

Capability Statement for short listing Chartered accountant Firms for Internal Audit for the Financial year 2025-26

Firms for the audit of the accounts of North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHHDCL)

PART_A

Status of the Firm Partnership Sole Proprietorship

1. (a) Name of the firm (in Capital letters) _____
 (b) Address of the Head Office _____
 (Please also give telephone no. _____
 and e-mail address) _____
 (c) PAN No. of the firm _____
2. ICAI Registration No. _____ Region Name _____
 Region Code No. _____
3. Empanelment number with C&AG:-
4. (a) Date of constitution of the firm:
 (b) Date since when the firm has a full time FCA
5. Full-time Partners/Sole Proprietor of the firm as on date.

S. No.	Continuous association with the firm	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 years or more but less than 10 years		
(d)	10 years or more but less than 15 years		
(e)	15 years or more		

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI/ICWA as on 1.1. 2025

6. Number of Part time Partners if any, as on 1st January, 2025
7. Number of Full time Chartered Accountant as on 1st January, 2025
8. Number of audit staff employed full-time with the firm
 (a) Articles/Audit Clerks _____
 (b) Other Audit Staff (with knowledge of book _____
 keeping and accountancy)

(c) Other Professional Staff (please specify) _____

(list to be attached for Sl. No. 5 to 8)

9. Number of Branches if any (please mention _____
places & locations in NER)

10. Whether the firm is engaged in any internal or external audit or providing any other services
to any Govt. Society/ Company/Corporation or co-operative institution etc. Yes/ No
If 'yes', details may be given on a separate sheet.

11. Whether the firm is implementing quality control Policies and procedures designed to ensure
Yes/No

that all audit are conducted in accordance with Statements on Standard Auditing Practices.

(If yes, a brief note on the procedure adopted is to be enclosed)

12. Are there are any court /arbitration/ legal cases against the firm ? Yes / No

(If yes, give a brief note of the cases indicating its present status)

13. Fees earned by the firm for the last 5 years

Type of audit	PSU/Autonomous body/Government Department	Companies in private sector	Banks
Statutory/Branch Audit/			
6-monthly audit review			
Internal/Concurrent Audit			
Total of the above			

PART - B

**Undertaking
(To be submitted on Firm Letter Head)**

I/We the sole proprietor/partners of M/S----- chartered/Cost accountants do hereby jointly and severely verify and declare:-

(i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;

(ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);

(iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949;

(iv) that the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is the same as that in the Constitution Certificate issued by the ICAI/ICWA.

Sl. No	Name of partner/sole Proprietor	Membership registration Number	PAN No.	Date of payment of fees for the relevant year ____ A/B*	Signature of partner/sole proprietor

*A for membership

B for issue of Certificate of practice

(seal of the firm)

Place

Date

Encl_____pages