



झारखण्ड अधिविद्य परिषद्, राँची  
JHARKHAND ACADEMIC COUNCIL, RANCHI

Expression of Interest "Appointment of Statutory Auditor"

Advertisement No. - 34 / 2018

Expression of Interest is invited from Chartered Accountants Firms empanelled with the C & AG for Major Audits having office in Jharkhand to conduct statutory audit under Jharkhand Academic Council for the year 2013-14 to 2017-18.

Jharkhand Academic Council is an autonomus statutory body established by the order of the State Government.

The application form, terms of reference (TOR) and relevant details regarding minimum fees are available at JAC website [www.jac.nic.in](http://www.jac.nic.in) or [jac.jharkhand.gov.in](http://jac.jharkhand.gov.in) which can be downloaded for use. Interested Parties/Firms may submit their Expression of interest super scribing "EOI for Statutory Audit", separately for technical & financial bids to the undersigned on or before 28.05.2018 during working hours.

The undersigned shall have the right of rejecting all or any of the proposals without assigning any reasons thereof.

By order of the Chairman,

JAC/अंकेक्षण/1388/13/SECY/311/18.

DE - 17/5/18 -

D.O.P. - 18/5/18.

(Rajanikant Verma)

Secretary

Jharkhand Academic Council,

Ranchi

## General Terms and Conditions

1. Chartered Accountant firms should have adequate experience in Audit of Autonomous body particularly in education field. The firm shall have adequate no. of qualified CA with relevant experience and engaged in full time Audit work.
2. Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency etc.
3. The firm must have their office in Jharkhand.
4. The firm must have empaneled with C & AG for Major Audit.
5. All information should be kept confidential by the firm/C.A.
6. All assignments shall be carried out with due diligence maintain quality of work done and in least possible time.
7. All reporting shall be done on regular basis.
8. JAC chairman reserves the right to cancel/selected firm, without assigning any reason.
9. The firm will have to start the Audit within 10 days of the receipt of the letter of appointment.
10. Application form should be filled up properly.
11. Minimum Fees prescribed is Rs 25,000.00 (Twenty-Five Thousand Only) per year. Quotation of fees below the prescribed fees shall disqualify the firm from selection.
12. Application form for technical bid must contains the following documents
  - i. Latest Firm's Constitution Certificate issued by ICAI
  - ii. Proof of empanelment with C&AG for major audit
  - iii. Copy of PAN and I.T. Acknowledgement of last year
  - iv. Copy GST registration
  - v. Copies of audited annual financial statement of last year

## Submission of Audit Report

On completion of Audit, the Audit Report will be submitted in three sets to the Council. Final authority for acceptance of the Audit Report will rest with the Council. The Audit Report will also be supported with the certificate from the Audit Firms that they have thoroughly checked the records as per terms of reference and their findings are based on the same.

## Regulation of Audit fees

The payments of audit fees as fixed will be made only after completion of Audit Work and issue of audit reports. Completion of audit will be inclusive of conduct of audit, submission and discussion of report with the council. The council will not pay any advance to the selected audit firm under any circumstances. Bill for audit fees will be submitted to the office of Secretary, JAC along with a certificate indicating that audit has been conducted as per guidelines framed by the Council and the work has been completed as per the agreed terms and conditions.

**APPLICATION FORM FOR APPOINTMENT OF STATUTORY AUDITOR**

(A detailed profile or annexure with reference along with self-attested credential must be attached)

Status of the Firm: -                      partnership:                       Sole Proprietorship:

1. (a) Name of the firm (in capital letters): \_\_\_\_\_

(b) (i) Address of Head office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Telephone no. \_\_\_\_\_

(iii) Email ID . \_\_\_\_\_

(c) (i) Address in Jharkhand: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Telephone no. \_\_\_\_\_

(iii) Email ID . \_\_\_\_\_

2. ICAI Registration No \_\_\_\_\_ Region Name \_\_\_\_\_

(attach self-attested copy of Firm's Contribution Certificate issued by ICAI)

3. Empanelment number with C&AG if empanelled.

4. Annual turnover (Attach audited financial statements)

5. Full-time partners/Sole proprietor of the firm as on 01.01.2018

6. Number of part time partners if any, as on 01.01.2018

7. Number of Employed Chartered Accountant as on 01.01.2018



8. Number of audit staff employed full-time with the firm

(a) Article/ Account's Clerk \_\_\_\_\_

(b) Other Staff (with knowledge of book \_\_\_\_\_

Keeping and accountancy)

(c) Other professional Staff (please specify) \_\_\_\_\_

(list to be attached for SI. No. 5 to 8)

9. Whether the firm has experience in conducting Audit in Government

Institution, Autonomous Institution and Educational body

(yes/No)

(if "yes" details along with credential must be given separately)

10. Whether the firm is engaged in any internal or external or

providing any other services to any Organization of

Jharkhand Academic Council (yes/No)

11. Are there are any court/arbitration/legal cases against the firm: (yes/No)

(if yes, give a brief note of the cases indicating its present status)

**DECLARATION**

(In letter head)

I/We hereby certify that:

- 1 The information provided in the application form are to the best of my/our knowledge and Belief, true and correct in all particulars.
- 2 There is no litigation pending against the firm or its Partners/ Proprietor.
- 3 I/We shall furnish all information as required by JAC in connection with this assignment
- 4 All information provided by JAC is in the course of the assignment shall be kept strictly confidential.
- 5 This is to certify that none of the Chartered Accountants or the Firm who are going to be appointed with this work, have any interest in the business of the JAC and have no relative working in the office. Further they have not been associated with Accounts of JAC and involved in financial dealings of the Council.
- 6 I/we understand and accept that JAC has a right to reject our application without assigning any reason therefore.

Name of the Authorised Signatory	Designation	Name of the Firm	Signature

Place:

Date:

(Signature with Seal)