final report within two weeks of the completion of the Audit.

Note: Audit opinions must be one of the following: (a) unmodified, (b) qualified, (c) adverse, or (d) disclaimer. If the audit opinion is other than “unmodified”, the audit report **must** describe both the nature and amount of the possible effects on the financial statements.

The report should also make a reference to the section of the management letter with regard to the related audit observation number and the action taken or planned to be taken to address and conclusively correct the issues underlying the qualification. A definition of audit opinions is provided in Annex 4.

F. The Audit Report and Management Letter

Audit Report – VERY IMPORTANT

The audit report should clearly indicate the auditor’s opinion (Refer to Annex 3 for a sample Audit Report). This would include at least the following:

- That it is a special purpose and confidential report
 - The audit standards that were applied (ISAs, or national standards that comply with one of the ISAs in all material respects)
 - The period covered by the audit opinion
 - The amount of expenses audited
 - The amount of the net financial misstatement of the modified audit opinion on the FINANCIAL STATEMENT, if modified
 - The reason(s) resulting in the issuance of a modified audit opinion, qualified, adverse or disclaimer of opinion (the reason(s) must be also included in the management letter as an audit observation(s))
 - Whether the ISA FINANCIAL STATEMENT - for the period of Audit is adequately and fairly presented and whether the disbursements are made in accordance with the purpose for which funds have been allocated to the ISA.
- (a) A Financial Audit to express an opinion on the ISA’s financial statements that includes:
- Expression of an opinion on whether the statement of expenses presents fairly the expense incurred by the ISA over a specified period in accordance with agreed upon accounting policies and that the expenses incurred were: (i) in conformity with the approved ISA budgets; (ii) for the approved purposes of the ISA; (iii) in compliance with the relevant regulations and rules, policies and procedures of the ISA; and (iv) supported by properly approved vouchers and other supporting documents. The FINANCIAL STATEMENT is the mandatory and official statement of expenses to be certified.

- Expression of an opinion on the value and existence of the ISA's statement of assets and equipment as at a given date. This statement must include all assets and equipment available as at end of Audit period, and not only those purchased in a given period. Where a ISA does not have any assets or equipment, it will not be necessary to express such an opinion; however, this should be disclosed in the audit report.
- Express an opinion on the value and existence of the cash held by the ISA as at a given date, i.e. end of Audit period. The Audit Firm is required to express an opinion on the Statement of Cash Position where a dedicated bank account for the ISA has been established and/or the ISA holds petty cash. Where the ISA does not hold any cash, this should be disclosed in the audit report.

The Financial Audit will be conducted in accordance with International Standards on Auditing (ISA).

- (b) An audit to assess and express an opinion on the ISA's internal controls and systems.

The deliverable will be an audit report similar to a long form management letter that covers the internal control weaknesses identified and the audit recommendations to address them.

The management letter should be attached to the audit report and cover the following topics/issues:

- A general review of a ISA's progress and timeliness in relation to progress milestones and the planned completion date. This is not intended to address whether there has been compliance with specific covenants relating to specific performance criteria or outputs. However, general compliance with broad covenants such as implementing the ISA with economy and efficiency might be commented upon but not with the legal force of an audit opinion.
- An assessment of a ISA's internal control system with equal emphasis on: (i) the effectiveness of the system in providing the ISA management with useful and timely information for the proper management of the ISA; and (ii) the general effectiveness of the internal control system in protecting the assets and resources of the ISA.
- A description of any specific internal control weaknesses noted in the financial management of the ISA and the audit procedures followed to address or compensate for the weaknesses. Recommendations to resolve/eliminate the internal control weaknesses noted should be included.

The audit of internal controls and systems will be conducted in accordance with the International Standards on Auditing (ISA).

The management letter should also include the following:

- Audit observations/recommendations (guidelines in Annex 9)
- The categorization of audit observations by risk severity: High, Medium, or Low. Definitions of these categories are given in Annex 6.
- Management comments/response to audit observations and recommendations (ISA management and/or ISA, as applicable).
- Indication of observations that affect the audit opinion (when qualified, adverse or disclaimer of opinion is given).

More detailed guidance for the above general categories is provided below.

Review of ISA progress

As part of the general review of ISA progress, specific steps could include the following:

- Review annual and quarterly work plans, quarterly and annual financial reports,
- Review the annual ISA report prepared by the implementing partner and assess in terms of compliance with ISA guidelines and whether the implementing partner met its responsibilities for monitoring described in the ISA document or AWP if applicable.

- Review the pace of ISA progress and comment on the causes for delays.

Assessment of internal control

The auditor is required to conduct a general assessment of internal controls according to established internal control standards. An example of established internal control standards and further information is available on the INTOSAI site www.intosai.org (*Guidelines for Internal Control Standards*). The INTOSAI standards are intended for use by government managers as a framework to establish effective internal control structures.

In addition to the above general assessment, additional specific steps should include the following:

- Review the process for procurement/contracting activities and assess whether it was transparent and competitive.
- Review the use, control and disposal of non-expendable equipment and assess whether it is in compliance with ISA Rules and Regulations on Results and Accountability; and also whether the equipment procured met the identified needs and whether its use was in line with intended purposes.
- Review the process for recruiting ISA personnel and consultants and assess whether it was transparent and competitive.

Recommendations for improvement

Recommendations should be directed to a specific entity so there is no confusion regarding who is responsible for implementation. The response of the entity should be included in the management letter, immediately following the recommendation.

ANNEX 1: AUDIT SERVICES REQUIRED

The scope of audit services shall be in accordance with International Standards on Auditing (ISA) and cover the overall management of the ISA's implementation, monitoring and supervision. The audit work should include the review of work plans, progress reports, ISA resources, ISA budgets, ISA expenses, ISA delivery, recruitment, operational and financial closing of ISAs (if applicable) and disposal or transfer of assets. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of the ISA:

Human resources

The audit work shall cover the competitiveness, transparency and effectiveness of the recruitment and hiring of personnel and include performance appraisal, attendance control, calculation of salaries and entitlements, payroll preparation and payment, and management of personnel records.

Finance

The audit work shall cover the adequacy of the accounting and financial operations and reporting systems. These include budget control, cash management, certification and approving authority, receipt of funds, and disbursement of funds, recording of all financial transactions in expense reports, records maintenance and control.

