

**CORRIGENDUM**

**Please read** Chartered Accountant Firms instead of Chartered Accountant Firms (Partnership firms)

**INVITATION FOR EXPRESSION OF INTEREST FOR  
AUDIT /ASSISTANCE FOR ICT SCHEMES HARYANA  
SECONDARY EDUCATION DEPARTMENT,  
PANCHKULA THE FINANCIAL YEAR 2013-14**

Education Department Haryana invites Expression of Interest (EOI) from Chartered Accountant Firms in the prescribed format for short listing, for engagement of Chartered Accountant for Audit /Assistance of ICT Scheme of Education Department, Haryana being implemented in various schools in the State of Haryana.

The prescribed format of Expression of Interest and other necessary documents can be downloaded from the Website: [www.schooleducationharyana.gov.in](http://www.schooleducationharyana.gov.in) after 23.7.2013. The interested firms may submit the EOI alongwith the photocopies of all the required certificates supporting the particulars mentioned in the EOI latest by 8.8.2013 upto 5.00 PM in the office of Assistant Director-IT, 5<sup>th</sup> floor IT-Cell, Shiksha Sadan, Sector-5, Panchkula, Haryana. The Director Secondary Education, Haryana reserves the right to accept or reject any or all the proposal without assigning any reason.

**Director Secondary Education, Haryana, Panchkula**

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**Director Secondary Education, Haryana, Panchkula**

### **Pre Qualification Criteria**

1. The firm should have more than 15 years of experience in the field of Accounting and Auditing.
2. The firm should have sufficient staff and infrastructure to carry out the Audit at Directorate of Secondary Education.
3. The Head office of the firm must be either at Chandigarh or Panchkula or Mohali.
4. To carry out the Audit work, firm should have two full times FCA. Atleast one partner should be DISA/CISA.
5. Annual receipt of firm should not be less than Rs.15.00 Lac during the last three financial year.

**Expression of Interest for short listing Chartered Accountant firms  
for the Statutory Audit assignment of ICT Project being implemented by  
the Department of Secondary Education Haryana, Panchkula for the  
financial year: 2013-14**

Status of 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)  
 (c) PAN No. of the firm \_\_\_\_\_
2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_
3. (a) Date of constitution of the firm:  
 (b) Date since when the firms has a full time FCA
4. Number of Full-Time Partners in a firm as on 1-6-2013 \_\_\_\_\_  
 (Please fill up **Annex A**)
5. Number of Full Time Chartered Accountant Employees as on 1-6-2013
6. 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) \_\_\_\_\_
7. Number of Branches (Please fill up **Annex -B**) \_\_\_\_\_
8. Whether the firm is engaged in any Statutory/Internal/Concurrent  
 Audit of any Govt. Companies/Corporations etc. Yes/No  
 If yes, details may be given "**Annex C**".
9. Whether the firm is implementing quality control Policies and  
 procedures designed to ensure that all audits are conducted in Yes/No  
 accordance with Statements on Standard Auditing Practices (SAP 17)  
 (If yes, a brief note on the procedure adopted is to be given)
10. Whether there is any court/arbitration/any other legal case against  
 the firm (If yes, give a brief note of the case indicating its present status) Yes/No

## Undertaking

I/We the sole proprietor/following partners of M/s. \_\_\_\_\_  
Chartered Accountant 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 from 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, proprietor or partners has not been debarred or cautioned by ICAI during the last three 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 Accountants Act, 1949;
- (iv) that the constitution of the firm as on 1<sup>st</sup> January of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Sr. No.	Name of the partner / sole proprietor	Membership Registration No.	PAN No.	Dates of payment of the fees for the relevant year _____ A/B	Signature of partner / sole proprietor

(Seal of the Firm)

**\*A For membership**

**B For issue of certificate of Practice**

Place:

Date:

Enclosures: \_\_\_\_\_ pages

### **Scope of work**

1. To help the department of Education for preparing the budget estimate on the basis of contract agreement made with various Service Provider(s) w.r.t. guidelines, financial parameters for implementing the information and communication technology (ICT) and other computer education related schemes as approved by the GOI/ State Govt.
2. To work out the state liability, periodical requirement of funds, prepare of proposal for arranging grant from GOI & State Govt., to prepare the utilization certificate (UC) after auditing the funds utilized for implementation of the schemes as per the guidelines of the GOI / State Govt.
3. To maintain the accounts relating to receipt of funds from the GOI and State in the ICT & other computer education related schemes.
4. To maintain the accounts of expenditure incurred by the department by making payments to various service providers in these schemes.
5. To check the claims of the Service Provider(s)/agencies w.r.t. terms and conditions, Service Level Agreements (SLA's) on the basis of monthly information reports/ monthly monitoring reports and to point out the deficiency in the reports, calculation of penalty/fine during implementation period/post acceptance period and in the event of default.
6. To check the applicability and implementation of other issues like TDS, WCT, implementation of labour laws, EPF, ESI and other statutory obligations.
7. To arrange third party audit, performance evaluation of scheme in terms of physical and fiscal targets, preparation of record / accounts in auditable manner, preparation of reply to audit observations, if any, relating to these schemes.