



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Min. of Labour & Employment, Govt. of India)
क्षेत्रीय कार्यालय, कानपुर /Regional Office, Kanpur
भविष्य निधि भवन, सर्वोदय नगर, कानपुर - 208005
Bhavishya Nidhi Bhawan, Sarvodaya Nagar, Kanpur - 208005
दूरभाष 0512-2217464, ई-मेल 0512-2295307, ई-ऑफिस : ro.kanpur@epfoindia.gov.in



एक्सप्रेसन ऑफ़ इंटरेस्ट (EOI) के लिए नोटिस

कर्मचारीभविष्यनिधिसंगठन, श्रममंत्रालय, भारतसरकार, क्षेत्रीयकार्यालयकानपुर, क्षेत्रीय कार्यालय के क्षेत्राधिकार के छूट प्राप्त भविष्य निधि ट्रस्टो के ऑडिट के लिए चार्टर्ड अकाउंटेंटफर्मोंकेपैनलकेलिएएक्सप्रेसनऑफ़इंटरेस्ट(EOI) आमंत्रितकरताहै।

EOI जारी करने की तिथि	20/06/2022
बोली जमा करने की अंतिम तिथि और समय	08/07/2022 upto 12:00 PM
बोली खोलने की तिथि	14/07/2022
प्रस्ताव सुपर अंकित किया जाना चाहिए	Confidential-Proposal for Empanelment of CA firms

एक सीलबंद लिफाफे में प्रस्तुत किया जाना है और संबोधित(Address) करने के लिए:

Shri Kailash Nath, APFC
Assistant P. F. Commissioner
Employees Provident fund Organisation (EPFO)
Regional office Kanpur,
Bhavishya Nidhi Bhavan
Sarvodaya Nagar, Kanpur-208005



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NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Employees Provident fund Organisation, Ministry of Labour, Government of India, Regional office, Kanpur invites Expression of interest for Empanelment of Chartered Accountant Firms for Audit of accounts of provident fund maintained by board of Trustees of Exempted/relaxed establishments and other miscellaneous audit works of R. O. Kanpur, EPFO.

Date of issue of EOI	20/06/2022
Last date and time for submission of bid	08/07/2022 upto 12:00 PM
Date of opening of Bid	14/07/2022
Proposal should be superscribed	Confidential-Proposal for Empanelment of CA firms

To be submitted in a sealed envelope and addressed to:

Shri Kailash Nath, APFC
Assistant P. F. Commissioner
Employees Provident fund Organisation (EPFO)
Regional office Kanpur,
Bhavishya Nidhi Bhavan
Sarvodaya Nagar, Kanpur-208005



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(Min. of Labour & Employment, Govt. of India)
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No. UP/KNP/Re-audit/PF Trust/Reg./2022

Date:- /06/2022

Sub:-Notice for inviting application from reputed CA firms to take up the work of re-audit of accounts of Provident Fund Trust maintained by establishments exempted under the EPF & MP Act, 1952.

The EPF & MP Act, 1952 is enacted by the Parliament to provide for the benefits of Provident Fund, Pension Fund and Insurance Fund to the employees working in the covered establishment.

To secure benefits better or at par with the statutory EPF scheme,1952, there is provision to exempt the establishment/class of employees from the operation of statutory EPF Scheme,1952. For this purpose the exempted establishments have set up Provident Funds recognized by the Income Tax Department into which the Provident fund contributions are remitted and accounted for and the funds are invested by the Board of Trustees (BOT) in accordance with the investment pattern notified by the Central Government from time to time.

The BOT are required to get the accounts of the fund audited by qualified independent chartered accountant every year and file a copy of the audit report along with the audited balance sheet. with the Regional Provident Fund Commissioner.

The Regional P F Commissioner is vested under Para 27AA of the EPF scheme,1952 to have the accounts of BOT re-audited by any other qualified auditor. And the expenses so incurred shall be borne by the employer.

It is proposed to empanel reputed Chartered Accounts firms as Auditors for the purpose of re-auditing of the accounts of the Provident Fund Trust of the exempted establishment in Kanpur Region. Accordingly the CA firms interested in taking up the re-auditing work are required to submit the application in the format hosted on website along with this enotice.

The eligibility criteria for empanelment of chartered accountant firms are as below:

- 1.CA firm should have registered with the Institute of CA's of India.
- 2.The firm should be in existence for at least five years.
3. The firms should have minimum three Partners and of which at least one should be FCA.
- 4.The firm should have empanelled for MEF with ICAI and CAG audit.
- 5.The firm should have conducted bank audit-(statutory branch audit/concurrent audit/revenue audit) for a minimum period of five years.
6. The firm should have conducted Government/Public Sector undertaking audit for at least five years.

Other Conditions:

- The audit is to be done by a team headed by a qualified Chartered Accountant as per the audit proforma which is hosted on the website along with this e notice.
- The empanelment will be initially for a period of one year which can be extended by another year depending upon the service rendered by the CA firms on mutually agreed terms and conditions.
- The proposed re-audit work of the PF Trust is required to be taken up from 01/08/2022, and report is to be submitted on or before 01 of September 2022.

The last date for submission of application is 08/07/2022. The application should be submitted to the undersigned as well as through email address ro.kanpur@epfindia.gov.in

(This issued with the approval of RPFC-I)

(Kailash Nath)
Assistant P. F. Commissioner

**Employees Provident Fund Organisation, Regional Office, Kanpur
Bhavishya Nidhi Bhawan, Sarvodaya Nagar Kanpur-208005**

Application Form for undertaking Various Audit Works of Regional Office, Kanpur

1. Name of the firm :

2. Date of establishment :

3. Registration No and date with ICAI :
(Copy of firm Certificate as on 01/06/2022 shall be enclosed):

4. IT Pan No. :

5. Service Tax Registration No. :

6. Office Address (with contact No & Email Id) :

7. Address of Branch (in Uttar Pradesh) :

8. Details of Partners:

Name	Membership No.	FCA/ACA	Year of enrolment	No. of years of experience in years

9. Experience: -

1. Bank Audit:

a. MEF No.:

b. No. of years of bank audit experience:

c. Details of latest 5 years experience in Bank audit :

Name of the Bank	Nature of Audit Central/Branch/Concurrent/Revenue Audit	Year of Audit

2. Government Audit

a. Registration No with CAG and date :

b. No of year of experience in Govt./
Public Sector undertaking audit :

c. Details of latest 5 years experience in Govt./
Public Sector audit :

Name of the Department/Pubic Sector Undertaking	Nature of Audit	Year of Audit

Signature of the Applicant
With Seal

Place-.....
Date-.....

Re-auditing of the Accounts of Provident fund maintained by Board of trustees of Exempted and Relaxed establishments-Norms

I.EMPANELMENT

The panel of auditors based on the eligibility criteria may be prepared by inviting application from the interested CA firms.

II.ELIGIBILITY CRITERIA

CA firm should have registered with the Institute of CA's of India.

The firm should be in existence for at least 05 years.

The firms should have minimum 03 partners and of which at least one should be FCA.

The firm should have empanelled for MEF with ICAI and CAG audit.

The firm should have conducted Bank audit (statutory branch audit/concurrent audit/revenue audit) for a minimum period of 05 year.

The firm should have conducted Government /Public Sector undertaking Audits for at least 05 years.

RPFC in charge of Region may relax certain conditions if a suitable firms with all criteria is not available for selection in respect of any of the establishment.

III.SELECTION OF AUDITORS

From the panel of auditors, the auditors to be appointed for each establishment shall be selected by the RPFC in charge of the Region.

IV. SCOPE OF AUDIT

As per Audit proforma which is attached herewith by National Academy for Training and Research in Social Security (NATRSS)

V.TERMS AND CONDITIONS:

The last date for submission of application is 08/07/2022.

The selected CA firms will be appointed initially for a period of one year which will be extendable by another year if their services are found satisfactory on mutually agreed terms and condition.

The audit team should be headed by the qualified CA. The audit shall be taken up from 01/08 2022 and the report submitted on or before 01/09/2022.

Duties and Responsibilities of the Empanelled Auditor

- 1.1 The Auditor while conducting audit of the Provident fund Accounts of the Exempted Provident fund Trust, must:
 - 1.1.1 Ensure that the audit is to be conducted by a team consisting of one leader and at least one staff personnel (who is qualified chartered accountant with at least one year of work experience).
The leader of the team should be a qualified chartered accountant with at least five years of the experience in the field of Statutory Audit preferably with experience in the field of audit of recognised pension funds/provident funds/superannuation funds. The audit should be carried out under direct supervision of a partner of the chartered Accountant firm if the leader of the Team is not a partner of the Chartered Accountant firm.
 - 1.1.2 Ensure that their firm is not engaged for audit of the same Exempted provident fund Trusts for any purpose other than the terms of reference contained in the EOI. This restriction would be only for the period during which the CA firm is empaneled as auditor for audit of Exempted provident fund Trusts.
 - 1.1.3 Ensure, to the best possible extent, that the team leader appointed to conduct the audit should continue in his role till the completion of the assignment. For any reason, if there is a change in the team leader appointed to conduct the audit, the same should be intimated to EPFO immediately.
- 1.2 Scope of work:-
 - 1.2.1 To carry out third party audit/re-audit of provident fund accounts of the Exempted/Relaxed Provident fund trusts (a list of 14 Trusts under EPFO, RO, Kanpur is annexed as appendix-I) as and when required by EPFO, RO, Kanpur and submit the Audited Balance Sheet with the Auditors Report in the pro-forma Annexure –II specifically prescribed for the purpose by EPFO both in hard copy and soft copy to RO Kanpur within 30 days of assignment of the audit.
 - 1.2.2 To examine and verify whether the exempted/relaxed Provident fund trust have followed the investment pattern and investment guidelines as prescribed by the Govt. of India and to point out wherever deviations have been made.
 - 1.2.3 To verify whether the interest and maturity proceeds are collected promptly and re-invested as per the provisions made in the pattern of investment. Also to point out delays, if any and the causes for such delay.
 - 1.2.4 To verify whether the funds were invested promptly by Exempted Provident Fund trusts. If the funds remained un-invested for a significant period, then to assess opportunity cost benefit due to delayed investments for un-invested period.
 - 1.2.5 To verify whether proper records have been maintained in respect of all transactions and contracts and to ascertain whether the records are updated correctly and on a timely basis.
 - 1.2.6 To verify whether all shares, securities, debentures and other investments have been held in the name of Board of Trustees of the exempted Provident fund Trusts.
 - 1.2.7 To verify whether there is any violation of the 29 conditions of grant of exemption by the employer of the exempted establishments and the Exempted Provident fund Trust. And if so the details thereof. To bring out any other point/shortcomings which come to notice of Auditor during the course of audit.
 - 1.2.8 To examine whether the Employer/exempted Provident Fund Trust has taken steps to rectify the shortcomings, if any, pointed out during the previous Annual Compliance Audit conducted by the EPF Authority or the third-Party Auditor.

- 1.2.9 To assess and report the provident fund liability which will be passed on to the EPFO in the event of cancellation of exemption of a particular defaulting Establishment having exempted Provident Fund, and the scope & feasibility for recovery of such liability from the defaulting Establishment and the employers.
- 1.2.10 The empanelment does not confer any right, whatsoever, to the empanelled Chartered Accountant firms to claim any monetary fees for empanelment or to claim for any audit assignment mandatorily.
- 1.2.11 The empanelment shall be for a period of 3 (three) years. from the date of issue of intimation letter of such empanelment which is extendable further on mutually agreed terms subject to approval from competent authority.
- 1.2.12 Regional Provident Fund Commissioner/OIC, EPFO, RO, Kanpur may cancel the empanelment of any chartered Accountant Firms if any terms and conditions of empanelment is found violated.