Procurement

The audit work shall cover the competitiveness, transparency and effectiveness of the procurement activities of the ISA in order to ensure that the equipment and services purchased meet the requirement of either the government (or NGO) or ISA and include the following:

- As applicable, delegations of authorities, procurement thresholds, call for bids and proposals, evaluation of bids and proposals and approval/signature of contracts and purchase orders
- Receiving and inspection procedures to determine the conformity of equipment with the agreed specifications and, when applicable, the use of independent experts to inspect the delivery of highly technical and expensive equipment
- Evaluation of the procedures established to mitigate the risk of purchasing equipment that do not meet specifications or is later proven to be defective
- Management and control over the variation orders

The audit work in the area of procurement shall also cover the use of consulting firms and the adequacy of procedures to obtain fully qualified and experienced personnel and assessment of their work before final payment is made.

Asset Management

The audit work shall cover equipment (typically vehicles and office equipment) purchased for use of the ISA. The procedures for receipt, storage, and disposal shall also be reviewed.

Cash Management

The audit work shall cover all cash funds held by the ISA and review procedures for safeguarding of cash.

General Administration

The audit work shall cover travel activities, vehicle management, shipping services, office premises and lease management, office communications and IT systems, and records maintenance.

ANNEX 2: QUALIFICATIONS OF AN AUDITOR

The auditor must be completely impartial and independent from all aspects of management or financial interests in the entity being audited. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of the entity. It may be appropriate to remind an auditor of any existing statutory requirements relating to independence and to require an auditor to disclose any relationship that might possibly compromise his/her independence.

The auditor should be experienced in applying either ISA or INTOSAI audit standards, whichever is applicable for the audit. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with ISA or INTOSAI standards, including experience in auditing the accounts of entities comparable in size and complexity to the entity being audited.

Curriculum vitae (CVs) should be provided to the client by the principal of the firm of auditors who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of the audit team. It would be appropriate to indicate required/minimum professional qualifications necessary for the senior auditors/principals responsible for the audit. CVs should include details on audits carried out by the applicable staff, including on-going assignments indicating capability and capacity to undertake the audit.

ANNEX 3: SAMPLE AUDIT REPORT

Independent Auditor's report to:

The ISA Director General

I. Sample Independent Auditor's Report on Statement of Expenses (ISA FINANCIAL STATEMENT)

REPORT OF THE INDEPENDENT AUDITORS TO ISA [insert ISA name] (Refer to ISA 700)

We have audited the accompanying Statement of Expenses ("the statement") of the ISA [insert ISA and ISA number(s)], [insert official title of ISA] for the period [insert period covered].

Opinion

Clean Opinion: Option 1: (Unmodified)

In our opinion, the attached statement of expenses presents fairly, in all material respects, the expense of [insert amount in US\$] incurred by the ISA [insert official title of ISA] for the period [insert period covered] in accordance with agreed upon accounting policies [if needed add - and the note to the statement] and were: (i) in conformity with the approved ISA budgets; (ii) for the approved purposes of the ISA; (iii) in compliance with the relevant ISA regulations and rules, policies and procedures; and (iv) supported by properly approved vouchers and other supporting documents.

Modified Opinions (Refer to ISA 705)

Option 2: (Qualified opinion)

In our opinion, except for the effects of the matter described in the Basis for opinion section of our report, the attached statement of expenses presents fairly in all material respects the expenses of [insert amount in US\$] incurred by the ISA [insert official title of ISA] for the period [insert period covered] in accordance with agreed upon accounting policies [if needed add: and the note to the statement] and were: (i) in conformity with the approved ISA budgets; (ii) for the approved purposes of the ISA; (iii) in compliance with the relevant ISA regulations and rules, policies and procedures; and (iv) supported by properly approved vouchers and other supporting documents.

Option 3: (Adverse opinion)

In our opinion, based on the significance of the matter discussed in the Basis for opinion section of our report, the statement of expenses do not present fairly the expenses of [insert amount in US\$] incurred by the ISA [insert official title of ISA] for the period from [insert period covered].

Option 4: (Disclaimer of opinion)

We do not express an opinion on the accompanying statement of expenses. Because of the significance of the matter described in the Basis for opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the statement of expenses of [insert amount in US\$] incurred by the ISA [insert official title of ISA] and audited by us for the period from [insert period covered].

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the auditor's responsibilities for the audit of the statement of expenses section of our report. We are independent of ISA in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for

Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

[Add here a description of the basis for the qualified, adverse or disclaimer opinion]

Management responsibilities

Management is responsible for the preparation and fair presentation of the statement for <name/title> ISA and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the statement of expenses is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of expenses, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Emphasis of Matter *[if applicable (Refer to ISA 706)]*

We draw attention to Note [X] to the accompanying statement of expenses which describes the uncertainty related to the (insert the issue). Our opinion is not qualified in respect of this matter.

Auditor's Name and Signature

Date of the auditor's report

Auditor's address

II. Sample Independent Auditor's Opinion on Statement of Assets and Equipment (Refer to ISA 700)

We have audited the accompanying statement of assets and equipment ("the statement") of the ISA

number [insert ISA and ISA number(s)], [insert official title of ISA] as at [insert date].

Opinion

Clean Opinion: Option 1: (Unmodified)

In our opinion, the accompanying statement of assets and equipment presents fairly, in all material respects, the assets and equipment status of the ISA [insert official title of ISA] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement].

Modified Opinions (Refer to ISA 705)

Option 2: (Qualified opinion)

In our opinion, except for the effects of the matter described in the Basis for opinion section of our report, the accompanying statement of assets and equipment presents fairly, in all material respects, the balance of inventory of the ISA [insert official title of ISA] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement].

Option 3: (Adverse opinion)

In our opinion, because of the significance of the matter discussed in the Basis for opinion section of our report, the accompanying statement of assets and equipment does not present fairly the assets status of the ISA [insert official title of the ISA] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement].

Option 4: (Disclaimer of opinion)

We do not express an opinion on the accompanying statement assets and equipment. Because of the significance of the matter described in the Basis for opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the statement of assets and equipment amounting to [insert amount in US\$] as at xxxx [insert date].

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the auditor's responsibilities for the audit of the statement of assets and equipment. We are independent of ISA in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

[Add here a description of the basis for the qualified, adverse or disclaimer opinion]

Management responsibilities

Management is responsible for the preparation of the statement of assets and equipment of the ISA, and for such internal control as management determines is necessary to enable the preparation of a statement of assets and equipment that is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit

Our objectives are to obtain reasonable assurance about whether the statement of assets and equipment is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material

misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of assets and equipment, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Emphasis of Matter [if applicable (Refer to ISA 706)]

We draw attention to Note [X] to the accompanying statement of expenses which describes the uncertainty related to the (insert the issue). Our opinion is not qualified in respect of this matter.

