

**EOI are invited for Netarhat Residential School, Netarhat from reputed chartered accountants' firms having relevant experience in the audit of books of accounts.**

**A. ELIGIBILITY CRITERIA FOR CONSIDERATION: -**

**1. Minimum eligibility criteria for consideration: -**

- (i) The Firm must be registered with ICAI and C&AG.
- (ii) Minimum experience of 10 years in Statutory Audit/Internal Audit of Government body, Autonomous body, Academic Institutions etc.
- (iii) Firm should not be blacklisted by any of the Government Department or Authorities.
- (iv) Having Head office preferably in Ranchi, Jharkhand.
- (v) Minimum turnover of Rs. 30 lakhs in the last financial year i.e. 23-24.

**B. DOCUMENTS TO BE SUBMITTED BY THE CA FIRMS: - (TECHNICAL BID)**

Interested and eligible CA Firms may submit their application in the format given in Annexure – A, B & C. The application Form duly filled in, along with all following documents/information duly self-attested by any partner/proprietor should be submitted.

- i. Membership Certificate of Practice issued by ICAI.
- ii. Certificate of Empanelment with C&AG.
- iii. Minimum experience of 10 years in Statutory Audit/Internal Audit of Government body, Autonomous body, Academic Institutions etc.
- iv. Having Head office preferably in Ranchi, Jharkhand.
- v. Minimum turnover of Rs. 30 lakhs in the last financial year i.e. 23-24.
- vi. PAN Card & GST Registration of Firm
- vii. The bidders must submit self-attested copies of last 3 years Income Tax return in the name of the firm / proprietor.
- viii. Details regarding experience of Govt/PSU/Statutory bodies/Local authority/state government/corporate houses.
- ix. Document in support of financial turnover of the firm.
- x. Firm should not be blacklisted by any of the Government Department or Authorities. (Affidavit on stamp paper of Rs. 10.)
- xi. Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.

### **C. OTHER TERMS & CONDITION:**

- a) One bidder can give only one quote either directly or indirectly.
- b) The bidder must not be blacklisted either by Netarhat Residential School, Netarhat or any other University/institution/Government department. An affidavit to this effect must be submitted.
- c) Entire work must be implemented within stipulated time from the date of issue of Work Order. Delay in work will lead to impose the penalty of 0.5 % per week to the maximum 2% of order value.
- d) Netarhat Residential School, Netarhat reserves the right to cancel or giving the order to any other party who have contested in this tender if the work is not deployed even after the date mentioned in the work order.
- e) The Principal, Netarhat Residential School, Netarhat reserves the right of accepting the whole or any part of the Tender and BIDDER shall be bound to perform the same at his quoted rates.
- f) The Principal, Netarhat Residential School, Netarhat reserves all right to amend or withdraw any of the terms and conditions contained in tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the principal in this regard shall be final and binding on all.

### **D.SUBMISSION OF EOI**

- a) Separate envelopes for technical & financial bids to be placed in one envelop.
- b) The tender must be dropped in the TENDER BOX kept for this purpose in the Principal's Office on or before the due date i.e. 19<sup>th</sup> June, 2025 up to 02.00P.M.
- c) The school reserves right to reject any tender which fails to comply with the above instructions.
- d) The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The school will not be responsible for the non-receipt of quotation within the specified date and time due to any reason including holidays or delays.

#### **E. OPENING OF TENDER**

The tender will be opened in the office of The Principal, Netarhat Residential School, Netarhat as on 19<sup>th</sup> June, 2025 at 3.00 P.M.

**F.MINIMUM FEES:**For guidance purpose, the minimum fees to be quoted for statutory audit is **Rs. 75,000/- (Rupees Seventy-Five Thousand Only)** per year including GST.

**G.WORK COMPLETION:** The selected chartered accountant firm shall complete the work within one month from the placement of the work order.

#### **H.ORDER CANCELLATION:**

Delay in work beyond the stipulated time mentioned in the work order from the date of issue of the work order.

## APPLICATION

**Details of Chartered Accountant firm for the Statutory Audit of Netarhat Residential School, Netarhat for the financial year 2024-25 onwards:**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the firm	
2.	Address of the Registered/Head Office	
3.	Telephone no. and E-mail address	
4.	ICAI Registration No. with Region Name and Code No.	
5.	Empanelment Number with C&AG.	
6.	Date of constitution of the firm	
7.	PAN No. of the firm	
8.	Date since when the firm has a full time FCA	
9.	Number of Full-Time Partners as on 1-4-2025 (Details to be provided in "Annex-A")	
10.	Number of Part time Partners if any, as on 1-4-2025.	
11.	Number of Full Time Chartered Accountant Employees as on 1-4-2025.	
12.	Number of Branches (Details to be provided in "Annex-B")	
13.	Whether the firm is engaged in any Statutory/Internal/Concurrent Audit and other accounting work of any Govt.Companies/Autonomous body, and Academic Institutions etc. (If yes, details may be given "Annex-C").	
14.	Turnover of the Firm (last 3 years)	

**(On Firms Letter Head)**

**Annex-A**

**Details of Full Time Partners of the Firm**

<b>Sl.No.</b>	<b>Name of the Partner</b>	<b>Membership No.</b>	<b>Whether FCA/ACA</b>	<b>Date of Joining the firm (full time)</b>

**(Signature of Authorized Person with seal of the Firm)**

Place :

Date :



**(On Firms Letter Head)**

**Annex- C**

Details of Statutory/Internal Audit Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five year as on 31.03.2024.