2. EOI Process

2.1 Steps in EOI process.

2.1.1 Submission of Pre Qualification and Technical bids by Applicants.

2.1.2 The applicants may respond to the EOI by submitting the required Pre Qualification and technical bids to the EPFO as detailed in section 4 of this documents.

2.1.3 Pre Qualification and Technical bids should be submitted in separate sealed envelopes with each envelope super-scribed in bold as Pre Qualification bid and Technical bid respectively.

2.1.4 Both the bids must be submitted in a sealed envelope consisting of two bids i.e. Prequalification bid and Technical Bid. Soft copies of only Pre Qualification Bid and Technical Bid may be submitted in USB flash drive. The envelope carrying the USB flash drive should have name of the applicant written in bold letter.

2.1.5 The Applicant's name and address shall be mentioned on the right hand side of all envelopes.

2.1.6 Both the envelopes should be placed in an envelope, duly sealed and super-scribed as "Confidential-Proposal for Empanelment of Auditors" along with the applicants name and address, and the name of The primary and secondary contact person must be provided on the right hand side of the sealed envelope.

2.1.7 There must be an index at the beginning of the proposal detailing the summary of all information contained in the proposal.

2.1.8 All pages of the proposal must be serially numbered.

2.1.9 The proposals may either be hand delivered or sent through registered post or courier.

2.1.10 EPFO RO Kanpur will not accept delivery of proposals by fax or e-mail. Proposals received in such manner will be treated as invalid and rejected.

2.1.11 The applicant must ensure that the bids reach EPFO, RO Kanpur in time and no delay in post or otherwise is acceptable receipt of any proposal after the deadline shall be straightway rejected without opening the same.

2.2 Completeness of bid documents:

2.2.1 A committee constituted by EPFO, RO Kanpur for the purpose will open and evaluate the contents of the documents received to ascertain that all document/information requirements are provided in the format and the manner specified.

2.2.2 EPFO, RO Kanpur may wherever felt necessary, seek further clarifications from any/all applicants in respect of any information provided in the EOI.

2.2.3 The applicant must furnish clarifications within the stipulated time frame failing which the EOI submitted

by the Applicant concerned will be treated as incomplete.

3. Bid Evaluation Criteria:

3.1 The Pre Qualification criteria for selection of Auditor is as follows.

3.1.1 Applicant Firms should be in existence for at least 05 years.

3.1.2 The name of the Partnership Firm should be registered with the ICAI. The firm must have registered with the ICAI on or before 20/07/2017

3.1.3 Should have valid Income Tax Permanent Account Number (PAN) as on date of application.

3.1.4 There must be at least three qualified Chartered Accountants working as fulltime. Partners as on the date of submission of proposal.

3.1.5 The firm /any partner should not have been convicted by a court of law or indictment/adverse order should not have been passed against the firm/any partner till the date of application. The firm/any partner should not have been held guilty of any professional misconduct under CA Act 1949(as amended) during last 05 years or penalized under any taxation laws by the ICAI or any other statutory body.

3.1.6 The Firm/any partner should not be facing any investigation/inquiry by any tax authority or violation of any provision of taxation laws.

3.1.7 The Firm should comply with all the applicable Labour Laws as on the date of submission of Proposal.

3.1.8 The firm should agree to accept the Auditing Fees as per the rates prescribed by the ICAI for auditing the Account of the Exempted Provident Fund Trusts and such fees are payable directly by the employers of such Exempted establishments as per condition No 24(a) of Appendix A to para 27AA of EPF scheme 1952. The firm can negotiate the auditing fees directly with the concerned employer of the Exempted establishments and the RPFC/OIC, EPFO,RO,Kanpur shall not in any manner whatsoever, be involved in the determining the auditing fees payable to the firms.

3.1.9 The Firm should have functional office in Uttar Pradesh State having responsible officials.

3.1.10 The firm must be empaneled with Comptroller and Auditor General of India (CAG) as on the date of EOI.

3.2 Evaluation of Technical bids:

3.2.1 All applicants, who qualify on the Pre-qualification bid criteria as laid down in section 3.1 would only be further evaluated on technical bid.

