



OIL AND NATURAL GAS CORPORATION LIMITED
(Office of In-Charge Finance - ONGC Trusts)
Shed No. 21, Tel Bhavan, Dehradun-248003
Phone : 0135-2793100/3545; Fax: 0135-2753549

**INVITATION TO CHARTERED ACCOUNTANCY FIRMS BASED AT DEHRADUN
FOR STATUTORY AUDIT OF WELFARE TRUSTS 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 Welfare Trusts for the financial year 2016-17.

1. Composite Social Security Scheme(CSSS) Trust

Audit fees- Rs 28,625/- (Rupees Twenty Eight Thousand Six Hundred Twenty Five Only) (including applicable service tax)

Scope of work- (i) Audit
(ii) E-filing of Income Tax Return

Contact person- Shri Mrityunjay Mishra, Sr. F&AO, Tel No.- (0135) 2793152,
Email id- cssstrust@ongc.co.in

Note: - The audit firms:

- (i) which have conducted the audit of ONGC CSSS Trust for FY 2015-16 or
- (ii) which have conducted the audit of ONGC CSSS Trust for two times in the last six years i.e. from FY 2010-11 to 2015-16.

will not be eligible for appointment in ONGC CSSS Trust for the FY 2016-17. Consequently, these firms are requested not to send their proposal to ONGC CSSS Trust for the Audit of FY 2016-17.

2. ONGC Sahayog Trust

Audit fees- Rs 12,000/- (Rupees Twelve Thousand only) (including applicable service tax)

Scope of work- (i) Audit
(ii) E-filing of Income Tax Return

Contact person- Shri Ajeet Kumar, Sr. F&AO, Tel No.- (0135) 2793550,
Email id- prbstrust@ongc.co.in

Note: - The audit firms which have conducted the audit of ONGC Sahayog Trust for the FY 2015-16 will not be eligible for appointment in ONGC Sahayog Trust for the FY 2016-17. Consequently, these firms are requested not to send their proposal to ONGC Sahayog Trust for the Audit of FY 2016-17.

Further, in case of ONGC Sahayog Trust, the selected audit firm will be appointed for the financial year 2016-17 and may be extended by Trust on same terms and conditions for one more year.

The information has to be submitted as per details given in Annexure. Separate signed and scanned proposal have to be submitted to separate Trusts on the respective email ids.



OIL AND NATURAL GAS CORPORATION LIMITED

(Office of In-Charge Finance - ONGC Trusts)

Shed No. 21, Tel Bhavan, Dehradun-248003

Phone : 0135-2793100/3545; Fax: 0135-2753549

Information once submitted, shall be taken as final and no further changes shall be allowed. However, clarification if any, shall be sought by ONGC's Trusts as and when required.

The information has to be submitted on or before 10th February, 2017.

The annexure is attached with this letter.

Thanking you,

Sincerely,

For and on behalf of ONGC Welfare Trusts

(Sanjiv Kishorbhai Sutaria)

DGM (F&A) & Incharge finance-All Trusts



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. and Date of registration with ICAI	
3	Empanelment number with Comptroller and Auditor General of India (C&AG)	
4	Number of Full-Time Fellow Partners as on date (Full time Fellow Partner means having association with one Firm only)	
5	Number of Other than Full-Time Fellow Partners as on date (Other than full time Fellow Partner means having association in more than one firm.)	
6	Number of Full-Time Associate Partners as on date (Full time Associate Partner means having association with one Firm only)	
7	Number of Other than Full-Time Associate Partners as on date (Other than Full time Associate Partner means having association with more than one Firm)	
8	Turnover of the Firm in the previous financial year 2015-16 (in lakh)	
9	Number of qualified assistants (Chartered/Cost Accountant) in the Firm as on date. 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 along with membership number.)	
10	Number of semi-qualified assistants (Intermediate pass Accountant) in the Firm as on date. (Please attach list of Name & Qualification of each Semi-qualified Assistant/ Employee specially specifying level of exams passed of respective Institute.)	
11	Average number of statutory audits (excluding cost audits) done per year in the last three years.	
12	Total No. of audits of Welfare Trusts done by firm since inception	
13	No. of audits of Welfare Trusts in the previous financial year 2015-16	
14	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.)	



OIL AND NATURAL GAS CORPORATION LIMITED

(Office of In-Charge Finance - ONGC Trusts)

Shed No. 21, Tel Bhavan, Dehradun-248003

Phone : 0135-2793100/3545; Fax: 0135-2753549

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: