



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

EXPRESSION OF INTEREST
FOR APPOINTMENT OF STATUTORY AUDITOR

Ajmer Chapter of Northern India Regional Council of The Institute of Company Secretaries of India (Ajmer Chapter of NIRC – ICSI), a premier professional body under the jurisdiction of Ministry of Corporate Affairs invites Expression of Interest (EOI) from Ajmer/ Kishangarh based reputed firms of Chartered Accountants for appointment of Statutory Auditor for Ajmer Chapter Office situated at Ajmer for the Financial Year 2021-22. The appointment may further extendable for further four years on annual renewable basis based on the performance.

The eligibility criteria, scope of work, audit fees, application format and other terms & conditions are given in annexure attached hereto.

Annexure – A

Eligibility Criteria

1. Basic Criteria

Sr. No.	Requirements
1.	At least 5 years of existence of Firm
2.	The Firm should have one or mor qualified CA/CS in full time appointment including partners
3.	The firm should have Statutory Audit experience of minimum 5 years in Public Sector Undertakings/ Government Entities/ Autonomous or Statutory Bodies or Bank Branches
4.	Annual average turnover of firms should be at least Rs. 10 lacs in previous three financial years
5.	Head office of the firm should be located in Ajmer/ Kishangarh
6.	The Firm should have valid GST Registration Number

2. Disqualifications: The Chartered Accountants firm shall not be eligible for assignment if

Sr. No.	Disqualifications
1.	The Chartered Accountants Firm or any of its partners has been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 and/or Company Secretaries Act, 1980 during the current year and immediate past five years
2.	The firm or any of its partners has any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.
3.	Any of the partners of the firm or their relative is /was a member of Central Council/ Regional Council, Chapter Managing Committee of ICSI during the current year and immediate past four years i.e. from 1st April, 2016 to till date.

Declaration:

The Chartered Accountants Firm while expressing their interest shall be required to submit a declaration on their letter head that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished by the applicant shall lead to rejection of the application.



Annexure – B

Scope of Work

1. The auditors shall make a report to the Members of Ajmer Chapter of Northern India Regional Council of ICSI on the accounts examined by them, on balance sheet, income and expenditure account and/or on other document annexed thereto of Ajmer chapter of NIRC of ICSI, taking into consideration the relevant sections of The Company Secretaries Act, 1980 and The Company Secretaries Regulations, 1982.
2. The Auditor shall also make a report on Consolidated Annual Accounts of Ajmer Chapter of NIRC of ICSI.
3. The Auditor should submit their report on consolidated annual accounts by 30th April of succeeding financial year.
4. The Auditor should conduct their audit as per the applicable auditing standards set by the Institute of Chartered Accountants of India.
5. The Auditor should conduct physical verification of Fixed Assets of Ajmer Chapter of NIRC of ICSI, cash verification, stock verification etc. preferably on the last date of financial year.
6. The Auditor should also provide necessary advise/guidance on statutory compliances viz. GST, TDS etc. regularly for effective discharge of statutory compliances by Ajmer Chapter of NIRC of ICSI.

Annexure – C

Audit Fees

The audit fees shall be INR 5,000 (*Rupees Five Thousand only*). However, the fees shall be exclusive of GST and shall be paid on submission of final audit report of standalone and consolidated accounts.

Annexure – D

Application Format

The desired firms shall submit their application in the given format and attached the necessary documents and certificates along with application form:

APPLICATION FORM

S.No.	Particulars	Documents/Certificates to be attached
1.	Name of the Firm	<i>Firm Registration Certificate</i>
2.	Address of Registered/Head office	
3.	Telephone Numbers	
4.	Email Address	
5.	PAN No.	<i>Copy of PAN</i>
6.	GST No.	<i>Copy of GST registration certificate</i>
7.	ICAI Firm Registration No.	<i>Firm Registration Certificate</i>
8.	Date of Constitution of Firm	
9.	No. of Partners	<i>Self-declaration on letterhead with details of partners</i>
10.	No. of Branches	
11.	Address of Branch offices	
12.	Turnover of the Firm (last three year's turnover)	<i>ITR of last 3 (three) years</i>
13.	Whether Firm has experience of Audit of PSU, Govt. Entity, Statutory or Autonomous Body? If yes, please specify no. of clients.	<i>Provide details on letterhead along with certificate of client.</i>
14.	Years of Audit Experience in above audits	

Annexure – E

Other terms & conditions

- Interested firms of Chartered Accountants which meet the eligibility criteria as mentioned in Annexure A, may furnish their Expression of Interest in the Application Format given in Annexure D along with all the necessary certificates, documents, declaration etc. in hard copy to the Ajmer Chapter office: **Executive Officer, Ajmer Chapter of NIRC-ICSI, 1936, Inder Villa, Laxmi Nayan Lane, New Kayasth Colony, Lohagal Road, Ajmer-305001.**
- The duly filled application shall reach to Ajmer Chapter office latest by 10th August, 2021.
- There shall be no fees for the application.
- Queries, if any, in this regard may be asked on 0145-2425013 (Mon – Fri, 11:00 AM to 4:00 PM)
- Any amendment / corrigendum / clarification to the EOI will be posted on the website of Ajmer Chapter of NIRC of ICSI, i.e. www.icsi.edu/ajmer/home/
- The Ajmer Chapter of NIRC-ICSI shall not be liable for non-receipt/late receipt of any of the Application.
- The Ajmer Chapter of NIRC-ICSI reserves the right to reject any of the applications without assigning any reason at any time and may call for any other details or additional information from any of the applicants at its own discretion. Non submission of details sought for will render



the firm ineligible for the assignment. In this regard, the decision of Ajmer Chapter of NIRC-ICSI shall be final on all the applicants.

- 8.** The decision of the Ajmer Chapter of NIRC-ICSI shall be final as regards to the criteria to finalize the firmout of the applications so received and selection of auditor.
- 9.** Incomplete applications shall be summarily rejected.
- 10.** Audit shall be conducted by appointed firm only and shall not be allowed to sublet the audit assignment.
- 11.** The auditor shall maintain professional integrity and confidentiality of information obtained during the course of audit.
- 12.** In case of any dispute or difference arising out of or in connection with any of the terms and condition to the Assignment, in the first instance, the parties shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons therefor. The cost of the arbitration shall be borne by both the parties.
- 13.** Subject to the arbitration clause as mentioned above, the Courts at Ajmer City shall have the exclusive jurisdiction to try any suit in the matter.