



I. K. Gujral Punjab Technical University

JALANDHAR - KAPURTHALA HIGHWAY, KAPURTHALA 144603, PH. : 01822-662508, Website : www.ptu.ac.in

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/Kapurthala as per scope of work. The detailed terms & conditions are available at www.ptu.ac.in and www.ptuaccounts.ac.in. The documents should be submitted in sealed envelope super scribe as ***Engagement of Statutory Auditor***. The interested firms should submit their detailed profile with relevant documents as contained in detailed terms and conditions within 15 days of publication of advertisement to the **Finance Officer, I. K. Gujral Punjab Technical University, Jalandhar-Kapurthala Road, Kapurthala**. For any clarification regarding details and scope of work, **Deputy Registrar (Finance and Accounts)** may be contacted over phone no. **94780-98015**.

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

Advt./04/01

REGISTRAR

IK GUJRAL PUNJAB TECHNICAL UNIVERSITY

Annexure I

Detailed 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 3 Partners out of which one partner should be DISA/CISA qualified.	Attach proof for the same.	
iii) The Firm should have at least 20 years standing.	In this regard latest standing certificate issued by the ICAI be attached.	
iv) The Firm should have experience of audit of Universities level 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 Office and all particulars of firm on its letter head.	Please attach address proof.	
viii)	The Firm should have valid certificate of practice, relevant PAN and service tax no.	Please attach relevant information	
ix)	The firm should have minimum turnover of Rs. 20 lac p.a in the last three financial year 2014-15 ,2015-16 & 2016-17	Please attach certified copies of financial statements	
x)	Authorization to file expression of interest from other members of Firm.	Copy of authorization	

*All proof attached should be self attested.

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

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 and that they are under proper sanction.
4. That all receipts and payments are properly classified.
5. That all the statutory requirements are complied with.

