



**I.K. Gujral
PUNJAB TECHNICAL UNIVERSITY**

Jalandhar-Kapurthala Highway, Kapurthala
Website : www.ptu.ac.in

**EXPRESSION OF INTEREST
for Engagement of Internal Auditor**

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 Internal 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 Highway, Kapurthala. The financial offer shall be invited from those who qualify the eligibility criteria as contained in the expression of interest. 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.

PTU/advnt./304

Registrar

Size : 8w x 8h

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JK GUJRAL PUNJAB TECHNICAL UNIVERSITY

Expression of Interest for Engagement of Internal Auditor for 2017-18 and 2018-19.

Scope of Work

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

1. Audit of books of accounts and validation of all records manual as well as computerized.
2. Compliance of statutory requirements and observations of compliance of statutory auditor report.
3. Checking of BRS prepared, College Dues and creation of provisions on Accrual basis, receipts & payments A/c, income expenditure and balance sheet on Accrual basis.
4. Preparation of MIS to assist all level of management in effective discharge of their responsibilities.
5. Advice on statutory matter
6. Any other work as per requirement of University connected with Internal Audit etc.
7. It shall be the duty of auditor to audit the books of accounts of the University and submit / Quarterly reports should be submitted within 15 days of close of the relevant quarter. to the University with the certificate that:

(A) In case of Internal Audit.

1. The accounts of the University are properly kept.
2. The states of balances shown therein agree with bank accounts.
3. All receipts & payments are supported by proper vouchers and under proper section/head.
4. All receipts and payments are properly classified and taken into books.
5. Any other work related to Internal Audit.

(B) The scope of work shall further include following statutory compliance.

1. Preparation & filling of Income Tax returns.
2. Submission of TDS/TCS returns.
3. Preparation of Tax Audit report including advising and checking of TDS/ TCS requirement & compliance.
4. Preparation & issue of 15CA/15CB form.
5. Preparation of form 10B as per requirement from time to time.
6. Any other work Statutory required.

(C) The auditor has to provide their recommendations for improvement and strengthening of the system as per accounting standards & other prevalent norms.

Dr. P. S. Singh
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Expression of interest for Engagement of Internal Auditor for 2017-18 and 2018-19

Terms & Conditions

1. The firm should submit their eligibility criteria as per annexure I in separate envelop super scribed as "Expression of interest for engagement of Internal Auditor."
2. The Financial bid will be called from those firms who qualify the eligibility criteria.
3. The University if required may conduct pre-financial quote meeting with eligible firms before submission of financial quote.
4. Last date of receipt of Technical/Eligibility requirement shall be 15 days from the publication of advertisement. In case of holiday last date shall be next working day.
5. Payment will be made on quarterly bases after submission of quarterly Audit report.
6. TDS will be deducted as per the statutory provisions.
7. The appointment can also be extended further two years on satisfactory completion of work. However no increase in the fee & other changes shall be allowed.

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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 presently have at least one FCA partner and one DISA qualified partner.	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		

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	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 2013-14, 2014-15 & 2015-16	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.

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