



झारखण्ड अधिविद्य परिषद्, राँची  
JHARKHAND ACADEMIC COUNCIL, RANCHI  
Gyandeep Campus, Bargawan, Namkum, Ranchi - 834010  
www.jac.nic.in

**Expression of Interest for Chartered Accountant Firms**

विज्ञप्ति संख्या - 60/2014

Expression of Interest is invited from C & AG empanelled/registered Chartered Accountant firms having turnover of Rs. 20 Lakhs per annum and having its office in Ranchi, to conduct Statutory audit under Jharkhand Academic Council for the year 2003-2004 to 2013-2014. Jharkhand Academic Council is an autonomous statutory body established by the order of the State Government.

The application form and relevant documents are available at JAC website www.jac.nic.in, which can be downloaded for use. Terms of reference and scope of Audit work can be obtained from the office of the Secretary, JAC. Interested Parties/ firms may submit their Expression of interest superscribing ðEOI for Statutory Audit, separately for technical & financial bids to the undersigned on or before 22 September, 2014 during working hours.

The tender document will be opened on 23 September, 2014 at 03:00 P.M. The tenderer may present at the time of opening of the bid.

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

By Order of Chairman,

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. A list of full time employed chartered Accountants with their complete bio-data be enclosed.
2. Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency etc.
3. Empanelled with C &AG or not.
4. All information 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. All reporting shall be done on regular basis.
7. JAC Chairman reserves the right to cancel/selected firm, without assigning any reason.
8. The firm will have to start the audit within 10 days of the receipt of the letter of appointment.
9. Application form should be filled up properly.

## **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 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 report 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 Report. 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

Status of the Firm: - Partnership:  Sole Proprietorship:

1. (a) Name of the firm (in Capital letters): \_\_\_\_\_  
(b) Address : \_\_\_\_\_  
(Please also give telephone no. \_\_\_\_\_  
and e-mail address) \_\_\_\_\_
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.  
(attach self attested copy of empanelment)
4. (a) Date of constitution of the firm:  
(b) Date since when the firm has a full time FCA
5. Annual turnover (Attach self attested balance sheet
6. Full-time Partners / Sole Proprietor of the firm as on 01.01.2014
7. Number of Part time Partners if any, as on 01.01.2014.
8. Number of Full time Chartered Accountant as on 01.01.2014.
9. Number of audit staff employed full-time with the firm  
(a) Articles / Account's Clerk \_\_\_\_\_  
(b) Other Staff (with knowledge of book \_\_\_\_\_  
keeping and accountancy) \_\_\_\_\_  
(c) Other Professional Staff (please specify) \_\_\_\_\_  
(list to be attached for Sl. No. 5 to 8)
10. Number of Branches if any \_\_\_\_\_  
(please mention places & locations)
11. 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 along with credential must be given separately)
12. Whether the firm has experience in conducting Audit in education Sector (Yes/No)  
(if 'yes' details along with credential must be given separately)
13. 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 Company/firm or its Directors.
3. I/We shall furnish all information as required by JAC in connection with this assignment.
4. All information provided by JAC 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)