Auditor's Name and Signature

Date of the auditor's report

Auditor's address

III. Sample Independent Auditor's Report on Statement of Cash Position (Statement of Cash Position is required only if there is separate bank account for each of the ISAs and/or petty cash) (Refer to ISA 700)

We have audited the accompanying statement of cash position ("the statement") of the ISA number [insert ISA and ISA number(s)], [insert official title of ISA] as at XXX.

Opinion

Clean Opinion: Option 1: (Unmodified)

In our opinion, the accompanying statement of cash position presents fairly, in all material respects, the cash and bank balance of the ISA [insert official title of ISA] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement.

Modified Opinions *(Refer to ISA 705)*

Option 2: (Qualified opinion)

In our opinion, except for the effects of the matter described in the Basis for opinion section of our report, the accompanying statement of cash position presents fairly, in all material respects, the cash and bank balance of the ISA [insert official title of ISA] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement.

Option 3: (Adverse opinion)

In our opinion, because of the significance of the matter discussed in the Basis for opinion section of our report, the accompanying statement of cash position does not present fairly the cash and bank balance of the ISA [insert official title of ISA] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement.

Option 4: (Disclaimer of opinion)

We do not express an opinion on the accompanying statement of cash position. Because of the significance of the matter described in the Basis for opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the statement of cash position amounting to [insert amount in US\$] as at xxxx [insert date].

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the auditor's responsibilities for the audit of the statement of cash position section of our report. We are independent of ISA in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

[Add here a description of the basis for the qualified, adverse or disclaimer opinion]

Management responsibilities

Management is responsible for the preparation of the statement of cash position of the ISA, and for such internal control as management determines is necessary to enable the preparation of a statement of cash position that is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the statement of cash position is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of cash position, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain

audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Emphasis of Matter [if applicable (Refer to ISA 706)]

We draw attention to Note X to the statement of cash position which describes the uncertainty related to the (insert the issue). Our opinion is not qualified in respect of this matter.

Auditor's Name and Signature

Date of the auditor's report

Auditor's address

Date of issuance: _____

AUDITOR'S NAME (Please print): _____

AUDITOR'S SIGNATURE: _____

STAMP AND SEAL OF AUDIT FIRM: _____

AUDIT FIRM ADDRESS: _____

AUDIT FIRM TEL. NO. _____

Note: Audit opinions must be one of the following: (a) unmodified, (b) qualified, (c) adverse, or (d) disclaimer. If the audit opinion is other than "unmodified" the audit report must describe both the nature and amount of the possible effects on the ISA financial statement (FINANCIAL STATEMENT) (Amount of qualification). A definition of audit opinions is provided in Annex 4.

ANNEX 4: DEFINITION OF AUDIT OPINIONS

Unmodified (Clean) Opinion (ISA³ 700)

An unmodified opinion should be expressed when the auditor concludes that the financial statements give a true and fair view (or are presented fairly, in all material respects) in accordance with the applicable financial reporting framework.

An unmodified opinion indicates implicitly that any changes in accounting policies or in the method of their application, and the effects thereof, have been properly determined and disclosed in the financial statements.

Emphasis of Matter (ISA 706)

If the auditor considers it necessary to draw users' attention to a matter presented or disclosed in the financial statements that, in the auditor's judgment, is of such importance that it is fundamental to users' understanding of the financial statements, the auditor shall include an Emphasis of Matter paragraph in the auditor's report provided the auditor has obtained sufficient appropriate audit evidence that the matter is not materially misstated in the financial statements. Such a paragraph shall refer only to information presented or disclosed in the financial statements.

An emphasis of matter is not considered a modified opinion.

Qualified Opinion (ISA 705)

The auditor expresses a qualified opinion when:

- (a) The auditor, having obtained sufficient appropriate audit evidence, concludes that misstatements, individually or in the aggregate, are material, but not pervasive, to the financial statements; or
- (b) The auditor is unable to obtain sufficient appropriate audit evidence on which to base the opinion, but the auditor concludes that the possible effects on the financial statements of undetected misstatements, if any, could be material but not pervasive.

Disclaimer of opinion (ISA 705)

The auditor disclaims an opinion when the auditor is unable to obtain sufficient appropriate audit evidence on which to base the opinion, and the auditor concludes that the possible effects on the financial statements of undetected misstatements, if any, could be both material and pervasive.

The auditor shall disclaim an opinion when, in extremely rare circumstances involving multiple uncertainties, the auditor concludes that, notwithstanding having obtained sufficient appropriate audit evidence regarding each of the individual uncertainties, it is not possible to form an opinion on the financial statements due to the potential interaction of the uncertainties and their possible cumulative effect on the financial statements.

Adverse Opinion (ISA 705)

The auditor shall express an adverse opinion when, having obtained sufficient appropriate audit evidence, s/he concludes that misstatements, individually or in the aggregate, are both material and pervasive to the financial statements.

Annex 5: International Standards on Auditing (ISA) 450 and 710

Guidance on Reporting Prior Year Modified opinion not properly corrected or resolved

Following the International Standards on Auditing (ISA) 450 and ISA 710 that came into effect on December 2010 there is a requirement regarding a previous year modified audit opinion⁴ This audit standard requires that auditors, when expressing an opinion on this year's statements, to take into account the possible effect of a prior year modified opinion that has not been properly corrected or resolved.

Consequently, a previous year modified opinion that has not been properly resolved may cause the auditors to issue a modified opinion in their current year audit report. If proper attention is not paid to this aspect, the risk could be a significant accumulation of unresolved modified opinions from previous

³ ISA = International Standards on Auditing

⁴ A "modified" audit opinion means either a qualified opinion, a disclaimer of opinion or an adverse opinion.

years that would lead the UN BoA to issue a modified audit opinion on ISA financial statements.

ANNEX 6: Priority of Audit Observations and Recommendations

High	Prompt action is required to ensure that ISA is not exposed to high risks, i.e. failure to take action could result in major negative consequences and issues.
Medium	Action is required to ensure that ISA is not exposed to risks that are considered moderate. Failure to take action could contribute to negative consequences for ISA.
Low	Action is desirable and should result in enhanced control or better value for money.

ANNEX 7 TEMPLATE FOR AUDITORS TO REVIEW AND SIGN THE UPDATED ACTION PLANS FOR PRIOR YEAR AUDIT OBSERVATIONS AND RECOMMENDATIONS

Award no.:		Output No.:			Opinion Type:							
Obs No	Observation	Recommendation	Audit Area	Risk Severity	Proj/CO Mngt Comments	Action(s) Planned	Target Impl. Date	Action Unit	Person Responsible for Action	Updated Status	Actual Impl. Date	Description of Status Update
Award no.:		Output No.:			Opinion Type:							
Obs No	Observation	Recommendation	Audit Area	Risk Severity	Proj/CO Mngt Comments	Action(s) Planned	Target Impl. Date	Action Unit	Person Responsible for Action	Updated Status	Actual Impl. Date	Description of Status Update
Award no.:		Output No.:			Opinion Type:							
Obs No	Observation	Recommendation	Audit Area	Risk Severity	Proj/CO Mngt Comments	Action(s) Planned	Target Impl. Date	Action Unit	Person Responsible for Action	Updated Status	Actual Impl. Date	Description of Status Update

ISA Headquarter/Secretariate

Signature of ISA Official: _____

Name and title (print): _____

Date: _____

Government Auditors/Audit Firm

Signature of Audit firm Official: _____

Name and title (print): _____

Date: _____

Stamp and Seal of audit firm: _____

Note: The values for the "Updated Status" could be: Implemented, In Progress, Not Implemented, N/A or Withdrawn. "N/A" means not applicable and would be used if there is an overall change in a ISA's working environment that makes last year's audit observation no longer applicable. For example, the ISA has been closed. Another example for using "N/A" is a ISA that had its own bank account and last year' audit recommendation called for the need to perform monthly bank reconciliation. However the following year, the auditor notes that the bank account has been closed. "Withdrawn" would be used if there is an overall change in a ISA's working environment that makes last year's audit observation and recommendation no longer valid. "Withdrawn" is very rarely used.

ANNEX 8: TEMPLATE FOR AUDIT DATA AND OBSERVATIONS

The information in the four tables below should be completed by the auditors and signed. The CO can obtain the electronic version of the word document and copy and paste the information in CARDS for each ISA/ISA audit report.

Table 1 - Template for auditors to report on the audit of the Financial Statement

ISA (FINANCIAL STATEMENT) as at 31 December 2017							
1	Project No.	Output No.	Amount audited and certified (US\$)	Audit opinion (unqualified, qualified, adverse, disclaimer)	Total amount of qualification of audit opinion (if qualified, adverse or disclaimer of opinion)	Reason(s) for qualification of audit opinion and breakdown of NFM amount (US	Observation(s) that had impact on qualification of audit opinion (list observation number(s) and page of audit report/management letter)

Table 2 - Template for auditors to report on the audit of the statement of cash position

Statement of Cash Position				
Project No.	Output No.	Value of Cash Position Statement as at 31 December 2017 (US\$)	Audit Opinion - Statement of Cash Position	Total amount of qualification - Statement of Cash Position (US\$)

Table 3 – Template for auditors to report on the audit of the statement of assets and equipment

Statement of assets and equipment				
Project No.	Output No.	Value of assets and equipment as at 31 December 2017 (cumulative from ISA start date) (US\$)	Audit Opinion - Statement of Assets and Equipment	Total amount of qualification on the Statement of assets and equipment (US\$)

Table 4 - Template for auditors to report on current year audit observations and recommendations

Project No.	Output No.	Observ. No.	Audit Observation	Recommendation	Audit Area	Risk Severity	ISA/CO Mngmt. Comments

Name and position of Auditor: _____

Signature of Auditor: _____ Date: _____

Name and stamp of Audit Firm: _____

ANNEX 9: GUIDANCE OF FORMULATING AUDIT OBSERVATIONS AND RECOMMENDATIONS

The purpose of this note is to provide guidance on formulating audit observations and recommendations that are effective.

Effective audit observations should consist of four (4) common elements:

- 1) Condition
- 2) Criteria
- 3) Effect, potential impact or Risk
- 4) Recommendation

Items 1 to 3 must be part of what constitutes an audit observation. Below are helpful tips on each of these areas.

CONDITION

The "Condition" refers to a conclusion, problem, or opportunity noted during the audit review. It directly addresses a control objective or some other standard of performance. Sample condition statements include:

- "The appropriate individual did not authorize this document."
- "The account has not been reconciled for three months."
- "The process can be streamlined to save six hours per day."

When documenting the condition, it is important to include the necessary level of detail in the description of the problem. Someone who has not participated in the audit, but has some basic understanding of the subject matter or function, should be able to comprehend any condition statement.

CRITERIA

This element describes the standard being used as the benchmark for evaluation. In other words, it depicts the ideal condition. The criteria may reference a specific policy, procedure, or government regulation. At other times, the criteria may simply be a matter of common sense or prudent business practice. For example, a criteria statement might state that "Per policy #1234, all loans greater than \$100,000 must be approved by the board of directors;" or "Payroll processing responsibilities should be segregated to control the authorization of master file changes."

EFFECT, POTENTIAL IMPACT OR RISK

The effect statement describes the particular risk that could exist (the potential impact or risk) or that has already existed (the effect) as a result of the condition or problem. Basically, it answers the question, "so what?" Effect statements often discuss the potential for loss, noncompliance, or customer dissatisfaction created by the problem.

Management is likely to zero in on the information provided in this aspect of the audit observation, as it allows them to see how the condition will negatively impact their activities. As a result, the effect statement often serves as the catalyst for a positive change.

One note of caution is in order - the risk suggested by the effect statement should not be overblown or exaggerated. While auditors are responsible for pointing out risks associated with control breakdowns, the effect statement should remain reasonable, plausible and should not be worded as if the world were coming to an end. If auditees are to take the audit observation seriously and respect what an auditor has to say, an auditor talks about risk in realistic, not exaggerated, terms.

Risk Levels

In addition to explaining the and giving details about the “Effect, potential impact or risk” in the text of an audit observation, ISA requires that the auditor also identifies the risk level in the audit report by using one of the following 3 pre-established risk levels:

High	Prompt action is required to ensure that ISA is not exposed to high risks, i.e. failure to take action could result in major negative consequences and issues.
Medium	Action is required to ensure that ISA is not exposed to risks that are considered moderate. Failure to take action could contribute to negative consequences for ISA.
Low	Action is desirable and should result in enhanced control or better value for money.

RECOMMENDATION

This aspect suggests how the situation might be remedied. An effective recommendation directly relates to and targets the cause. It isn't enough to state in general terms that management should fix the problem; the recommendation statement should also explain how remediation is to be achieved.

A good recommendation maintains the proper balance between the risk presented and the cost to control it. Before making a recommendation, the auditor should consider the following questions:

Does the recommendation solve the problem and eliminate or reduce the risk?

- Can the recommendation be implemented within the current environment?
- Is the recommendation cost-effective?
- Will the recommendation act as a temporary bandage or a permanent solution?

Examples of effective recommendations include monthly or quarterly physical inventories of all assets and equipment with reconciliation to appropriate records.

ADDITIONAL TIPS

Playing devil's advocate can be an extremely helpful exercise. After completing the audit observation and recommendation, auditors should place themselves in the auditees' shoes and challenge/question the validity of the issue. If the issue cannot stand up to this exercise, it probably should not be included in the audit report.

ISA 320

ISA 320 deals with the auditor's responsibility to apply the concept of materiality in planning and performing an audit of financial statements.

Financial reporting frameworks often discuss the concept of materiality in the context of the preparation and presentation of financial statements. Although financial reporting frameworks may discuss materiality in different terms, they generally explain that:

- Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements;
- Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both; and
- Judgments about matters that are material to users of the financial statements are based on a consideration of the common financial information needs of users as a group. The possible effect of misstatements on specific individual users, whose needs may vary widely, is not considered.

For purposes of the ISAs, performance materiality means the amount or amounts set by the auditor at less than materiality for the financial statements as a whole to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole. If applicable, performance materiality also refers to the amount or amounts set by the auditor at less than the materiality level or levels for particular classes of transactions, account balances or disclosures.

When establishing the overall audit strategy, the auditor shall determine materiality for the financial statements as a whole. If, in the specific circumstances of the entity, there is one or more particular classes of transactions, account balances or disclosures for which misstatements of lesser amounts than materiality for the financial statements as a whole could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements, the auditor shall also determine the materiality level or levels to be applied to those particular classes of transactions, account balances or disclosures.

The auditor shall determine performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

The auditor shall revise materiality for the financial statements as a whole (and, if applicable, the materiality level or levels for particular classes of transactions, account balances or disclosures) in the event of becoming aware of information during the audit that would have caused the auditor to have determined a different amount (or amounts) initially.

If the auditor concludes that a lower materiality for the financial statements as a whole (and, if applicable, materiality level or levels for particular classes of transactions, account balances or disclosures) than that initially determined is appropriate, the auditor shall determine whether it is necessary to revise performance materiality, and whether the nature, timing and extent of the further audit procedures remain appropriate.

ISA 450

ISA 450 deals with the auditor's responsibility to evaluate the effect of identified misstatements on the audit and of uncorrected misstatements, if any, on the financial statements.

Each individual misstatement is considered to evaluate its effect on the relevant classes of transactions, account balances or disclosures, including whether the materiality level for that particular class of transactions, account balance or disclosure, if any, has been exceeded.

The circumstances related to some misstatements may cause the auditor to evaluate them as material, individually or when considered together with other misstatements accumulated during the audit, even if they are lower than materiality for the financial statements as a whole. Circumstances that may affect the evaluation include the extent to which the misstatement:

- Affects compliance with regulatory requirements;
- Relates to the incorrect selection or application of an accounting policy that has an immaterial effect on the current period's financial statements but is likely to have a material effect on future periods' financial statements;
- Is an omission of information not specifically required by the applicable financial reporting framework but which, in the judgment of the auditor, is important to the users' understanding of the financial position, financial performance of the entity.

The cumulative effect of immaterial uncorrected misstatements related to prior periods may have a material effect on the current period's financial statements. There are different acceptable approaches to the auditor's evaluation of such uncorrected misstatements on the current period's financial statements. Using the same evaluation approach provides consistency from period to period.

SECTION 3 - ELIGIBILITY CRITERIA

Pre-requisite

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bid must be complete in all respects and should cover the entire ToR as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below:

Eligibility Criteria

The bidders with the following qualification criteria will be considered as eligible to take up the assignment.

- a) The bidder shall have a registered head office/branch Office in Delhi-NCR for not less than 10 financial years.
- b) The bidder shall have a minimum experience of 10 years in statutory audit of companies /internal audit of companies or financial/accounting consultancy of any International Organization/UN Agencies or equivalent.
- c) The bidder should have minimum average annual turnover of Rs. 1 crore for the last three financial years i.e. 2014-15, 15-16, 16-17.
- d) The bidder with experience in Statutory Audit/ Internal Audit/ System Audit or Management Audit of Infrastructure/Construction Companies/Firms having turnover of Rs. 10 Crore or more during any of the last 5 years will have an additional weightage.
- e) No orders should have been issued and there should not be any proceedings pending against the bidder with respect to professional matters of conduct before the Institute of Chartered Accountants of India or any competent authority or any court under any law.

Failure to provide the desired information and documents may lead to disqualification of the bidder.

SECTION 4 - INSTRUCTION TO BIDDERS

A) The Bidding Document

1. RFP

- a) RFP shall mean Request for Proposal.
- b) Bid, Tender and RFP are interchangeably used to mean the same.
- c) The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.
- d) ISA reserves the right to take any decision with regard to RFP process for addressing any situation which is not explicitly covered in the RFP document.
- e) The Bidder must disclose any actual or potential conflict of interest with ISA.
- f) Bidders need to submit separate bids for Accounting work and Audit.

B. Preparation of Bid

1. Bid Price

Price Bid shall be lump-sum basis and shall provide the detailed break up of professional fees and all costs including travel cost and other etc. including all applicable taxes, fees etc. The breakup of all costs with due justifications and applicable GST should be shown separately in the Price Schedule (in Indian Rupees). The payment will be made on the monthly basis on completion of the satisfactory completion of work.

2. Period of Validity of Bids

Bids shall remain valid for a period of 5 working days after the date of Bid uploading. ISA holds the right to reject a bid valid for a period shorter than 5 days as non-responsive, without any correspondence.

3. Format of Bid

The bid shall be submitted offline as detailed in the section, **Submission of Tender**.

