

NOTICE NO-1596/2021

U.P. STATE HAJ COMMITTEE, 10-A, VIDHAN SABHA MARG,
LUCKNOW - 226 001

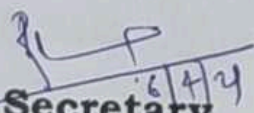
Empanelment of Chartered Accountants Firm

The management of **U.P. State Haj Committee**, having its office at 10-A, Vidhan Sabha Marg, Lucknow- 226 010 , hereby invites application from eligible firms of Chartered Accountants for empanelment as Statutory Auditor for various years for U.P. State Haj Committee and Muslim Musafir Khana, Chargbagh, Lucknow.

Firms of Chartered Accountants fulfilling following eligibility criteria can apply for empanelment:

- (i) Firm should have with minimum 20 years standing,
- (ii) Firm should have minimum five partners,
- (iii) Firm should be registered with C& AG,
- (iv) In past three year minimum turnover of Firm should be Rs. 40.00 Lakhs in each year,
- (v) Firms should having experience in Central/ State government work,
- (vi) The Head office of the Firm should be at Lucknow,

The Firm fulfilling above eligibility criteria may send their request/ Expression of Interest along with "Form of Proposal ", available on the website ,along with supporting documents ,to the undersigned within 15 days of publication of this advertisement for their empanelment. Secretary of U.P. State Haj Committee reserves all the rights of consideration and cancellation of applications. Other details may be seen/downloaded from our website www.musafirkhana.com Statutory Audit Fees shall be admissible as decided by the Board /Management.


Secretary

U.P. State Haj Committee
10-A, Vidhan Sabha Marg,
Lucknow- 226 001

EXPRESSION OF INTEREST FOR EMPANELMENT OF CHARTERED ACCOUNTANTS FIRM FOR CONDUCTING THE STATUTORY AUDIT OF U.P. STATE HAJ COMMITTEE 10-A, VIDHAN SABHA MARG, LUCKNOW - 226 001 & MUSLIM MUSAFIR KHANA, CHARGBAGH, LUCKNOW

OBJECTIVE:-

U.P. State Haj Committee intends to empanel eligible Chartered Accountants firm for the conducting the Statutory Audit of U.P. State Haj Committee, 10-A Vidhan Sabha Marg, Lucknow and Muslim Musafir Khana, Charbagh Lucknow.

1. ELIGIBILITY CRITERIA:-

- (1) Only firms of practicing Chartered Accountants are eligible for the empanelment.
- (2) The Firm must have completed minimum 20 years of existence. (Firms which have completed longer period will be given preference).
- (3) Firm should be registered in the office of C & G.
- (4) Firm should be Partnership Firm having minimum five partners as on 01.01.2021 and out of five partners three partner should be FCA and continuing thereafter.
- (5) Firms having experience in Central/ State government work will be given preference.
- (6) Head Office of the Firm should be in Lucknow.
- (7) In the past three years turnover of Firm should be more than 40.00 Lakhs in each year.

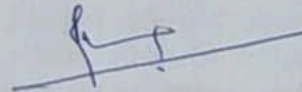
2. SUPPORTING DOCUMENTS:-

- (1) Profile of the firm.
- (2) The firm shall submit a declaration for no. of years in existence and Experience.
- (3) Copy of PAN Card and GST Registration Certificate.
- (4) COPY of ICAI Constitution Certificate of latest date.

3. SUBMISSION OF THE PROPOSAL:-

The proposal in the prescribed format with profile of firm and all other necessary documents should be submitted within 15 Days of Publication of this advertisement to the following address:-

**TO,
SECRETARY,
U.P. STATE HAJ COMMITTEE ,
10-A, VIDHAN SABHA MARG,
LUCKNOW - 226 001**



4. SCOPE OF WORK:-

Empanelled firms of Chartered Accountants have to conduct the Statutory Audit of the Annual Accounts of U.P. State Haj Committee and Muslim Musafir Khana, Charbagh, Lucknow, in accordance with the provisions of U.P. State Haj Committee Act, 2002 and also Haj Committee of India Act.

- (i) Conducting the Statutory Audit & Certification of books of accounts and ancillary records and submit Audit Report of U.P. State Haj Committee and Muslim Musafir Khana, Charbagh, Lucknow
- (ii) U.P. State Haj Committee is governed by the provisions of U.P. State Haj Committee Act, 2002. The Salient provisions in respect of Finance, Accounts and Audit of Haj Committee are mentioned below:-

Para No 30. :- Central Haj Fund.—The Committee shall have its own Fund to be called the Central Haj Fund, and there shall be placed to the credit thereof the following sums, namely:— (a) sums realized from any fees and service charges which may be levied by the Committee:— (i) for registration of applications for Haj; and (ii) for issue of Haj pilgrim travel passes; (b) money collected from pilgrims for performance of Haj; (c) the income from all deposits and investment of the Committee's funds; (d) the sums realized from the sale of the effects of deceased pilgrims and sums of money left by them, which are unclaimed and have lapsed to the Central Government; (e) any sums loaned by the Central or a State Government, or any other source approved by the Government; (f) any amount that may be legally due to the Committee from any source; and (g) the amount standing at the commencement of this Act to the credit of the Haj Fund or the Indigent Pilgrims Fund established under the Haj Committee Act, 1959 (51 of 1959).

Para No. :- 31. Application of Central Haj Fund.—The Central Haj Fund shall, subject to the provisions of this Act and the rules made there under, be under the control and management of the Committee, and shall be applied to the following purposes, namely:— (a) pay and allowances of the Chief Executive Officer and other employees of the Committee; (b) payment of charges and expenses incidental to the objects specified in section 9; and 11 (c) any other expenses which are required to be met by the Committee or a State Committee, as approved by the Central Government.

Para No. :- 32. State Haj Fund.—The State Committee shall have its own fund to be called the State Haj Fund and the following sums shall be placed to the credit thereof, namely:— (i) all sums of money paid to it or any grant made by the Committee for the purposes of this Act; (ii) any grant or loan that may be made to the State Committee by the State Government, or any other source for the purposes of this Act, as approved by the State Government; (iii) any amount that may be legally due to the State Committee from any source; and (iv) the moneys, if any, standing to the credit of a State Haj Committee, at the commencement of this Act.

Para No. :- 33. Application of State Haj Fund.—The State Haj Fund shall, subject to any rules that may be made under this Act, be under the

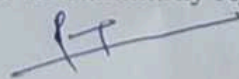
control and management of the State Committee and shall be applied to the following purposes, namely:— (i) pay and allowances of the employees of the State Committee other than its Executive Officer whose pay and allowances shall be borne by the State Government; (ii) payment of charges and expenses incidental to the due performance of its duties by the State Committee for the objects specified in section 27; and (iii) any other expenses, as approved by the State Government which are required to be met by the State Committee.

Para No. :- 34. Accounts and audit.—(1) The Committee and every State Committee shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, in such form as may be prescribed by the Central Government, or as the case may be, the State Government. (2) The accounts shall be examined and audited annually by such auditors as the Central Government or, as the case may be, the State Government may approve. (3) The accounts of the Committee or the State Committee as certified by the auditor together with the audit report thereon shall be forwarded annually by the said Committee to the Central Government, or as the case may be, the State Government. (4) The Central Government shall, as soon as may be after the receipt of the audit report under sub-section (3), cause the same to be laid before each House of Parliament. (5) The State Government shall, as soon as may be, after the receipt of the audit report under sub-section (3), cause the same to be laid before the State Legislature.

The Statutory Auditor will be required to conduct the Statutory audit in view of the above provisions of U.P. State Haj Committee Act, 2002.

5. OTHER TERMS & CONDIIONS

- (i) Interested Chartered Accountants Firm may send their Expression of Interest as per above mentioned information within stipulated time. There shall be no fee for submission of EOI.
- (ii) The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet the audit assignment.
- (iii) Chartered Accountants Firm may aware about latest statutory provisions and other applicable rules/regulations in case of U.P. State Haj Committee Act, 2002, Haj Committee of India Act and government financial rules etc.
- (iv) **Chartered Accountants Firm should have minimum 5 members and minimum 20 years experience of similar nature in Central Government, , State Government, Govt. Companies, PSUs etc.**
- (v) Selection of CA Firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Statutory Audit work experience etc. Shortlisted CA Firms after marking, will be called for presentation & other discussion.
- (vi) **Chartered Accountants Firm should be based in Lucknow only.**
- (vii) Incomplete applications shall be summarily rejected.



- (viii) Queries, if any, may be contacted at given mobile number before last date of submission.
- (ix) The terms and conditions enumerated in this document can be modified at any time by U.P. State Haj Committee at its sole discretion.
- (x) The Management of U.P. State Haj Committee reserves its right to reject any proposal without assigning any reason
- (xi) Last date of submission04.2021 at 4:00 pm.

6. PERIOD OF ENGAGEMENT:

The period of engagement of the CA Firm will be initially for four years and shall be extendable for such period as the management may decide, depending on the satisfactory completion of assignment. Performance shall be primarily assessed on the basis of **quality and timeliness of the report.**

7. AUDIT FEE:

The payment for the Statutory Audit Fee per Year shall be inclusive of out of pocket expenses. No TA/ DA or out of pocket expenses shall be paid. However, the fees shall be exclusive of GST and shall be paid on submission of year wise final audit report.

