



# ONGC SAHAYOG TRUST

(PRBS Section, Basement, Old Secretariat Bldg., Tel Bhavan, Dehradun)

Phone No. 0135-2793550/2793545

E-mail: [investment\\_prbs@ongc.co.in](mailto:investment_prbs@ongc.co.in)

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## INVITATION TO CHARTERED ACCOUNTANCY FIRMS BASED AT DEHRADUN FOR STATUTORY AUDIT OF ONGC SAHAYOG TRUST, DEHRADUN

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 (the names of the firms should appear in the list available at <http://care.cag.gov.in/policy/EmpStat.aspx>) to conduct the statutory audit of the following ONGC Welfare Trusts.

### 1. ONGC Sahayog Trust

Audit Fees - Rs 25,000/- (Rupees Twenty Five Thousand Only) including GST per financial year.

Scope of work- (i) Audit

(ii) E-filing of Income Tax Return

Contact person- Shri Ajeet Kumar, Sr. F&A, Tel No.- (0135) 2793550,

Email id- [investment\\_prbs@ongc.co.in](mailto:investment_prbs@ongc.co.in)

***Note: - Audit firm who has done the audit of ONGC Sahayog Trust during the FY 2017-18 shall not be eligible to be re-appointed for the FY 2018-19 & 2019-20.***

***The Audit Firm shall be appointed for two consecutive FY i.e 2018-19 & 2019-20.***

The information has to be submitted as per details given in Annexure. The signed and scanned proposal has to be submitted to the ONGC Sahayog Trust on its registered email id.

The information has to be submitted on or before 15<sup>th</sup> February, 2019.

The annexure is attached with this letter.

Thanking you,

Sincerely,

For and on behalf of ONGC Sahayog Trust

(Himanshu Bhatt)  
Executive Officer



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ANNEXURE A

(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	



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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: