



I.K. GUJRAL

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Punjab State Govt. University)

Jalandhar-Kapurthala Highway, Kapurthala

www.ptu.ac.in

EXPRESSION OF INTEREST FOR ENGAGEMENT OF

STATUTORY AUDITOR

for the financial year 2021-22
and 2022-23

INTERNAL AUDITOR

for the financial year 2022-23
and 2023-24

Offers are invited from reputed Chartered Accountant firms as per scope of work. The detailed terms & conditions are available at www.ptu.ac.in. Separate documents should be submitted regarding technical details in an envelope superscripted as "**Engagement of Statutory Auditor**" or "**Engagement of Internal Auditor**" as applicable. The interested firms should submit their detailed profile with relevant documents as contained in the technical /eligibility requirement and detailed terms & conditions within 15 days of publication of advertisement to "**The Registrar I.K. Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala**". The Financial bid will be called from the technical qualified bidders only and will be informed separately. For any clarification, you may contact over phone no.9478098027.

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

Note. Any Corrigendum/Addendum/Notice etc. with regard to this advertisement will be made available on the website www.ptu.ac.in.

Advt.2022/06/01

Registrar

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Engagement of Internal Auditor

Period F.Y. 2022-2023 & 2023-24

Scope of Work

The services of Practicing Chartered Accountants are required for conduct of Internal Audit for the Financial Year 2022-23 & 2023-24 of University Main Campus, Constituent Campuses and Regional Centres. 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 the statutory auditor report.
3. Checking of BRS prepared, College Dues and creation of provisions on Accrual Basis, Receipts and 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 Report within 15 days of the close of the relevant quarter to the University with the certificate that:
 - (a) The accounts of the University are property kept.
 - (b) The states of balances shown therein agree with bank accounts.
 - (c) All receipts & payments are supported by proper vouchers and under proper section/head.
 - (d) All receipts and payments are properly classified and taken into books.
 - (e) All statutory compliances have been made.
8. The auditor has to provide their recommendations for the improvement and strengthening of the system as per accounting standards & other prevalent norms.

Accepted

For and on Behalf of the Firm

Dated

**Name and Signature with membership no.
along with Stamp**

Handwritten signature and initials in blue ink.

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Engagement of Internal Auditor

Period F.Y. 2022-2023 & 2023-24

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. Last date of receipt of Technical/Eligibility requirement shall be 15 days from the publication of advertisement.
4. In case of holiday last date shall be next working day.
5. Payment will be made on quarterly basis after submission of quarterly Audit report.
6. TDS (IT & GST) 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 charges shall be allowed.

Accepted

For and on Behalf of the Firm

Dated

**Name and Signature with membership no.
along with Stamp**

[Handwritten signature and stamp]

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Annexure I
(Page-I)

Engagement of Internal Auditor
Period F.Y. 2022-2023 & 2023-24

Details of Technical/Eligibility Requirements

Particulars	Relevant documents	Remarks
i) The Firm should be empanelled with CAG.	Please attach the relevant letter.	
ii) The Firm should have minimum 2 partners out of which atleast one partner should be FCA and one 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 Universities Level/Education Institutions/other large Educational Institutions, having computerized working environment.	Please attach self attested copies of work orders and satisfactory completion certificate thereof.	
v) The Firm should have office, having good infrastructure & 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 (letter issued by ICAI)	
viii) The Firm should have valid certificate of practice, relevant PAN and GST No.	Please attach relevant information/documents.	
ix) The firm should have minimum average turnover of Rs. 75 Lacs p.a. in the last three financial years 2019-2020, 2020-2021 and 2021-22.	Please attach certified copies of audited financial statements. In case of unaudited F.Y. 2021-22, certificate of auditor of the firm may be attached.	
x) Authorization to file expression of interest from other members of Firm.	Copy of authorization	

14/11/2021
2/8

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Engagement of Internal Auditor
Period F.Y. 2022-2023 & 2023-24

Annexure I
(Page-II)

All proof attached should be self-attested.

