

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**Jalandhar – Kapurthala Highway, Kapurthala-144603**

**EXPRESSION OF INTEREST**

**ENGAGEMENT OF STATUTORY AUDITOR**

**For the financial year 2024-25 & 2025-26**

Offers are invited from reputed Chartered Accountant firms 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 regarding technical details in an envelope super scribed as "**Engagement of Statutory Auditor**". 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 Road, 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. 9478098015.

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

# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

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

## EXPRESSION OF INTEREST

**Engagement of Statutory Auditor**  
Period F.Y. 2024-25 & 2025-26

### Scope of Work

The services of Practicing Chartered Accountants are required for conduct of Statutory Audit for the financial year 2024-25 and 2025-26 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 all 16 regional centres of which 04 Regional Centres presently working (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 and are properly classified.
4. That all receipts are duly accounted and are properly classified as per rules.
5. That all the statutory requirements are complied with.
6. Cash Flow Statement for the Financial Year to be compiled by the Auditor.
7. 10-B / 9-A form for the Financial Year to be prepared and filed by the Auditor.
8. 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**

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# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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

## EXPRESSION OF INTEREST

### **Engagement of Statutory Auditor**

Period F.Y. 2024-25 & 2025-26

### 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 for FY 2024-25 & 2025-26.
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 in the newspaper. The same should also be checked on University website for any updates.
4. In case of last date appears to be holiday/Saturday/Sunday then the 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 considered for extension of further two years on yearly basis on the 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**

*A. S.*

# I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala  
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## EXPRESSION OF INTEREST

**Engagement of Statutory Auditor**  
Period F.Y. 2024-25 & 2025-26

**Annexure I**  
(Page-1 of 2)

### Details of Technical/Eligibility Requirements

Particulars	Relevant documents (Self-attested Copies be attached)	Details of Documents
i) The Firm should be empanelled with CAG.	Please attach the relevant letter issued by CAG for the relevant year.	
ii) The Firm should have minimum 2 partners out of which at least one partner should be FCA and one should be DISA/CISA qualified.	Attach certificate issued by the ICAI.	
iii) The Firm should have at least 10 years standing.	In this regard latest standing certificate issued by the ICAI be attached.	
iv) The Firm should have at least three years' experience of audit of Education Institutions/other large Educational Institutions, having computerized working environment.	Please attach self-attested copies of work orders.	
v) The Firm should have office, having good infrastructure & qualified staff. The firm should have branch office in Punjab.	Please attach proof of relevant information with staff list and should provide services at the Main Campus (Self attested copy on letter head).	
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. 20 lakh p.a. in the last three financial years 2021-22, 2022-23 & 2023-24	Please attach certified copies of financial statements.	
ix) Authorization to file expression of interest from other members of Firm.	Copy of authorization	

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## EXPRESSION OF INTEREST

**Engagement of Statutory Auditor**  
Period F.Y. 2024-25 & 2025-26

**Annexure I**  
**(Page-2 of 2)**

**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 Behalf the Firm**

Dated

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

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# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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Annexure II

## EXPRESSION OF INTEREST

**Engagement of Statutory Auditor**  
Period F.Y. 2024-25 & 2025-26

### Financial Quote

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

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.**

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