

## SCHEDULE-1

**Expression of Interest (EoI) for Appointment of Statutory Auditors & Internal Auditor**  
**for**  
**Technical Education Quality Improvement-II Project.**

Applicant's Name & Address:

To

State Project Advisor-cum-Director Technical Education, U.T.,  
SPFU, PEC Campus, Sector 12,  
Chandigarh.

Dear Sirs,

In support of our Expression of Interest, we furnish herewith our data/details/documents etc., alongwith other information, as follows:

1.0 **GENERAL INFORMATION**

[Applicant is required to provide general information as per the following format]

1.	Name of the Firm	
2.	Head Office/Registered Office Address	
3.	Telephone	
4.	Fax	
5.	Contact Person	
6.	Place of Incorporation/Registration	
7.	Year of Incorporation/Registration	
8.	PAN No. of the Firm	
9.	TIN No. of the Firm	
10.	Applied for Statutory Auditors or Internal Auditor.	

## 2.0 Eligibility Criteria:

- i. The firm must be empanelled with C&AG, without which the application of the firm would not be considered.
- ii. Firms must qualify following minimum criteria:

Sl. No.	Particulars*	Minimum criteria	Details of the Firm
1.	Number of Full Time Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per Certificate of ICAI as on 1.1.2009)	4	
2.	Turnover of the firm (Average annual in last three financial yrs.)	Minimum Rs.25 Lakhs	
3.	No. of Years of Firm Existence	5 Yrs.	
4.	No. of assignments of Statutory Audit of Corporate/PSUs entities except Bank Branch Audit having a turnover of not less than Rs.25 crores in the last 3 years.	4	
5.	No. of assignemnts: Experience of audit of Externally aided Projects/Social sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years	4	

- a) Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
- b) **Supporting Documents for Eligibility Criterions:** Following supporting documents must be submitted by the firm along with the technical proposal:
  - i. For S.No.1 above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2009.
  - ii. For S. No.2, the firm must submit, a copy of the balance sheet for the last three years.
  - iii. For S. No.4 & 5, the firm must submit a copy of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.
- III. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior. [Self attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorized person of the firm].

**Note:** Firm can apply for Statutory Auditor and Internal Auditor both separately but selection will be made for only one i.e. Statutory Auditor or Internal Auditor.

## CRITERIA FOR SELECTION OF AUDITOR

### Criteria: Expression of Interest (EOI)

The Criteria for selecting the auditor are mentioned below:

S. No.	Details
1	Number of Partners
2	Presence of the Firm in Project State
3	Number of Professionally Qualified Staff Between 10-25 staff More than 25 staff
4	Turnover for the last five years More than 50 lacs and up to 75 Lacs More than 75 Lacs
5	Number of Audit and similar assignments undertaken during last 5 years
6	Number of World Bank Project Audits** undertaken during the last 5 years
	Total Marks

\* The audit firms must be empanelled with the C&AG and eligible for major audits

\*\* World Bank audits means any audit conducted by the firm for World Bank clients, and includes both external audit and internal audit.

### Criteria for Selection of Auditors-Request for Proposal (RFP)

The Criteria for selecting the auditor are mentioned below:

S. No.	Criteria	Details
1	Number of External Audit/similar assignments undertaken during last 5 years	
2	Number of World Bank project Audits***undertaken during the last 5 years	
3	Based On Team proposed > Partner > Audit Manager > Audit Staff	
	<b>Total Marks</b>	
	The individuals shall be rated on the following sub-criteria, as relevant to the task:	
	<u>General qualifications:</u> general education and training, length of experience, positions held, time with the firm as staff, experience in developing countries, and so forth;	
	<u>Adequacy for the assignment:</u> education, training, and experience in the specific sector, field, subject, and so forth, relevant to the particular assignment, and	
	<u>Experience of working on World Bank projects</u>	
	<u>Experience of working with Government departments/similar projects</u>	

\* The audit firms must be empanelled with the C&AG and eligible for major audits.