4. Bid Currency

All prices shall be expressed in Indian Rupees only.

5. Bid Language

The Bid shall be in English Language.

6. Signing of Bid

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the bid.

The Bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

SECTION 5 - SUBMISSION OF TENDER

The tender shall be submitted in two part, viz., **Technical Bid and Price Bid**.

All the pages of bid being submitted must be signed.

The offers submitted by E-Mail shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

Technical Bid should be prepared considering ToR, Approach & Methodology, Activity Schedule & Deliverables as well as other information given in this document. **Signed and Scanned** copy of following documents are to be furnished by the bidder along with the **Technical Bid**.

- 1) Bid Offer Form Without Price (**Annexure A**);
- 2) Bidder Information (**Annexure B**);
- 3) Declaration of Acceptance of Terms & Conditions (**Annexure C**);
- 4) Declaration of Acceptance of Scope of Work (**Annexure D**);
- 5) Letter of Undertaking (**Annexure E**);
- 6) Bidder Experience (**Annexure F**);
- 7) Client Details (**Annexure G**);
- 8) Description of approach, methodology and work plan for performing the assignment (**Annexure H**);
- 9) Profiles of proposed key professional staff for this assignment (**Annexure I**);

Apart from the above mentioned documents, bidders shall furnish last three years audited balance sheet and profit and loss statements, last three years work orders and their completion certificate.

It is advised that the Tenderer should arrange the document (s) to be along with all annexures with respect to **Minimum Eligibility Criteria** and **Technical supporting documents** are required to be submitted to this office.

Price Bid

Price Bid shall be lump-sum basis and shall provide the detailed break up of professional fees and all costs including travel cost and other etc. including all applicable taxes, fees etc. The breakup of all costs with due justifications and applicable GST should be shown separately in the Price Schedule (in Indian Rupees). Schedule of Price Bid in the form of **Price Bid_ Hiring** for providing services to ISA. The payment will be made on the monthly basis on the satisfactory completion of work.

The Price Bid should give all relevant price information and should not contradict the Technical Bid in any manner. The prices quoted in the price bid should be without any conditions.

Rejection of Bid

The Bid is liable to be rejected if:-

- a) The document doesn't bear signature of authorized person.
- b) It is received through E-mail.
- c) It is received after expiry of the due date and time stipulated for Bid submission.
- d) Incomplete/incorrect Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for Proposal are liable for rejection by ISA.

Extension of Deadline for submission of Bid

ISA may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through ISA's website, in which case all rights and obligations of ISA and Bidders will thereafter be subject to the deadline as extended.

Late Bid

Bids received after the scheduled time will not be accepted by ISA under any circumstances.

Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No Bid will be modified after the deadline for submission of bids.

Right to Reject, Accept/Cancel the bid

ISA reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

ISA does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender, any time during the tender process, without assigning any reason whatsoever. ISA also has the right to re-issue the Tender without the Bidders having the right to object to such re-issue.

RFP Abandonment

ISA may at its discretion abandon this RFP process any time before Notification of Award or Work Order.

Contacting ISA

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact ISA for seeking any clarification in any matter related to the bid, it should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact ISA with a view to canvas for a bid or put any pressure on any official of the ISA may entail disqualification of the concerned Bidder or his Bid.

SECTION 6 - BID EVALUATION

1. Preliminary Examination of Bids

- a) The evaluation process would consider whether the bidder has requisite prior experience and expertise to address ISA's requirements for day to day accounting works etc., book keeping, preparation of vouchers, deposits of taxes, filing of tax returns and statutory compliances of ISA and co-ordinate to Internal / External Auditors. ISA will examine the bids to determine whether they are complete, whether required information has been provided as underlined in the Bid document, whether the documents have been properly signed, and whether bids are generally in order.
- b) Eligibility and compliance to all the forms and documents would be the next level of evaluation. Only those Bids which comply to the Eligibility Criteria will be taken up for further technical evaluation.
- c) To assist in the examination, evaluation and comparison of bids ISA may, at its discretion, ask any or all the Bidders for clarification and response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
- d) Written replies submitted in response to the clarifications sought by ISA, if any, will be reviewed.
- e) ISA may interact with the Customer references submitted by Bidder, if required.
- f) If a Bid is not substantially responsive, it will be rejected by ISA and may not subsequently be made responsive by the Bidder by correction of the nonconformity. ISA's determination of bid responsiveness will be based on the content of the bid itself.

2. Method of Selection:

The method of selection is Quality and Cost Based Selection (QCBS). The Technical Proposals would be evaluated first and points would be allotted to each of the bidders as follows:-

Criteria	Max Point
Adequacy in responding to the TOR	30
<ul style="list-style-type: none">• Understanding of the objectives and deliverables• Coverage of various tasks covered in TOR• Adequacy of proposed work plan and schedule of activities to cover various tasks within the given time frame	10 10 10
Competence of the key staff for the Assignment and credentials of the firm	70
<ul style="list-style-type: none">• Experience of the Team with details of staff at various levels to be involved for the assignment along with their capabilities.• Work experience in India or abroad in UN organization along with brief details, post-commissioning and monitoring aspects etc.• Credentials of the firms based on their financial standing.	20 40 10

The minimum Technical Score to be obtained for considering Financial Proposal shall be 70 points and the Financial Evaluation would be done for only those proposals which qualify technically.

Financial proposals will be opened only for those bidders who obtain more than 70 points on the technical proposal. **Eligible bidders will be invited to the opening of financial bids.**

SECTION 7 – TERMS AND CONDITIONS

Definitions

- “Contract” means the Contract Agreement entered into between ISA and the Successful Bidder.
- “Contract Price” means the price or prices arrived at which will form the Contract Agreement.
- “Intellectual Property Rights (IPR)” means any and all copyright, moral rights, trademark, patent and other intellectual and proprietary rights, title and interests worldwide whether vested contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from extract or re-utilize data from, introduce into circulation, publish, enter into computer memory, otherwise use any portion or copy in whole or in part, in any form, directly or indirectly, or authorize or assign others to do so.
- “Bidders” means bidder selected through this RFP process.

Notification of Award or Work Order

After selection of the Successful Bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, ISA will send Notification of Award or Purchase Order to the selected Bidder.

Upon the successful Bidder accepting the Work Order and signing the contract and ISA will promptly notify each unsuccessful Bidder.

Taxes and Duties

All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per then prevailing rates while making any payment.

