

**Aryabhata Research Institute of  
Observational Sciencis (ARIES),**

(An autonomous institute of the DST, Govt. of India)  
Manora Peak Nainital-263 129 (Uttarakhand), India

Phone +91-05942-235583,233727,232655,233734,233735 Fax-+91-05942-233439

**Expression of Interest**

ARIES invites "Expression of Interest" from reputed and experienced Chartered Accountant Firms for empanelment for conducting statutory audit for next two Financial Years i.e. 2011-12 & 2012-13. Terms of Reference and Scope of audit work are available at ARIES website: [www.aries.res.in](http://www.aries.res.in).

Sealed tenders (Two bid system) containing "**Expression of Interest**" should be submitted separately for Technical & Financial Bids in the office of the undersigned up to **15th April 2011**.

ARIES reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-  
**(Tanmoy Bhattacharyya)**  
Registrar

### **Terms and Conditions for Appointment of Chartered Accountant Firms:-**

The Chartered Accountant Firm should have adequate (i.e. Three Financial Years) experience in Audit of the Central Autonomous Bodies / Institutes / PSUs and Govt. Department. The Firm shall have adequate no. of qualified Chartered Accountants with relevant experience and engaged in full time Audit work. A list of full time employed Chartered Accountants with their complete bio-data, who are likely to be assigned the Audit Work, is to be enclosed.

### **General Terms and Conditions:-**

- 1- Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants to be engaged for the Audit work.
- 2- The firms should be registered with the Controller and Auditor General of India and should quote their registration number.
- 3- Firm selected by ARIES shall have to give an undertaking to follow all ethics of faith and the information provided by ARIES shall be kept '**strictly confidential**'.
- 4- In case of any dispute, the decision of Director ARIES shall be final and binding. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
- 5- ARIES reserves the right to cancel the contract the selected firm, if consider of necessary.

## **Scope and Terms of Reference of Audit of Aryabhata Research Institute of Observational Sciences (ARIES), Manora Peak Nainital, (Uttarakhand)**

The followings are the broad scope and terms of reference for outsourcing the Audit of ARIES programme:-

### **Scope of Work & Terms of Reference**

1. Finalization of Statements of Accounts i.e. **(Receipts & Payments Account, Income & Expenditure Account and Balance Sheet)** on the basis of the books of accounts of the Institute in the prescribed Format of Department of Science & Technology (DST).
2. The CA Firm has to carry out the audit of books of accounts to verify the **Utilization Certificate (UC)** of the ARIES funds received from the DST, Govt. of India.
3. Audit would be conducted two times in a year i.e. **one after 30th September and the other after 31<sup>st</sup> March of the Financial Year.**

### **General Conditions**

1. The Audit Firm will have to start the audit within 10 days of the receipt of assignment / invitation.
2. The Audit of ARIES as per the assigned work has to be completed in a time bound manner.
3. The Audit party will consist of sufficient number of experienced and qualified Professionals.
4. The selected firm will be required to comply with the instructions, if any, issued by the Institute.
5. The Audit work being conducted by the CA firm will be subject to on site supervision by Finance & Accounts Section as and when required to ensure that the work is progressing as per agreed plan.

6. No TA/DA expenses will be borne by the Institute for the CA firm undertaking audit work and this will be met by the Audit firms.
7. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
8. The Institute reserves the right to reject any or all offers received without assigning any reasons.

### **Submission of Audit Report**

On completion of Audit, the Audit Report will be issued in three sets. Final authority for acceptance of the Audit Report will rest with the Institute. The Audit Report will also be supported with the certificate from the Audit Firm that they have thoroughly checked required number of documents as per terms of reference and their findings are based on the same.

### **Regulation of Audit fees**

The payment of Audit Fees, as **Financial Year Wise fixed**, will be made only after completion of Audit Work and issue of Audit Report. Completion of Audit will be inclusive of conduct of audit, submission and discussion of report with the Institute. The Institute will not pay any advance to the selected audit firm under any circumstances.

Bill for Audit Fees will be submitted to the Institute along with a certificate indicating that audit has been conducted as per guidelines framed by the Institute and the work has been completed as per the agreed terms and conditions.

**APPLICATION FORM (Technical Bid)**

- 1. Name of the Firm :
- 2. Contact Person(s)/Authorized Signatories :
- 3. Registered Address :
- 4. Tel No/Fax No/e-mail address :
- 5. Name of the Chief Executive :
- 6. Legal status of the Firm :
- 7. Date of incorporation/Registration no. of C&AG :
- 8. Details of Partners:-
  - i. S. No.
  - ii. Name of Partners
  - iii. Age & Qualification
  - iv. Experience
    - 1- .....
    - 2- .....
- 9. Turnover of the Firm :
- 10. Balance sheet for last 3 years :  
(To be enclosed)
- 11. Number of Qualified Staff: (FCA/ACA) :
- 12. List of Assignments handled in last 10 years :  
(To be enclosed)
- 14. Whether any Litigation is pending :

**(Name of the Authorized Signatory)**

Designation Name of the Firm Signature

Place:.....

Date:.....

(Signature with Seal)

**APPLICATION FORM (Financial Bid)**

1. Name of the Firm :
2. Contact Person(s)/Authorized Signatories :
3. Registered Address :
4. Tel No/Fax No/e-mail address :
5. Name of the Chief Executive :
6. Legal status of the Firm :
7. Date of incorporation/Registration no. of C&AG :
8. Annual Audit Fees, Quoted :

(Financial Year Wise fixed)

**(Name of the Authorized Signatory)**

Designation Name of the Firm Signature

Place:.....

Date:.....

(Signature with Seal)

**DECLARATION**

I/We hereby certify that:

1. The information provided above is to the best of my/our knowledge and belief, true and complete in all particulars.
2. There is no litigation pending against the company/firm.
3. I/We shall furnish all information as required by ARIES in connection with this assignment.
4. All information provided by ARIES in the course of the assignment shall be kept strictly confidential.
5. ARIES or its nominees or any agency authorized by ARIES may at any time inspect/verify our assets, book of accounts etc. in any premises of our Company/firm.
6. This is to certify that none of the Chartered Accountants of the Firm, who are going to be appointed with this work, has any interest in the business of the ARIES.
7. I/We understand and accept that ARIES has a right to reject our application without assigning any reason therefor.

**(Name of the Authorized Signatory)**

Designation Name of the Firm Signature

Place:.....

Date:.....

(Signature with Seal)

