

Enquiry No.DGH/MM/AUDITOR/078/2014/ENQ/119

Dated 20.01.2014

To,

M/s
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Sub: Tender enquiry for Appointment of Auditor for Directorate General of Hydrocarbons.

Dear Sir(s),

The Directorate General of Hydrocarbons (DGH) was established under the administrative control of Ministry of Petroleum & Natural gas to promote sound management of the oil and natural gas resources having a balanced regard for environment, safety, technological and economic aspects of the petroleum activity. DGH has been entrusted with several responsibilities like implementation of New Exploration Licensing Policy (NELP), matters concerning the Production Sharing Contracts for discovered fields and exploration blocks, promotion of investment in E&P Sector and monitoring of E&P activities including review of reservoir performance of producing fields. In addition, DGH is also engaged in opening up of new unexplored areas for future exploration and development of non-conventional hydrocarbon energy sources like Coal Bed Methane (CBM) as also futuristic hydrocarbon energy resources like Gas Hydrates and Oil Shale.

As such DGH's accounts mainly comprise of expenditures on technical activities, payments related to secretarial expenditure of staff taken on deputation from PSU's and administrative expenses.

DGH is in the process of selecting an auditor for audit of DGH accounts for the year 2013-14

Scope of Audit and Volume of Transactions
(Tally accounting package is used by DGH)

1. Vouching & auditing of approximately 5000 cash/bank vouchers/entries.
2. Calculation of depreciation
3. Preparation of balance sheet, schedules and statements from the trial balance in the formats prescribed for autonomous organization by the Central Government/C&AG of India

4. Preparation of proprietary audit report to be furnished to OIDB.
5. Any other matter related to audit.

The fee paid to auditors for above scope for the audit of DGH was around Rs. 25,000.00 plus Services Tax during the year 2012-13.

Validity of offer : Your offer should be valid for a period of 3 months from the Bid Submission Date.

Payment terms: Payment will be done within 15 days after submission of final report of DGH audit along with final invoice.

Last date and time for Bid submission: 06.02.2014 at 1400 Hrs. (IST)

Scheduled date and time for Bid opening: 06.02.2014 at 1500 Hrs. (IST)

Bidder Eligibility : The Bid Documents are issued on limited tender basis to the 20 CA Firms from New Delhi & Noida empanelled with CAG for the year 2013-14 and will not be available for issue to anyone else. The bid documents are uploaded on the websites of DGH and Gol's CPP only for the purpose of information only.

Please send your quotation as per the "Price Schedule" in the following page, in sealed envelope, super-scribed with "**Enquiry No. DGH/MM/AUDITOR/078/2014/ENQ/ 119**" and closing date "**06.02.2014**" so as to reach this office on or before 1400 Hrs. (IST) on 06.02.2014 at Directorate General of Hydrocarbons, OIDB Bhawan, Plot No. 2, Sector-73, Noida-201301, India. Bids received late after scheduled bid submission date and time will not be accepted. The bids will be opened in the presence of authorized representatives of bidders wishing to be present.

Yours faithfully

HoD (MM)
For Director General of Hydrocarbons

Price Schedule

SI	Description	Lump Sum Fees (Rs)
1	Audit of DGH accounts for the year 2013-14	
2	Taxes, if applicable,	
3	Total	

1. Schedule of payment to Auditors shall be as follows:

Payment will be done within 15 days after submission of final report of DGH audit along with final invoice.

2. TDS as per rules.

3. Lump Sum Fees are all inclusive and no other charges shall be payable by DGH.

4. Terms & Conditions on pages 1 & 2 are accepted.

Authorised Person's Signature: _____

Name: _____

Designation: _____