



**NETARHAT RESIDENTIAL SCHOOL, NETARHAT**  
**INVITES**  
**EXPRESSION OF INTEREST FOR EMPANELMENT OF CHARTERED**  
**ACCOUNTANT FIRMS**

Advt No. -4133

Dated- 24.12.2016

Netarhat Residential School a fully Residential Boy's Senior Secondary School is located 155 km. far from Ranchi on top of beautiful Netarhat plateau. This being a premier Government Educational Institution the State Government has granted it an autonomous status since 2009. However, state Government's budgetary support to it continues as before.

Expression of Interest is invited for empanelment of Chartered Accountant firms to conduct Statutory Audit for the F.Y. 2015-16 onwards. The application form and other relevant documents will be available in the office of the undersigned or can also be downloaded from the website [www.netarhatvidyalaya.com](http://www.netarhatvidyalaya.com).

Selection of firms will be done only after detailed scrutiny of the proposal submitted by the firm, their competency etc. by the respective authority. In case the outsourcing firm performance is found to be satisfactory, the contract can be continue for the further period also.

Interested parties may submit their Expression of interest super scribing "EOI for Empanelment of Chartered Accountant Firms for Statutory Audit" to the Principal, Netarhat Residential School, Netahat through Registered Post/Speed Post/Courier Service / By hand only on or before 6<sup>th</sup> January, 2017 up to 2p.m.

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

**Sd/-**  
**(Principal)**  
Netarhat Residential School,  
Netarhat

## **General Terms and Conditions**

1. Chartered Accountant firms should have adequate experience in Audit of Autonomous body particularly in education field.
2. Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency etc.
3. The firm shall have adequate no. of qualified CA with relevant experience and engaged in full time Audit work.
- 3 Certificate of Empanelment with C&AG if Empanelled.
4. All informations should be kept confidential by the firm / C.A.
5. All assignments shall be carried out with due diligence maintaing quality of work done and in least possible time.
6. Principal reserves the right to reject any or all the bids without assigning any reason thereto. Principal will also have a right to reject any bid on the basis of unsatisfactory past performance of a bidder or warranted termination of past contract. Suppression/misrepresentation of any factual information by any bidder or furnishing false information shall render the contract liable to be terminated. The decision of Principal shall be final and binding in this regard.
7. No TA/DA expenses will be borne by the School for the audit firms undertaking audit work and this will be meeting by the audit firms.
8. In case the outsourcing firm fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by giving one month's notice.
9. The firm will have to start the audit within 07 days of the receipt of the letter of appointment.

## **Submission of Audit Report**

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

## **Regulation of Audit fees**

The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of Audit Report. Completion of Audit will be inclusive of conduct of audit, submission and discussion of report with the school. The school will not pay any advance to the selected audit firm under any circumstances.

## Application Form

Status of the Firm: - Partnership:  Sole Proprietorship:

1. (a) Name of the firm (in Capital letters) \_\_\_\_\_  
(b) Address of the Head Office \_\_\_\_\_  
(Please also give telephone no. \_\_\_\_\_  
and e-mail address) \_\_\_\_\_
2. ICAI Registration No. \_\_\_\_\_
3. Region Name (Institute of Chartered Accountant of India) \_\_\_\_\_  
Region Code No. \_\_\_\_\_
3. Empanelment number with C&AG if Empanelled
4. (a) Date of constitution of the firm:  
(b) Date since when the firm has a full time FCA
5. Full-time Partners / Sole Proprietor of the firm as on 31<sup>st</sup> March, 2016  
(attach the copy of Firm's Contrition Certificate issued by ICAI as on 01.01.2016)
6. Number of Part time Partners if any, as on 31<sup>st</sup> March 2016.
7. Number of Full time Chartered Accountant as on 31<sup>st</sup> March 2016.
8. Number of audit staff employed full-time with the firm
  - (a) Articles / Audit Clerks \_\_\_\_\_
  - (b) Other audit Staff (with knowledge of book keeping and accountancy) \_\_\_\_\_
  - (c) Other Professional Staff (please specify) \_\_\_\_\_  
(list to be attached for Sl. No. 5 to 8)

9. Number of Branches if any (please mention places & locations) \_\_\_\_\_
10. Whether the firm is engaged in any internal or external or providing any other services to any Govt. Company / Corporation or co-operation institution etc. (Yes/No)  
If “yes” details may be given on a separate sheet.
11. Whether the firm has experience in conducting audit in education Sector (Yes/No) (if yes, a brief note on the procedure adopted is be enclosed)
12. 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)
13. Audit Fess to be charged by the firm ( Including taxes) :

### **DECLARATION**

I/We hereby certify that:

1. The information provided above is to the best of my/our knowledge and belief, true and correct in all particulars.
2. I/We shall furnish all information as required by School in connection with this assignment.
3. All information provided by school is in the course of the assignment shall be kept strictly confidential.
4. I/We understand and accept that principal 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)