

(APPLICATION)

Head – IT & Office Services
Canara Robeco AMC Ltd.
4th Floor, Construction House,
5, Walchand Hirachand Marg,
Ballard Estate
Mumbai - 400001.

Ref: **Tender No. 001/IT/4-07-12**

Dear Sir,

I / we have read and understood the document required and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the Tender furnished for IS Audit on the supplementary sheets are correct to the best of my/our knowledge and belief.

(Signature of applicant with seal)

Name:

Terms & conditions:

1. Audit will be conducted at our HO premises, one day visit at our Fund Accountant/Custodian HSBC for Information Security review.
2. Tender document should reach us by 10th July 2012 in sealed envelope.
3. Received tenders will be opened on 11th July 2012, selected consultant will be updated via mail/post on 12th July 2012.
3. You shall ensure absolute confidentiality about Company Information and undertake to complete the assigned project within the prescribed time limit.
4. Company reserves the right to accept or reject any or all the applications without assigning any reason therefor.
5. Eligibility, minimum 5 IS audit conducted in last two years (Preferably Financial Sector)

6. Payment Terms:

1. Payment : 20% on signing the engagement Letter
50% on submission of Draft Information System Audit Report
20% on submission of final Report
10% after post Audit Follow up review
2. Taxes & levies : As applicable
3. Out of Pocket Exp: Will be charged separately

We hereby accept the above terms & conditions applicable thereto.

For and on behalf of M/s. _____

(seal/stamp of the firm)

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(Name & Designation of the person signing)

Place :

Date :