

Haryana Roadways Engineering Corporation Limited

(A Government of Haryana Undertaking)

Regd. Office & Factory : 6th Milestone, Gurgaon Jaipur Highway,
Behrampur Road, Khandsa, Gurgaon (Haryana)
Tel. 0124-2215660, Tel. Fax 0124-2215389


Appointment of Internal Auditors

Applications are invited from the reputed firms of Chartered Accountants registered/empanelled with C.A.G. of India having atleast ten years experience from the date of its establishment, in the field of internal audit of Government agencies of the State/Central Government Departments/Boards/Corporation/Banks etc. on the following terms and conditions as under:

1. The estimated addition value for a year is Rs. 30.00 crores approx..
2. The firm should have atleast three members (out of which 2 should be F.C.A) of qualified persons in the firm and also having minimum turnover of Rs. 25.00 lacs, per annum in last three years for conducting the internal audit.
3. The audit is to be conducted in the premises of Haryana Roadways Engg. Corpn. Ltd., Gurgaon.
4. Firms are requested to quote their internal audit fee. No TA/DA will be paid separately.
5. The audit will be conducted on quarterly basis and internal audit report of every quarter shall be submitted within 15 days duly discussed and signed by the Head of office concerned with one copy to Managing Director, HREC, Chandigarh and one copy to the General Manager, Haryana Roadways Engg. Corpn. Gurgaon.
6. The compliance report of the previous quarter is to be submitted with the audit report of the next quarter. The compliance report of the last quarter of the financial year is to be submitted up to 30th April of the next financial year.
7. The audit fee will be paid after receipt of quarterly audit report along with compliance of audit observation of previous quarter from the firm.
8. The firm has to keep up the time schedule for conducting the audit and also submission of the audit report. The time schedule should be intimated to the General Manager, Haryana Roadways Engg. Corpn. Ltd., Gurgaon..
9. Quality of work should be provided by the firm, so that purpose of audit may not be defeated. No payment will be released for audit report found unsatisfactory.
10. Interested firms may apply to the General Manager, Haryana Roadways Engg. Corpn. upto 23.10.15 at 5.00 p.m. positively, on the prescribed Proforma/Application form.
11. Any further information may be obtained from General Manager, Haryana Roadways Engg. Corpn. Ltd., Gurgaon..

Application Form

1.	Name of the Firm,				
2.	Complete address of Head Officer of the firm.				
3.	Complete correspondence address of the firm with pin code number.				
4.	Officer Telephone Number & Fax Number				
5.	Office E-mail ID.				
6.	Status of Firm.				
7.	Year of Establishment of Firm.				
8.	Name, qualification, membership number, year and status of Incharge and Partners:-				
	Name of partner	Educational Qualifications	Membership Number	Date / Year	Status in the firm
I					
ii					
iii					
iv					
9.	Registration Number of the firm with date with Institute of Chartered Accountants of India (ICAI)				
10.	CAG Empanelment Number & Date				
11.	Service Tax Registration Number				
12.	Permanent Account Number (PAN)				
13.	Bank Account statement of the firm.				
14.	Annual turnover (Not below Rs. 25.00 Lacs) (attach proof)				
15.	Name & Address of Bank				
16.	IFSC Code of the Bank Branch.				


 General Manager
 Haryana Roadways Engg. Corporation
 GURGAON

17.	Details of experience of ten years in the field of internal audit		
18.	Name of Department/ companies.	Year	Period


 General Manager
 Hertz & Holidays Fin. Corporation
 GORGAON