The benefits realized by the Bidder due to lower rates of taxes, duties, charges and levies shall be passed on by the selected Bidder to ISA.

Payment Terms

Payment should be on monthly basis basis.

Price

Price shall remain fixed as per the Financial Bid accepted by ISA. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the cost / price shall be entertained.

Confidentiality

The Bidder shall treat the details of the documents as secret and confidential. The Successful Bidder shall execute a separate Non-Disclosure Agreement as per ISA's format.

Facilities Provided by ISA

ISA shall provide the required data of ISA including sitting arrangements, computer, printers, accounting software, telephone facilities, internet facilities or other facilities related to work for completing the assignment on time.

No Damage of ISA Property

Bidder shall ensure that there is no loss or damage while executing the Contract. In case, it is found that there is any such loss/damage due to direct negligence/non- performance of duty by any personnel, the amount of loss/damage so fixed by ISA shall be recovered from the Bidder.

Indemnity

The Bidder shall indemnify, protect and save ISA and hold ISA harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from

- An act of omission or commission of the Bidder, its employees, its agents, or in the performance of the services provided by this Agreement,
- Breach of any of the terms of this Agreement or breach of any representation or warranty or false statement or false representation or inaccurate statement or assurance or covenant by the Bidder,
- Bonafide use of the deliverables and or services provided by the Bidder,
- Misappropriation of any third party trade secrets or infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided to fulfill the scope of this project,
- Claims made by the employees, who are deployed by the Bidder, under this Agreement,
- Breach of confidentiality obligations of the Bidder,
- Gross negligence or gross misconduct solely attributable to the Bidder or by any of their employees for the purpose of any or all of the obligations under this Agreement.

The Bidder shall further indemnify ISA against any loss or damage arising out of loss of data, claims of infringement of third-party copyright, patents, or other intellectual property, and third-party claims on ISA for malfunctioning of the equipment or software or deliverables at all points of time, provided however, ISA notifies the Bidder in writing immediately on being aware of such claim, and the Bidder has sole control of defense and all related settlement negotiations.

Bidder shall be responsible for any loss of data, loss of life, etc., due to acts of Bidder's representatives, and not just arising out of gross negligence or misconduct, etc., as such liabilities pose significant risk.

The Bidder shall indemnify ISA (including its employees or representatives) from and against claims, losses, and liabilities arising from:

- a) Non-compliance of the Bidder with Laws / Governmental Requirements.
- b) Intellectual Property infringement or misappropriation.
- c) Negligence and misconduct of the Bidder, its employees.
- d) Breach of any terms of Agreement, Representation or Warranty.
- e) Act of omission or commission in performance of service.
- f) Loss of data.

Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages. However, indemnity would cover damages, loss or liabilities, compensation suffered by ISA arising out of claims made by its customers and/or regulatory authorities.

Bidder shall indemnify, protect and save ISA against all claims, losses, costs, damages, expenses, action, suits and other proceedings, resulting from misappropriation of any third party trade secrets or infringement of any patent, trademarks, copyrights etc., or such other statutory infringements under any laws including the Copyright Act, 1957 or Information Technology Act 2000 in respect of all the hardware, software and network equipment or other systems supplied by them to ISA from whatsoever source, provided ISA notifies the Bidder in writing as soon as practicable when ISA becomes aware of the claim however,

- a) The Bidder has sole control of the defense and all related settlement negotiations
- b) ISA provides the Bidder with the assistance, information and authority reasonably necessary to perform the above and
- c) ISA does not make any statements or comments or representations about the claim without the prior written consent of the Bidder, except where ISA is required by any authority/ regulator to make a comment / statement/ representation. Indemnity would be limited to court or arbitration awarded damages and shall exclude indirect, consequential and incidental damages and compensations. However, indemnity would cover damages, loss or liabilities suffered by ISA arising out of claims made by its customers and/or regulatory authorities.

Bidder's Liability

- The selected Bidder will be liable for all the deliverables.
- Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages. However, indemnity would cover damages, loss or liabilities, compensation suffered by ISA arising out of claims made by its customers and/or regulatory authorities.

Liquidated Damages

- Due to negligent act of the Bidder, if ISA suffers losses, and incurs damages, ISA shall be compensated by the bidder with a penalty of 5% of the loss on top of it.

Fraudulent and Corrupt Practice

- a) "Fraudulent Practice" means a misrepresentation of facts in order to influence a bidding process and includes collusive practice among Bidders (prior to or after bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the ISA of the benefits of free and open competition.
- b) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressuring to influence the action of a public official in the process of project execution.
- c) ISA will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for or in executing the project.

Force Majeure

- Notwithstanding the provisions of the RFP, the successful bidder or ISA shall not be liable for penalty or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving ISA or bidder's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc.
- If force majeure situation arises, the bidder shall promptly notify ISA in writing of such condition and cause thereof. Unless otherwise directed by ISA in writing, the Bidder shall continue to perform its obligations under contract as far as possible.

Work Order cancellation

ISA reserves its right to cancel the order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to ISA alone;

- Serious discrepancy observed during performance as per the scope of project
- If the Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.

In case of order cancellation, any payments made by ISA to the Bidder would necessarily have to be returned to ISA with interest @1.5% per month from the date of each such payment. Further the Bidder would also be required to compensate ISA for any direct loss incurred by ISA due to the cancellation of the contract and any additional expenditure to be incurred by ISA to appoint any other Bidder. This is after repaying the original amount paid.

Termination of Contract

- For Convenience:** ISA by written notice sent to Bidder may terminate the contract in whole or in part at any time for its convenience giving one month's prior notice. The notice of termination shall specify that the termination is for convenience the extent to which Bidder's performance under the contract is terminated and the date upon which such termination become effective
- For Insolvency:** ISA may at any time terminate the contract by giving written notice to Bidder, if Bidder becomes bankrupt or insolvent. In this event, termination will be without compensation to Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to ISA.
- For Non-Performance:** ISA reserves its right to terminate the contract in the event of Bidder's repeated failures, say more than 3 occasions in a calendar year to maintain the service level prescribed by ISA.

Resolution of Disputes

ISA and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, ISA and the Bidder are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

In the event of arbitration, both the parties shall nominate one arbitrator each. Further, both the nominated arbitrators shall mutually decide and appoint a presiding arbitrator. The arbitral award shall be final and binding on the parties. The provisions of ARBITRATION AND CONCILIATION ACT 1996 (Act No.26 of 1996, Government of India) shall apply to the arbitration proceedings. The jurisdiction of the arbitration shall be at New Delhi.