<b>Name of Client</b>	<b>Type of Audits (Tick appropriate Box)</b>		
	<b>Statutory</b>	<b>Tax Audit</b>	<b>Internal/Other</b>
<b>Academic Institutions</b>			
1.			
2.			
3.			
<b>Co- Operative Societies</b>			
1.			
2.			
3.			
<b>Companies (PSU)</b>			
1.			
2.			
3.			
<b>Companies (Other)</b>			
1.			
2.			
3.			
<b>Autonomous bodies</b>			
1.			
2.			
3.			

**(Signature of Authorized Person with seal of the Firm)**

Place:

Date:

**(On Firms Letter Head)**

**Undertaking**

I/We the following partners of M/s. \_\_\_\_\_, Chartered Accountants do hereby jointly and severally verify and declare –

**(i)** that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;

**(ii)** that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);

**(iii)** that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;

**(iv)** that the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

<b>Sl. No.</b>	<b>Name of the Partner</b>	<b>Membership Registration No.</b>	<b>PAN</b>	<b>Signature of partner</b>

**(Signature of Authorized Person with seal of the Firm)**

Place:

Date :

## **SCOPE OF WORK FOR THE STATUTORY AUDITOR**

### **TERMS OF REFERENCE FOR APPOINTMENT OF A STATUTORY AUDITOR FOR THE AUDIT OF ACCOUNTS OF NETARHAT RESIDENTIAL SCHOOL, NETARHAT FOR THE FINANCIAL YEAR 2024-25 ONWARDS.**

#### **OBJECTIVES**

The objectives of the statutory audit for the financial year 2024-25 is to seek a professional opinion on the financial statement of Netarhat Residential School, Netarhat for the financial year 2024-25 and to ensure that funds received and expenditure incurred are in accordance with the laid down financial regulations, prescribed Procurement procedures, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

#### **Scope**

The Statutory Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under: -

#### **1. Statutory Audit to cover the areas ensuring that,**

- (a) Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- (b) Utilization of external funds is in accordance with financing agreements.
- (c) Government funds are utilized for purposes for which they are provided.
- (d) Goods and services have been procured in compliance with the financing agreement.
- (e) Transactions are duly supported by proper supporting documents.
- (f) Propriety of the transactions.
- (g) Checking the maintenance of books of accounts and records.
- (h) Checking the bank reconciliation statements.
- (i) Checking of various taxes/statutory compliance.

(j) To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at General Meeting/Board of Executive Committee Meeting are given in the Books of Account.

(n) To give executive summary incorporating all points/matters; which are of very important nature.

## **2. Financial Books**

(a) Verification of Cash Book, Passbook and Vouching of expenditure.

(b) Scrutiny of General Ledger, Staff Advance Registers etc.

(c) Verification of cash/ bank balance, cheques on hand etc. as on 31st of March every year.

(d) Scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.

(e) Verification of all financial information completely, promptly and after the necessary authorisation was recorded.

## **3. Comprehensive audit**

The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, delegation of financial powers and management of information systems, organisational effectiveness, management of equipment, plant, and machinery etc.

## **4. Accounting policy & standard**

(a) To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.

(b) Review of Accounts.

(c) Check all recorded entries comply with accounting standard.

## **5. System Improvement**

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

## **6. The Chartered Accountant firm so appointed would be required to give: -**

(a) Audit Certificates and issue any other certificate as may be required by the society from time to time without any additional fee to be paid by the society.

(b) Statements in annual report that describes the work of school. The responsibilities of the audit also include reporting on the adequacy of statements.

## **7. Liaison**

The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.

**8.** The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the audit qualifications in the Statutory Audit report of this assignment.

## **9. Reporting**

After finalization of Audit, the Statutory Auditors shall submit Audit Report on the Accounts Audited.

## **10. GENERAL**

Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters, and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.

**FINANCIAL BID**

**FOR STATUTORY AUDIT OF NETARHAT RESIDENTIAL SCHOOL**

**(For FY 2024-25, 2025-26 & 2026-27)**

To,

**The Principal,**

Netarhat Residential School,

Netarhat, Latehar-835218,

Jharkhand.

**Dear Sir,**

We, the undersigned, having read and understood the Tender Document, hereby quote our professional fees for conducting the statutory audit of Netarhat Residential School for the financial years as mentioned below:

<b>Financial Year</b>	<b>Audit Fee (INR)</b>	<b>GST (INR)</b>	<b>Total Amount (INR)</b>
FY 2024-25			
FY 2025-26			
FY 2026-27			
<b>Total (for 3 Years)</b>			

**Note:**

1. The above fee is inclusive of all charges such as travel, clerical support, and out-of-pocket expenses.
2. The quoted fee shall remain firm for the entire period of engagement.
3. Payment shall be subject to satisfactory completion of audit and submission of all required reports.

**(Signature of Authorized Person with seal of the Firm)**

Place:

Date: