



OIL AND NATURAL GAS CORPORATION LTD

(ONGC ECPF & CSSS Trust)

Shed No. 25, Tel Bhavan, Dehradun -248003

(Phone: 0135-2793154/3152/ 3153/3157, Tele Fax:0135-2750158)

INVITATION TO CHARTERED ACCOUNTANCY FIRMS BASED AT DEHRADUN FOR STATUTORY AUDIT OF ONGC LTD EMPLOYEE CONTRIBUTORY PROVIDENT FUND (ECPF TRUST) AND ONGC COMPOSITE SOCIAL SECURITY SCHEME TRUST (CSSS 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 Composite Social Security Scheme Trust

Audit Fees - Rs 45,000/- (Rupees Forty Five Thousand Only) including GST per financial year.

Scope of work- (i) Audit

(ii) E-filing of Income Tax Return

Contact person- Shri Mrityunjay Mishra, Dy. Manager (F&A), Tel No.- (0135) 2793152,

Email id- CSSSTRUST@ONGC.CO.IN

Note: - Audit firm who has done the audit of ONGC CSSS Trust during the last four financial year i.e. FY 2014-15 to 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.

2. ONGC Employees Contributory Provident Fund Trust (ONGC ECPF Trust)

Audit fees- Rs 65,000/- (Rupees Sixty Five Thousand only) plus GST @18%

Scope of work- (i) Audit

(ii) E-filing of Income Tax Return

Contact person- Shri S K Sutaria, DGM(F&A) & EO-ECPF Trust, Shri Amit Bharti, Manager (F&A), Tel no- (0135) 2793107 & Dr R K Tripathi, Dy Manager (F&A), Tel no- (0135) 2793104

email id- ecprt@ongc.co.in, Tripathi_ramkrishna@ongc.co.in

Note: - The following Audit firms will not be eligible for appointment in ONGC ECPF Trust for the FY 2018-19

(i) **Which have conducted the audit of ONGC ECPF Trust for the last year, i.e., FY 2017-18**

(ii) **Which have conducted the audit of ONGC ECPF Trust for two times in the last six years, ie, from FY 2012-13 to 2017-18.**

Consequently, these firms are requested not to send their proposal to ONGC ECPF Trust for the Audit of FY 2018-19.

The Audit Firm shall be appointed for FY 2018-19 for ONGC ECPF Trust.

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



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The information has to be submitted on or before 10th February, 2019.

The annexure is attached with this letter.

Thanking you,

Sincerely,

For and on behalf of ONGC ECPF & CSSS Trust

(S K Sutaria)
DGM (F&A)- I/c Finance All Trusts



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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 incorrect 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:



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ANNEXURE 'A'

(ON THE LETTER HEAD OF THE COMPANY)

Proposal for Audit of -----(Name of the 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	Total Number of Partners as on date (please attach list of Partners with membership Number)	
6	Total Number of qualified staff (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.)	
7	Average number of statutory audits (excluding cost audits) done per year in the last three years i.e. 2015-16 to 2017-18. (please enclose the list)	
8	Total No. of audits done in Welfare Trusts during the last three Financial Year i.e. 2015-16 to 2017-18. (please enclose the list)	

Handwritten signature