NOTE: Annexure A,B,C,D,E,F,G,H,I WILL BE SEPARATE FOR BOTH ACCOUNTING WORK AND AUDIT WORK

Annexure A

Bid Offer Form (without Price)

(On the Bidder's Letter Head)

OFFER LETTER

Date:

To

Mr. Sudhakar Upadhyay

Consultant

Secretariat of International Solar Alliance,
Surya Bhawan, 3rd Floor, National Institute of Solar Energy Campus,
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana).
Tel. No.: 0124-2853074

Dear Sir,

Subject: "Hiring of Chartered Accountants Firm for day to day Accounting/Audit works in International Solar Alliance".

We have examined the above referred RFP document. As per the terms and conditions specified in the RFP document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.

We acknowledge having received the following addenda / corrigenda to the RFP document.

Addendum No. / Corrigendum No.	Dated

While submitting this bid, we certify that:

1. Prices have been quoted in INR.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this RFP are for ISA.

If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of your order. We have taken note of liquidated damages clause in the RFP and agree to abide by the same. We also note that ISA reserves the right to cancel the order and order cancellation clause as per terms and condition would be applicable. We understand that for delays not attributable to us or on account of uncontrollable circumstances, penalties will not be levied and that the decision of ISA will be final and binding on us.

We agree to abide by this offer till 60 days from the last date stipulated by ISA for submission of bid, and our offer shall remain binding upon us and may be accepted by ISA any time before the expiry of that period.

Until a formal contract is prepared and executed with the selected bidder, this offer will be binding on us. We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information / data / particulars are found to be incorrect, ISA will have the right to disqualify /blacklist us and forfeit bid security.

We undertake to comply with the terms and conditions of the bid document. We understand that ISA may reject any or all of the offers without assigning any reason whatsoever.

Yours sincerely,

Authorized Signature [In full and initials]: Name and

Title of Signatory:

Name of Company/Firm: Address:

Annexure B

Bidder's Information

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Status of the Company/Firm			
4	Details of Incorporation of the Company.	Date:		
		Ref#		
5	Valid GST No.			
6	Permanent Account Number (PAN)			
7	Name & Designation of the contact person			
8	Telephone No. (with STD Code)			
9	E-Mail of the contact person:			
10	Fax No. (with STD Code)			
11	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
12	Year	2014-15	2015-16	2016-17
13	Net worth			
14	Turn Over			
15	PAT			

Signature: _____ . Name: _____ Designation: _____

Date: _____, Place _____

Annexure C

**Declaration for Acceptance of RFP Terms and Conditions
(On the Bidder's Letter Head)**

To

Mr. Sudhakar Upadhyay

Consultant

Secretariat of International Solar Alliance,
Surya Bhawan, 3rd Floor, National Institute of Solar Energy Campus,
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana).
Tel. No.: 0124-2853074

Dear Sir,

Subject: "Hiring of Chartered Accountants Firm for day to day Accounting/Audit works in International Solar Alliance".

I have carefully gone through the Terms & Conditions contained in the above referred RFP document. I declare that all the provisions of this RFP are acceptable to my company. I further certify that I am an authorized signatory of my Company/Firm and I am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address:

Annexure D

**Declaration for Acceptance of Scope of Work
(On the Bidder's Letter Head)**

To

Mr. Sudhakar Upadhyay

Consultant

Secretariat of International Solar Alliance,
Surya Bhawan, 3rd Floor, National Institute of Solar Energy Campus,
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana).
Tel. No.: 0124-2853074

Dear Sir,

Subject: "Hiring of Chartered Accountants Firm for day to day Accounting/Audit works in International Solar Alliance".

I have carefully gone through the Scope of Work contained in the above referred RFP document. I declare that all the provisions of this RFP are acceptable to my company. I further certify that I am an authorized signatory of my firm and I am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address:

Annexure E

Letter of Undertaking (On Bidder's Letter Head)

To

Mr. Sudhakar Upadhyay

Consultant

Secretariat of International Solar Alliance,
Surya Bhawan, 3rd Floor, National Institute of Solar Energy Campus,
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana).
Tel. No.: 0124-2853074

Sir,

Reg.: Our bid for Request for Proposal (RFP) for "Hiring of Chartered Accountants Firm for day to day Accounting/Audit works in International Solar Alliance".

We submit our Bid Document herewith. We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by you to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated at _____ this _____ day of _____ 2018.

Yours faithfully

For _____

Signature: _____

Name: _____

Annexure F

Bidder's Experience

A - Bidder's Organization

[Provide here a brief description of the background and organization of your firm. The brief description should include ownership details, date and place of incorporation of the Company/Firm, etc.]

B - Bidder's Experience

S. No.	Name of Client	Nature of Services	Period
1.			
2.			
3.			
4.			

Note: Please provide documentary evidence from the client wherever applicable.

Signature: _____

Name: _____

Designation: _____

Date: _____ Place _____

Annexure G

Client Details

Provide details the client details wherever available:

S. No.	Name of Institution	Contact Person Name and Designation	Contact Details with e-mail	Preferable time to contact

Signature: _____.

Name: _____ -

Designation: _____

Date: _____, Place _____

Annexure H

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT on “Hiring of Chartered Accountants Firm for day to day Accounting/Audit works in International Solar Alliance”.

The Technical Proposal shall broadly cover the following:

- a) Approach and Methodology
- b) Team Composition with Task Assigned
- c) Work Schedule

TEAM COMPOSITION AND TASK ASSIGNMENT

Sl. No.	Name of Key Professional Staff	Position	Task assigned for this Assignment

Note

Enclose profile for above proposed key professional staff for this assignment as per the attached format

Signature: _____.

Name: _____ -

Designation: _____

Date: _____, Place _____

Annexure I

Profile for proposed key professional staff for this assignment on "Hiring of Chartered Accountants Firm for day to day Accounting/Audit works in International Solar Alliance".

1. Name of Staff:
2. Position / Designation :
3. Name of Firm:
4. Date of Birth:
5. Nationality:
6. Education:
7. Membership of Professional Associations:
8. Other Trainings:
9. Employment Record with nature of work

Period with dates	Name of the Firm	Position Held	Nature of Work

Date:

[Signature of Staff Member]

Place: