

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

EXPRESSION OF INTEREST

**ENGAGEMENT OF INTERNAL AUDITOR
For the financial year 2025-26 and 2026-27**

Offers are invited from reputed Chartered Accountant Firms as per scope of work. The detailed terms & conditions are available at www.ptu.ac.in. The documents should be submitted in sealed Envelope superscribed as ***Engagement of Internal Auditor as per scope of work A1, A2 and A3**. 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"**. In case last date happen to be the holiday/ Saturday & Sunday, next working day shall be treated as last date for this purpose. 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. 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.

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

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
Jalandhar-Kapurthala Highway, Kapurthala
(Finance and Accounts Department)

EXPRESSION OF INTEREST

Engagement of Internal Auditor
Period F.Y. 2025-2026 & 2026-27

The services of Practicing Chartered Accountants are required for conduct of Internal Audit for the Financial Year 2025-2026 & 2026-27 of University Main Campus, Constituent Campuses and Regional Centres. The scope of work, terms & conditions are broadly mentioned here under: -

A1 Scope of Work for Internal Audit

- a. Audit of books of accounts and validation of all records manual as well as computerized.
- b. Compliance of statutory requirements and observations of the statutory auditor report.
- c. 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.
- d. Preparation of MIS to assist all level of management in effective discharge of their responsibilities.
- e. Advice on Statutory matter or any other financial matter as per requirement of the University.

A2 Scope of work for Internal Audit : Pre-Audit of Examination Bills/files

- f. To examine the files related to examination department marked by the Finance & Accounts Department as per the norms of the University.
- g. To put up advisory note as per the requirement and discussion with the Finance & Accounts Department.
- h. To check that all the statutory/deductions are made as the relevant laws.
- i. To check that TDS/TCS/GST/provisions etc have been complied with as per laws at the time of payment.
- j. The firm will have to depute one qualified staff and one semi qualified staff at least three days in a week (Monday, Wednesday & Friday) or as and when required.

A3 Scope of work for Internal Audit : Pre-Audit of Bills/Files

- k. To examine the files marked by the Finance & Accounts department as per the norms of the university (other than conduct/ evaluation & exam files).
- l. To put up advisory note as per the requirement and discussion with the Finance & Accounts department.
- m. To check that all the statutory/ deductions are made as the relevant laws.
- n. To check that TDS/TCS/GST/Income Tax/ Custom Duty/ provisions etc. have been complied with as per laws at the time of payments.
- o. To provide advise on any matter related to financial matter required by Finance & Accounts department.
- p. The firm will have to depute one qualified staff and one semi qualified staff at least three days in a week or as and when required.
- q. Any Other work as per requirement of University connected with Internal Audit and as per the directions of the Finance & Accounts department.
- r. 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 properly 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/
Budget head.
- (d) All receipts and payments are properly classified and taken into books and proper heads.
- (e) All statutory compliances have been made.
- s. 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**

* For any clarification or further details may visit department of Finance & Accounts at IKGPTU Main
Campus Kapurthala during office working days.

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Terms & Conditions

1. The Firm should submit their eligibility criteria as per Annexure-I and financial bid as per Annexure-II separately in sealed envelopes and both sealed envelopes should be put in another big sealed envelope super scribed as Expression of interest for engagement of Internal Auditor.
2. The Financial bid will be opened for those firms who qualify the technical/ 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. Self-declaration with regard to the firm has not been blacklisted by any Government/PSU/Autonomous body etc. and no criminal case is pending against the firm.
8. 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**

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar-Kapurthala Highway, Kapurthala
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**Annexure I
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EXPRESSION OF INTEREST

Engagement of Internal Auditor
Period F.Y. 2025-2026 & 2026-27

Details of Technical/Eligibility Requirements

Particulars	Relevant documents	Remarks
i) The Firm should be empanelled with CAG for current year (2025-2026 & 2026-27) acknowledgement will be considered for processing. However, the firm will have to submit empanelled letter before at the earliest.	Please attach the relevant letter issue by CAG.	All the enclosed relevant documents should be self-attested.
ii) The Firm should have minimum 04 partners out of which at least one partner should be FCA and one should be DISA/CISA qualified.	Attach certificate issued by ICAI.	
iii) The Firm should have at least 10 years' experience.	In this regard latest registered certificate issued by the ICAI be attached.	
iv) The Firm should have at three years' experience of audit of University Level/Education Institutions/other large Educational Institutions, having computerized working environment.	Please attach self-attested copies of work order.	
v) The Firm should have office, having good infrastructure & qualified staff.	Please attach list of relevant information with staff list (please attached self-attested copy on letter head.	
vi) The firm will have to give commitment to depute at least one qualified staff and one semi qualified staff on regular basis along with other trainees.	Please attach relevant undertaking on signed letter head.	
vii) The Firm should have valid certificate of practice, relevant PAN and GST No.	Please attach self-attested relevant information/documents.	
viii) The firm should have minimum average turnover of Rs. 01 crore p.a. in the last three financial years 2022-2023, 2023-24 and 2024-25.	Please attach self-attested certified copies of audited financial statements. In case of unaudited F.Y. 2024-25, certificate from auditor of the firm may be attached.	
ix) Authorization to file expression of interest from other members of Firm.	Copy of Self- Attested authorization	

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Period F.Y. 2025-2026 & 2026-27

Annexure I
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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

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I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
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Annexure II

EXPRESSION OF INTEREST

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Period F.Y. 2025-2026 & 2026-27

Financial Quote

Particulars		Amount (Rs.) Per Annum
(A) Professional fee for Internal Audit, Examination Bills/Files & Pre Audit Bills/Files as per (A1,A2 & A3) scope of work:		
1.	(i) Professional fee for the Internal Audit of IKGPTU Main Campus, Kapurthala: (ii) Constituent Campus (Amritsar, Mohali-1, Mohali-2 and Hoshiarpur).	-----
2.	Professional fee for 16 No.'s Regional Centres located at Amritsar (03), Gurdaspur (01), Jalandhar (02), Ropar (01), Ludhiana (02), Mohali (03), Phagwara (01), Ferozepur (01), Sangrur (01), Dera Bassi (01).	
1	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 opened for those firms which will qualify Technical/Eligibility criteria called from the Technical Qualified bidders only and will be informed separately.