3.2.2 The technical bids of eligible Applicants will be evaluated as per the criteria specified in Section of the EOI.

3.2.3 Applicants, who score at least weighted score of 4 in the technical bid would only be short-listed for finalisation of Empanelment.

3.3 Finalisation of the Auditors:

3.3.1 The successful Auditors will be finalized for empanelment based on the evaluation criteria as prescribed above subject to the acceptance of the terms and conditions of the empanelment and will be informed as soon as approved by the competent Authority.

3.3.2 RPFC/OIC, EPFO, RO Kanpur reserves the right to cancel the empanelment process, call for a re-bid without assigning any reason thereof.

3.4 Technical Evaluation Parameters-

The following tables outline the broad parameters based on which evaluation of technical proposals of

the applicants shall be carried out by the EPFO.

3.4.1 Evaluation Criteria:-

Sl No	Measure	Measurement Criteria	Scoring	Supporting Documents
1	Annual turnover of the firm for the past 3 year as on 31/03/2022	1 Point for every 5 lakhs above 25 lakhs	Points obtained per year added for three years.	Duly certified details of the annual turnover with audited balance sheets of the firm.
2	Annual aggregate of the corpus of the recognized pension/Provident funds/Superannuation fund audited upto 31/03/2022 for past 03 years.	01 point for every 50 crore per year and for every additional 25 crore, 0.5 point shall be added, for any year if the corpus is less than 50 crore, no point shall be given.	Points obtained per year added for all the three years.	Duly certified details of the funds audited with annual aggregate corpus details to be submitted
3	Total number of years of experience of the firm in the field of statutory audit.	01 point for every completed year up to 31/03/2022	1 X NO of total years of experience.	Duly certified experience details should be submitted with supporting documents.
4	Number of exempted PF trust audited for last three years	01 point for every clients per year.	1 X Total number of clients	Duly certified clients details should be submitted with supporting documents
5	Number of qualified CA's working as full time partners as on the date of submission of proposal.	01 point for every CA fulltime partner	1 X No of full time partners.	Duly certified details of the CA full time partners in the prescribed profile format.
6	Number of accounting staff members others than full time CA partners as on the date of submission of proposal.	01 point for every accounting staff member.	1 X No of accounting staff members	Duly certified number of accounting staff.

4. Format of Qualification bid:

4.1 Qualification bid format

Name of the Individual/Audit Firm (full name of the firm):

Address with telephone No. Fax, E-mail ID, etc. (email and mobile number is mandatory)

4.2 Details of the firm: The name of the partnership Firm should be registered with the ICAI. The firm must have registered with the ICAI on or before 01 June 2017(Enclose copy of registration).

Sl No	Particulars	Details	Supporting documents submitted	Remarks if any	Annexure No.
1	Date and registration No of the firm with ICAI				
2	NO of completed years of practice as on 31/03/2022				

4.3 Valid Income Tax PAN as on date of application (Enclose a duly signed copy)

Number of partners and details profile of each partner with membership number as on date of appointment to be stated.

4.4 Number of Partners and details profile of each partner with membership number as on date of application to be stated.

Format for profile of partners:- (separate for each partners)

Name of the Partner:

Membership no.:

Age:

Qualification:

Details of experience in statutory audit: Details of each work done with the time period may be mentioned (as on submission of application).

Current Responsibilities:

Total experience number of years up to two decimals as on submission of application):

Tenure spent with the firm (No. of years and months as on submission of application):

Any other point:

4.5 The Firm/any partner should not have been convicted by a court of law or indictment/adverse order passed against the Firm/any partner till the date of application. The Firm/any partner should not have been held guilty of any professional misconduct under CA Act 1949 (as amended) during last 3 years or penalized under any taxation laws by the ICAI or any other statutory body. The firm/any partner should not be facing any investigation/inquiry by any tax authority for violation of any provisions of taxations laws-an Undertaking to this extent shall be furnished duly signed by the Managing Partner of the firm or the individual, as the case may be.

4.6 The Firm should have functional office in UP state having responsible officials as on date of application-submit an undertaking from the Managing partner or equivalent official of the audit firm certifying the same.

