



ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

**PTU**

**PUNJAB TECHNICAL UNIVERSITY**

Jalandhar - Kapurthala Highway, Kapurthala

**EXPRESSION OF INTEREST  
ENGAGEMENT OF INTERNAL AUDITOR**

Offers are invited from Jalandhar/Kapurthala based leading Chartered Accountant Firms as per the scope of work and detailed terms & conditions available at [www.ptu.ac.in](http://www.ptu.ac.in) and [www.ptuaccounts.ac.in](http://www.ptuaccounts.ac.in). The financial offers be sent in separate sealed envelope inside the envelope containing the detailed profile/ technical details. The quotation should be super-scribed as \*Engagement of Internal Auditor\*. The financial offer of those will be opened who qualify the technical details and other terms & conditions. The University reserves the right to accept or reject any quotation and in this regard the decision of the University will be final. The interested firms should submit their offers by **6th Dec. 2013 by 12.00 noon** to the Finance Officer, 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. **PTU/Adv/2013/51 REGISTRAR**

## Detailed of Technical Requirement

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 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/Govt. Autonomous Organizations, having computerized working environment.	Please attach self attested copies of work orders and satisfactory completion certificate thereof.	
v) The firm should have proper 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 all details of its regd. Office and all particulars of firm on its letter head.		



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. 10 lac p.a in the financial year 2012-13	Please attach certified copies of financial statements	
x)	Authorization to file the expression of Interest from other members of Firm	The technical and financial quotes be signed by all the partners	

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 the Firm

Dated

Name and Signature with membership no.



PUNJAB TECHNICAL UNIVERSITY

Annexure II

Expression of Interest

Engagement of Internal Auditor

Financial Quote

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Particulars		Amount (Rs.)
Professional fee for the Internal Audit of PTU for the period 2013-14 and 2014-15.  PTU Kapurthala Campus  In case of Out-station Visit Travelling expenses will be paid as per rules of the University.	per Quarter	
	Service Tax if applicable	
Total amount	In figures	
	In words	

For and on Behalf of the firm

Authorized signatory

With Name and Seal

Membership No.

Dated:

Expression of Interest for Engagement of Internal Auditor for 2013-14 and 2014-15

**Scope of Work**

The services of Professional/Chartered Accountant are to be hired for conduct of internal audit for the financial year 2013-14 and 2014-15 by University. The auditor has to give their recommendations for improvement and strengthening of system as per accounting standard. The scope of work, terms & conditions is broadly mentioned here under:-

1. Audit of books of accounts, validation of all records manual as well as computerized.
2. Compliance of statutory requirements and observations of compliance of statutory auditor report.
3. Preparation of BRS, Colleges/LC, Advances Reconciliation, List of Debtors and creditors, Creation of provisions on Accrual basis, receipt & payment A/c, income expenditure and balance sheet on Accrual basis.
4. Preparation of MIS to assist all level of management in effective discharge their responsibilities.
5. Quarterly reports should be submitted within 15 days of close of the relevant quarter.
6. Any other work as per the requirement of University connected with internal audit etc.

It shall be the duty of auditor to audit the books of accounts of the university and submit report to the university with the certificate that:

The accounts of the university are property kept.

1. The state of balances shown therein agrees with bank accounts.
2. All payments are supported by proper vouchers and under proper section.
3. All receipts and payments are properly classified and taken into books.

The auditor has to give their recommendations for improvement and strengthening of the system as per accounting standards.

The appointment can also be extended further on satisfactory completion of work.

The firm should submit their technical/eligibility criterion in separate envelopes I and financial terms in separate envelop II. These two envelopes should be put in a one big cover super scribed as \* Expression of Interest for engagement of Internal Auditor 2013-2014 and 2014-15\*.

The Interested firms should send their offer latest on 6<sup>th</sup> Dec.2013 by 12 Noon, either by hand/Regd.post to Finance Officer, Punjab Technical University, Jalandhar-Kapurthala Road Kapurthala. Any offer received late shall not be entertained.