1. The University may demand any documents for further clarification.
2. The Financial Bid of those Firms shall be considered who qualify the technical parameters as stated above.
3. 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 on Behalf of the Firm

Dated

**Name and Signature with membership no.
along with Stamp**

Dr. San
2 *8*

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Annexure II

Engagement of Internal Auditor

Period F.Y. 2022-2023 & 2023-24

Financial Quote

Particulars		Amount (Rs.) Per Annum
(A) Professional fee for Internal Audit:		
(i) Professional fee for the Internal Audit of IKGPTU Main Campus.		---
(ii) Professional fee for each Constituent Campus.		---
(iii) Professional fee for each Regional Centre.		---
(B) Tax if any (please quote)		
Total	In figures	
	In words	

For and on Behalf of the Firm

**Authorized signatory
With Name and Seal
Membership No.**

Dated:

Note: The Financial bid will be called from the Technical Qualified bidders only and will be informed separately.

[Handwritten signature]

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Engagement of Statutory Auditor

Period F.Y. 2021-2022 & 2022-23

Scope of Work

The services of Practicing Chartered Accountants are required for conduct of Statutory Audit for the financial year 2021-22 and 2022-23 of University Main Campus & Constituent Campuses and Regional Campuses. The scope of work, terms & conditions are broadly mentioned here under: -

1. That the accounts of the University Main Campus & Constituent Campuses (Amritsar, Hoshiarpur, Mohali-1, Khunimajra, & Sultanpur Lodhi) and 04 Regional Centres presently (Amritsar, Jalandhar, Moga, Ferozpur and if any other opened during the said period) 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 are duly accounted and payments are properly classified.
5. That all the statutory requirements are complied with.
6. Cash Flow Statement for the Financial Year to be compiled by the Auditor.
7. Any Other work, as per directions of the Competent Authority.

Accepted

For and Behalf the Firm

Dated

**Name and Signature with membership no.
along with stamp**

Chauhan B.
28

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Engagement of Statutory Auditor

Period F.Y. 2021-2022 & 2022-23

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 Statutory Auditor.
2. The Financial bid will be called from those firms who qualify the eligibility criteria.
3. Last date of receipt of Technical/Eligibility requirement shall be 15 days from the publication of advertisement.
4. In case of holiday last date shall be next working day.
5. Payment will be made after the completion of statutory Audit & Submission of statutory audit report along with all necessary Reports/ Documents as mentioned in "scope of work."
6. TDS (IT & GST) 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 charges shall be allowed.

Accepted

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Dated

**Name and Signature with membership no.
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EXPRESSION OF INTEREST

Engagement of Statutory Auditor

Period F.Y. 2021-2022 & 2022-23

**Annexure I
(Page-I)**

Details of Technical/Eligibility Requirements

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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 computerized working environment.	Please attach self attested copies of work orders and satisfactory completion certificate thereof.	
v) The Firm should have office, having good infrastructure & qualified staff.	Please attach proof of relevant information and staff list.	
vi) The firm should provide details of its registered Office and its branches all particulars of firm on its letter head.	Please attach address proof(letter issued by ICAI)	
vii) The Firm should have valid certificate of practice, relevant PAN and GST No.	Please attach relevant information/documents	
viii) The firm should have minimum average turnover of Rs. 50 lac p.a in the last three financial year 2019-2020, 2020-2021 & 2021-22	Please attach certified copies of financial statements. In case of unaudited F.Y. 2021-22, certificate of auditor of the firm may be attached.	
ix) Authorization to file expression of interest from other members of Firm.	Copy of authorization	

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Accepted

For and Behalf the Firm

Dated

**Name and Signature with membership no.
along with stamp**

Handwritten signature and membership number

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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(Finance and Accounts Department)

Annexure II

EXPRESSION OF INTEREST

Engagement of Statutory Auditor

Period F.Y. 2021-2022 & 2022-23

Financial Quote

Particulars		Amount (Rs.) Per Annum
(A) Professional Fee for the:		
(i) Statutory Audit of IKGPTU and it's Constituent Campuses		---
(ii) Regional Centres (as per the scope of work)		---
(B) Tax if any (please quote)		
Total	In Figures	
	In Words	

For and Behalf the Firm

Authorized signatory
With Name and Seal
Membership No.

Dated:

Note: The Financial bid will be called from the Technical Qualified bidders only
and will be informed separately.