4.7 The firm should agree to accept the auditing fees as per the rates prescribed by the ICAI for auditing the accounts of the Exempted Provident fund Trust and such fees are payable directly by the employers of such exempted establishments as per condition no 24(a) of Appendix A to Para 27AA of EPF Scheme 1952. The firm can negotiate the auditing fees directly with the concerned employer of the exempted establishment and the RPFC/OIC. EPFO,RO, Kanpur shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the firm. An Undertaking in the regard, may please be submitted.

5. Format for Covering Letter

5.1 Format for Qualification Covering letter:

(To be submitted on the official letterhead of the interested party submitting the EOI Proposal)

Ref.....

Place:-.....

Date.....

To,

Regional P F Commissioner-I

Employees Provident Fund Organisation (EPFO)

Regional Office , Bhavishya Nidhi Bhavan,

Sarvodaya Nagar Kanpur-208005

Ref:-EOI Qualification bid for empanelment as Auditor for re-audit of P F Account of Exempted PF Trusts-reg.

Sir,

We refer to the communication inviting Expression of Interest (EOI) for Empanelment as Auditor for re audit of PF Accounts of exempted PF Trusts under the jurisdiction of EPFO, RO, Kanpur We have read and understood the contents of the document and wish to participate in the empanelment process. We are pleased to submit our qualification bid along with all the necessary documents as mentioned in the EOI proposal for empanelment as Auditor. We confirm that we satisfy the Qualification criteria set out in the relevant sections of the EOI Proposal. We agree to unconditional acceptance of all the terms and conditions set out in the EOI documents. We confirm that the information contained in this proposal or any part thereof, including its exhibits, Schedules and other documents delivered to the EPFO is true, accurate and complete. This proposal includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead the EPFO as to any material fact.

I/We have agreed that (insert individual authorized representative's name here) will act as our representative on our behalf and has been duly authorized to submit the proposal. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Yours faithfully

For and on behalf of (Insert Company/Individual name)

Authorised Signatory

Format for Undertaking:

Undertaking

(To be given on company letter head)

I, _____ am the Managing Partner/equivalent official/Individual of _____ <company name>(Chartered Accountant Firm Auditor) having its registered office at _____.

I am authorized to sign and execute this undertaking on behalf of the Applicant Auditor/Firm for submitting a proposal pursuant to the request for EOI proposal issued by the Employees Provident Fund Organisation (EPFO) RO, Kanpur for empanelment as Third Party Auditor.

I, on behalf of the auditor, solemnly affirm and declare that as on the date of application.

- a) The Firm/any Partner/Individual is not have been convicted by a court of law or indictment/adverse order passed against the Firm/any partner/Individual till the date of application. The Firm/any partner individual I not been held guilty of any professional misconduct under CA Act 1949(as amended) during last 3 years or penalized under any taxation laws by the ICAI or any other statutory body. The firm any partner individual should not facing any investigation inquiry by any tax authority for violation of any provisions of taxation laws.
- b) The Chartered Accountant Firm/auditor is registered with ICAI as a qualified chartered Accountant or a Chartered Accountant firm not later than 10/06/2017.
- c) The Chartered Accountant firm/Auditor has a functional office in UP State which is <_____>.
- d) The chartered account firm/auditor would assign at least one chartered accountant /himself in the proposed execution of the audit as and when the audit work is assigned and would strictly adhere the timelines decided by the regional Office.
- e) The chartered account Firm/Auditor agrees to accept the auditing fees as per the rates prescribed by the ICAI for auditing the accounts of the Exempted Provident fund Trusts and such fees are payable directly by the employers of exempted establishments as per condition No 24 (a) of appendix A to Para 27AA of EPF Scheme 1952. The firm shall negotiate the auditing fees directly with the concerned employer of the Exempted establishment and the RPF/OIC, EPFO, Ro, Kanpur shall not in any manner, what so ever, be involved in determining the auditing fees payable to the firm.
- f) Solemnly affirmed and undertaken on the day and year herein below written, by:

Signature.....

Name.....

Date.....