

India Trade Promotion Organisation
(A GOVT. OF INDIA ENTERPRISE)

223/ITPO ECPF TRUST/2015-16

Dated: 20th May, 2015

INVITATION TO CHARTERED ACCOUNTANCY FIRMS BASED AT DELHI FOR AUDIT OF ITPO ECPF TRUST AND ITPO EMPLOYEES GROUP GRATUITY TRUST.

Proposals are invited from Chartered Accountancy firms based at Delhi, who are registered with the Institute of Chartered Accountants of India to conduct the audit of ITPO ECPF Trust and ITPO Employees Group Gratuity Trust for the financial year 2014-15.

a) ITPO ECPF TRUST

1. Audit of annual accounts for the year 2014-15.
2. E-Filing of Income Tax Return.

b) ITPO EMPLOYEES GROUP GRATUITY TRUST

1. Audit of annual accounts for the year 2014-15.
2. E-Filing of Income Tax Return.

Conditions:

1. The Chartered Accountant firm should have their working office in Delhi.
2. The Chartered Accountant firm should have a minimum of 5 years of experience in undertaking audits.
3. The Chartered Accountant firm should have completed minimum one audit of ECPF Trust or Gratuity Trust of any Public Sector Undertaking/Central Govt./State Govt.

(Please enclosed the relevant proofs/documents)

CA firms who qualify in all the above mentioned conditions and willing to undertake the work within the ITPO premises may please send all inclusive rates as per annexure "A" and Annexure "B" in **sealed envelopes** only to **Sh. Gajraj Singh, Deputy General Manger (Finance), Room No. 234, Pragati Bhawan, Pragati Maidan, New Delhi- 110001** on or before the due date and time i.e. **3.00 PM on 10th June, 2015**. The quotation will be opened at **3.30 PM on same day in the room no. 234**.

The CA firm who will be lowest as per Annexure A will be awarded the work of ITPO ECPF Trust and the CA firm who will be lowest as per Annexure B will be awarded the work of ITPO Employees Group Gratuity Trust.

ITPO reserves the right to cancel/accept/reject any quotation without assigning any reason thereof.

(ON THE LETTER HEAD OF THE FIRM)

Sl. No.	Particulars	Information
1	Name of the Firm (in capital letter)	
2	Address of the firm (please also give telephone no. and e-mail address)	
3	PAN of the firm	
4	Name and telephone no. of contact person	
5	ICAI registration No.	
6	No. of audits of Trusts.	ECPF Trust – Gratuity Trust -

UNDERTAKING

I/We the sole proprietor/partner of M/s. _____ Chartered Accountants do hereby jointly and severally verify and declare:-

- a) 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.
- b) 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:

Annexure – A

ITPO ECPF TRUST AUDIT and FILING OF IT RETURN FEES

(Inclusive of all taxes) – Rupees

IN WORDS.....

Signature with Stamp

Annexure – B

ITPO EMPLOYEES GROUP GRATUITY TRUST AUDIT and FILING OF IT RETURN
FEES

(Inclusive of all taxes) – Rupees

IN WORDS.....

Signature with Stamp