

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**Jalandhar – Kapurthala Highway, Kapurthala**

**EXPRESSION OF INTEREST**  
**ENGAGEMENT OF STATUTORY AUDITOR**  
**For the financial year 2017-18 & 2018-19**

Offers are invited from leading Chartered Accountant Firms having Head office/ Branch office at jalandhar/Kpaurthala as per scope of work. The detailed terms & conditions are available at [www.ptu.ac.in](http://www.ptu.ac.in). The documents should be submitted under Two Bid Envelop System i.e. Technical details Envelope (I) and Financial Quote Envelope (II). The two Envelops should be packed in the bigger Envelope (III) and super scribed as "Expression of Interest for the Engagement of Statutory Auditor". The interested firms should submit their Technical details & Financial Quote (sealed in separate envelope) as indicated above within 15 days of publication of advertisement to "The Registrar I.K. Gujral Punjab Technical University, Jalandhar-Kapurthala Road, Kapurthala". For any clarification regarding details and scope of work, Deputy Registrar (Audit) may be contacted over phone no. 94780-98015 or 01822-662515.

The University reserves the right to accept or reject any quotation and in this regard the decision of the University will be final.

## **IK GUJRAL PUNJAB TECHNICAL UNIVERSITY**

### **Expression of interest for Engagement of Statutory Auditor for 2017-18 and 2018-19.**

#### **Scope of Work**

The services of Practicing/ Chartered Accountants are required for conduct of Statutory Audit for the Financial year 2017-18 and 2018-19 of University Main Campus & Constituent and Regional Campuses. The scope of work, terms & conditions are broadly mentioned here under: -

1. That the account of the University are properly kept.
2. That the state of balance shown therein agrees with the Bank's account.
3. That the payments are supported by proper vouchers; that they are under proper sanction as per rules.
4. That all receipts and payments are properly classified.
5. That all the statutory requirements are complied with.

## IK GUJRAL PUNJAB TECHNICAL UNIVERSITY

### Annexure I

#### Details of Technical/Eligibility Requirements

Particulars	Relevant document	Remarks
i) The Firm should be empanelled with CAG.	Please attach the relevant letter.	
ii) The Firm should have 2 Partners out of which one partner should be DISA/CISA qualified.	Attach proof for the same.	
iii) The Firm should have at least 15 years standing.	In this regard latest standing certificate issued by the ICAI be attached.	
iv) The Firm should have experience of audit of Education Institutions/other large Educational Institutions, having computerizes working environment.	Please attach self attested copies of work orders and satisfactory completion certificate thereof.	
v) The Firm should have office, having good infrastructure and qualified staff.	Please attach proof of relevant information and staff list.	
vi) The firm will have to give commitment to depute at least one qualified staff and two semi qualified staff on regular basis along with other trainees.	Please attach relevant undertaking	
vii) The firm should provide details of its registered		

<p>viii)</p> <p>ix)</p> <p>x)</p>	<p>Office and all particulars of firm on its letter head.</p> <p>The Firm should have valid certificate of practice, relevant PAN and service tax no.</p> <p>The firm should have minimum turnover of Rs. 15 lac p.a in the last three financial year 2014-15 ,2015-16 &amp; 2016-17</p> <p>Authorization to file expression of interest from other members of Firm.</p>	<p>Please attach address proof.</p> <p>Please attach relevant information</p> <p>Please attach certified copies of financial statements</p> <p>Copy of authorization</p>	
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\*All proof attached should be self attested.

1. The University may demand any further documents for clarification.
2. The Financial Bid of those Firms shall be considered which qualify the Technical parameters as stated above.
3. The travelling & Boarding charges if any shall be paid as per the rules of the University.
4. The University reserves the right to accept or reject the proposals. The decision of the University shall be final in this regard.

Accepted

For and Behalf the Firm

Dated

Name and Signature with membership no.

**IK GUJRAL PUNJAB TECHNICAL UNIVERSITY**

**Annexure II**

**Expression of Interest  
For Engagement of Statutory Auditor  
Financial Quote  
Period F.Y. 2017-18 & 2018-19**

Particulars	Amount (Rs.) Per Annum (Exclusive of all Taxes)
(i) Professional fee for the Statutory Audit of IKGPTU and its Constituent campuses as per the scope of work	
(ii) Tax if any (please quote)	

For and Behalf the Firm

Authorized signatory  
With Name and Seal  
Membership No.

Dated: