



OIL AND NATURAL GAS CORPORATION LIMITED
EMPLOYEES CONTRIBUTORY PROVIDENT FUND TRUST
TELBHAVAN, DEHRADUN

Phone: 0135 - 2793100, 2793107 Fax: 0135 - 2755324 Email: ecpcf@ongc.co.in

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**INVITATION TO CHARTERED ACCOUNTANCY FIRMS BASED AT DEHRADUN
FOR STATUTORY AUDIT OF ONGC ECPF TRUST ADMINISTERED & MANAGED
BY OIL AND NATURAL GAS CORPORATION LIMITED, DEHRADUN**

FOR THE YEAR 2016-17

Proposals are invited from Chartered Accountancy firms based at Dehradun, who are registered with the Institute of Chartered Accountants of India and empanelled with Comptroller and Auditor General of India to conduct the statutory audit of the following ONGC ECPF Trust for the financial year 2016-17-

ONGC Employees Contributory Provident Fund Trust (ONGC ECPF Trust)

Audit fees- Rs 50,000/- (Rupees fifty thousand only) (including all Taxes)

Scope of work- (i) Audit

(ii) E-filing of Income Tax Return

Contact person- Shri Hemant Kundra, Manager (F&A), Tel no- (0135) 2793107,
Shri R K Tripathi, Dy Manager (F&A), Tel no- (0135) 2793104

email id- ecpcf@ongc.co.in, hemantkundra@gmail.com, Tripathi_ramkrishna@ongc.co.in

Note: - The following Audit firms will not be eligible for appointment in ONGC ECPF Trust for the FY 2016-17

- (i) Which have conducted the audit of ONGC ECPF Trust for the last year, i.e., FY 2015-16
- (ii) Which have conducted the audit of ONGC ECPF Trust for two times in the last six years, ie, from FY 2010-11 to 2015-16.

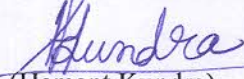
Consequently, these firms are requested not to send their proposal to ONGC ECPF Trust for the Audit of FY 2016-17.

The proposal has to be submitted as per details given in Annexure on or before 15th June 2017. The annexure is attached with this letter.

Thanking you,

Sincerely,

For and on behalf of ONGC Welfare Trusts


(Hemant Kundra) 01/06/2017
Manager (F&A) & Executive Officer
ONGC ECPF Trust



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ANNEXURE

(ON THE LETTER HEAD OF THE COMPANY)

Proposal for Audit of (Name of Trust)

Sl. No	Particulars	
1	a. Name of the firm (in capital letter)	
	b. Address of the Head Office (please also give telephone no. and e-mail address) c. PAN no. of the firm d. Name and telephone number of contact person	
2	ICAI registration No.:	
3	Date of registration with ICAI	
4	Empanelment number with Comptroller and Auditor General of India (C&AG)	
5	Number of Full-Time Fellow Partners (Full time Fellow Partner means having association with one Firm only)	
6	Number of Other than Full-Time Fellow Partners (Other than full time Fellow Partner means having association in more than one firm.)	
7	Number of Full-Time Associate Partners (Full time Associate Partner means having association with one Firm only)	
8	Number of Other than Full-Time Associate Partners (Other than Full time Associate Partner means having association with more than one Firm)	
9	Turnover of the Firm in the previous financial year (in lakh)	
10	Number of qualified assistants (Chartered/Cost Accountant) in the Firm. He should be a member of his respective Institute. (Please attach list of Name & Qualification of each qualified Assistant/Manager/ Employee specially specifying Fellow or Associate of respective Institute.)	
11	Number of semi-qualified assistants (Intermediate pass Accountant) in the Firm. (Please attach list of Name & Qualification of each Semi-qualified Assistant/ Employee specially specifying level of exams passed of respective Institute.)	
12	Average number of statutory audits (excluding cost audits) done per year in the last three years.	
13	No. of audits of Welfare Trusts	

Hundra
01/06/2017
(HEMANT KUNDRA)
MANAGER (F&A) &
EXECUTIVE OFFICER
ONGC, ECPF TRUST



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14	No. of audits of Welfare Trusts in the previous financial year	
15	Exposure to auditing under System based /ERP environment: Number of Companies audited (name of the company, financial year audited, Confirmation about Statutory Audit SAP-based Accounting /ERP environment.)	

UNDERTAKING

I/We the sole proprietor/partners of M/s. _____ Chartered Accountants 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 form is later found not correct or false or there had been suppression of material information, the firm would stand disqualified.
- (ii) that the firm proprietor or partners have not been debarred by ICAI during last five years

Signature of the Partner/ Sole Proprietor
(Seal of the firm)

Place:

Date:

Hundra

(HEMANT KUNDRA)
MANAGER (F&A) &
EXECUTIVE OFFICER
ONGC, ECPF TRUST

01/06/2017