

**APPLICATION**  
**Application form for appointment – Internal Auditor**

On the Company Letter Head

To,

**The Finance & Accounts Department.**

M/s Sikkim IFFCO Organics Limited  
Directorate of Sikkim State Lotteries Building  
Basement Floor, Deorali, Gangtok, Sikkim- 737102.

Advertisement date: .....

Dear Sir/ Madam,

**Subject: Appointment of Internal Auditor in M/s Sikkim IFFCO Organics Limited, for the Financial Year 2026-2027.**

With reference to your above-mentioned tender, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by M/s. Sikkim IFFCO Organics Limited.

Further, I/we agree, that M/s. Sikkim IFFCO Organics Limited reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. I/We have also noted that SIOL reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Signature.....

Name & Designation of the Authorized Signatory.....

Stamp.....

Date:

Place:

**APPLICATION  
Bidder's Information**

S. No.	Particulars/Details	Documents Attached
1	Firm Name	
2	Type of Firm [Proprietorship / Partnership Firm / LLP registered under Partnership Act 1932 / Limited Liability Partnership Act 2008 as applicable]	
3	Registration No. and date of registration (Registration Certificate to be enclosed)	
4	Address of the Firm	
5	Office Phone No	
	Mobile Number	
	E-Mail ID	
6	Authorized Person – Name	
	Authorized Person - Designation	
	Authorized Person - Mobile Number	
	Authorized Person - E-Mail ID	
6	PAN (Please submit self-certified photocopy)	
7	GSTIN (Please submit self-certified photocopy)	
8	Beneficiary Bank Details (Please submit cancelled cheque)	
9	Whether the bidder has been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies/ Pvt. Firm/ Corporative societies/ RBI/ SEBI, etc. If yes, please give details	Yes/No/Comments (if option is 'Yes') (If option is 'Yes' Bidder may Not be considered)
10	Turnover of last 3 Financial Years	
	31-03-26	
	31-03-25	
	31-03-24	

Name & Designation

Stamp

**APPLICATION  
PROFORMA FOR TECHNICAL BID**

On the Company Letter Head

Sl. No.	Particulars	Reply/Remarks/Documents
1	<p>Name of the Practicing Chartered Accountant Firm:</p> <p>Whether Partnership/ Proprietorship/ Individual?</p> <p>Name of the Lead Partner/ Proprietor/ Individual/ In-charge</p> <p>Name(s) of the Contact person(s) and the Contact details</p>	
2	<p>(i) Year of Commencement of Practice as CA firm (ii) Certificate of Practice Number / Registration Number</p> <p><b>Attach Documentary evidence :</b></p> <ul style="list-style-type: none"><li>• Copy of Certificate of Practice from ICAI regarding date of Commencement of Practice as CA; and / or</li><li>• Copy of approval letter from ICAI in respect of Firm's Name.</li></ul>	
3	<p>Peer Review Certificate issued by the Institute of Chartered Accountants of India, for the Firm of Chartered Accountant (Attach Documentary evidence) if any</p>	
4	<p>Details of Headquarter/Branch Office(s) Address Telephone Nos. Fax No. Email Website</p>	

**APPLICATION**

5	<p>Post Qualification Experience of Lead Partner/ Proprietor/ Individual including Service/ Practice under whose supervision the Internal Audit will be conducted.</p> <ul style="list-style-type: none"><li>•Total Post Qualification Experience (min. 18 years)</li><li>•Experience in Practice (min. 15 years)</li></ul> <p>(Attach Documentary evidence)</p>	
6	<p>Experience of Internal Audit of Public Sector Undertaking(s) / cooperative societies. (Yes/ No) (Attach Documentary evidence)</p>	
7	<p>Number of Internal Audits conducted for Equity Listed Public Companies/ cooperative societies having share capital of at least <b>50 crores in the last</b> 3 Financial Years. (Attach Documentary evidence)</p>	
8	<p>Number of full time employees, who are qualified CA.</p> <p>Number of CA Final / Intermediate passed CA Trainees in/with the CA Firm.</p>	
9	<p>Average Annual Turnover of the Firm in last 3 financial years based on ITR/Balance Sheet (Attach Documentary evidence)</p>	

## APPLICATION

10	<p>Submit self-declaration w.r.t.</p> <p>i. based in Sikkim or neighboring border state.</p> <p>ii. not disqualified to be appointed as Internal Auditor / Professional Assignments;</p> <p>iii. not subject to any legal/ quasi-judicial / professional misconduct proceedings for any professional services;</p> <p>iv. not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations along with the declaration from the partners and officers</p> <p>v. not have been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies/ corporative societies.</p>	
11	Any other relevant information. (Attach Documentary evidence, if required)	

### Declaration

1. All the information provided by me/us here above is correct to the best of my/our knowledge & belief.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.

**APPLICATION**  
**PROFORMA FOR FINANCIAL BID**  
On the Company Letter Head

To,

**The Finance & Accounts Department.**

M/s Sikkim IFFCO Organics Limited  
Directorate of Sikkim State Lotteries Building  
Basement Floor, Deorali, Gangtok, Sikkim- 737102.

Dear Sir/ Madam,

I/We \_\_\_\_\_ (Name of Bidder) are pleased to submit, hereunder, our Financial/ Commercial Bid for the appointment of Internal Auditor for the Financial Year 2026 - 2027 as mentioned in the tender notice regarding “**Appointment of Internal Auditor for carrying out Internal Audit.**”

Particulars	Financial Bid (Amount in `)
<b>Audit Fees</b> <b>Add. : GST @ 18 %</b> <b>Add. : Out of Pocket Expenses (Please specify)</b> <b>TOTAL FINANCIAL BID</b>	

**Total Financial Bid Amount in words: Rupees \_\_\_\_\_ only.**

**Note:**

1. Prices quoted are in Indian Rupees only;
2. Bidder should fill the details compulsorily as per the format and authenticate the same;
3. In case of unreasonable quotes or free of cost quotes etc. (basically/deliberately intending/ aimed towards halting/sabotaging the Appointment process), the financial bid is liable to be rejected;
4. Application, Technical & Financial Bid should be submitted in sealed envelope, and submitted to the above mentioned address through Registered Post / Speed Post.

Signature:-----

Name & Designation of the Authorized Signatory: -----

Date:  
Place: