

**PM SHRI SCHEME (PM School for Rising India)
Block-E, Phase-8, Punjab School Education Board, Mohali
Contact No.-0172-5212315,5212335**

Memo. No. SSA/FIN/2024-25/ 202575098

Dated: - 20/03/2025

Quotation Notice

Applications are invited from Chartered Accountant firms having Head office in Punjab or Chandigarh and branch office in S.A.S. Nagar or Chandigarh and empaneled with Comptroller and Auditor General (CAG) for doing Statutory Audit of PM SHRI SCHEME (PM School for Rising India) for the financial year 2024-25.

Interested C.A firm may submit prescribed application form as per below schedule:

Last Date of submission of Quotation Notice -04-04-2025.

Date of opening of Quotation Notice -07-04-2025

Any modification/amendment any, will be published in website only.

Detail information can be seen in our website www.ssapunjab.org


Deputy State Project Director

Terms of Reference

For

**Statutory Audit of PM SHRI
FOR THE FINANCIAL YEAR 2024-25**

**STATE PROJECT DIRECTOR
PUNJAB SCHOOL EDUCATION BOARD
BLOCK-E, 5TH FLOOR, PHASE-8, AJITGARH (MOHALI)
CONTACT NO. 01725212313, 5212335, 5212315,**

V. d. S.
AM (Finance)

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Dy. State Project Director (ICT)
Dy. State Project Director
Punjab

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

NOTICE

Sr.	Particulars	Details
1.	Quotation Notice No.-	No: SSA/FIN/2024-25/202575098 Dated: - 20-03-2025
2.	Name of the work	Appointment of Statutory Auditor of PM SHRI Scheme FY-2024-25
3.	Last date for submission of quotation	04-04-2025
4.	Bank Guarantee /DD (From L1 Firm only)	10% of the Total Fees

Note: -

The sealed quotations in all respects must reach to the STATE PROJECT DIRECTOR PUNJAB SCHOOL EDUCATION BOARD BLOCK-E, 5TH FLOOR, PHASE-8, AJITGARH (MOHALI) on or before 04.04.2025 (Monday) up to 5:00 PM through registered post/Courier /Speed Post/by hand.

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

2.0 Introduction

The centrally sponsored scheme of PM SHRI (PM Schools for Rising India) was approved by Cabinet on 7 September, 2022. Under the scheme there is provision of setting up of More than 14500 PM SHRI Schools (PM Schools for Rising India) by strengthening the existing schools from amongst schools managed by Central government/State/UT Government/local bodies. These schools showcase the implementation of the National Education Policy 2020 and emerge as exemplar schools over a period of time, and also offer leadership to other schools in the neighborhood. PM SHRI Schools provide leadership in their respective regions in providing high-quality education in an equitable, inclusive and joyful school environment.

Selection of PM SHRI schools is done through transparent Challenge Method wherein Schools compete for support to become exemplar schools. The total cost of the project will be Rs 27360 crore spread over a period of 5 years which includes central share of Rs 18128 crore.

PM SHRI Scheme is being implemented by saturating all the components such as Bala feature and Jadui Pitara, Support at Pre-school Education, Child Friendly Furniture, Outdoor Play Materials etc. in Primary and Elementary Schools and Furniture, Fully equipped integrated Science Lab/Physics Lab/Chemistry Lab/ Biology Lab, Smart Classrooms, Computer Lab/ ICT Lab, Atal Tinkering Lab, Skill Lab, School Innovation Councils, Playground with well-equipped sports facilities etc. for secondary and senior secondary schools.

A total of 33 States/UTs and KVS/NVS have signed the Memorandum of Understanding (MoU) with Ministry of Education for implementation of PM SHRI Scheme. A total of 12,079 schools have been selected from 32 States/UTs and KVS/NVS Schools up to 4 phases out of which 1329 schools are Primary, 3340 schools are Elementary, 2921 schools are secondary and 4489 schools are senior secondary.

3.0. Technical Qualification

1. The CA should be qualified registered Chartered Accountant.
2. The CA should have registered office in the State of Punjab or Chandigarh.
3. The Chartered Accountant firm should be empaneled with Comptroller and Auditor General of India (CAG).

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Dy. State Project Director
Samagra Shiksha Education Authority
Chandigarh (Punjab)

Chief Secretary
Punjab

4. Should have minimum 3 years of experience for Statutory Audit and preparing balance sheets of the Government Organization with sufficient staff to carry out the Audit.
5. The turnover of the firm should not be less than 50 lakhs per year for the last three years i.e. of 2021-22, 2022-23 and 2023-24.

4.0 OBJECTIVES

The objectives of the statutory audit for the Financial Year 2024-25 is to seek a professional opinion on the financial statement of Punjab PM SHRI Scheme for the Financial Year 2024-25 and to ensure that funds received and expenditure incurred under Project activities are in accordance with the laid down financial regulations, prescribed procurement procedures and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

5.0 SCOPE OF WORK PM SHRI SCHEME, PUNJAB

- a) The audit would cover the accounts of State Project Office (SPO), Audit of 23 District Project Officer's (DPOs) (Elementary and Secondary) and 23 District Institute of Education and Training (DIETs) funded under Punjab PM SHRI Scheme.
- b) Scope of assignment also includes audit of 228 blocks, 23 DIETs.

In addition, the sample will include 100% schools/SMCs which are approximately 233. The total number of SMCs covered in audit should be indicated in the audit report.

Audit is to be conducted by visiting Districts, DIETs, Blocks and Schools/SMCs itself and in no case be called at any other place for the purpose of audit.

- c) Audit is required to give opinion as to whether expenditure incurred under PM SHRI Scheme is strictly within limits of Annual Work Plan & Budget of the society as approved by PAB and financial norms prescribed in the PM SHRI Scheme framework or any other clarification issued by the Competent Authority from time to time. In case the budget allocation is exceeded, whether re-appropriation has been duly approved by the Competent Authority.
- d) Comments of Audit are required on the fact that PM SHRI Scheme funds are used efficiently and economically to the purpose for which they are intended.
- e) Bank Reconciliation Statement is regularly and monthly carried at all the levels.
- f) The Chartered Accountant firm so appointed will be required to give:

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1. Audit Certificates, Utilization Certificate and issue any other certificate as may be required by the society from time to time without any additional fee to be paid by the society.
2. Statements in annual report that describes the work of Punjab Samagra Shiksha. The responsibilities of the audit also include reporting on the adequacy of statement.
 - g) Internal controls, compliance with generally accepted accounting principles & procedures, accuracy and propriety of procurement transaction, method of accounting and safeguarding various Assets and level of compliance with Punjab Samagra Shiksha financial norms and State Government procedures along with compliance with Manual on 'Financial Management and Procurement' as issued by GOI.
 - h) Audit shall be required to ensure that Goods and Services have been procured in accordance with relevant provisions of manual on financial Management and Procurement and related document, namely, purchase orders, tender documents, invoices, vouchers, receipts etc., are maintained and linked to the transactions and retained till the end of the Programme.
 - i) Audit will be required to give its opinion as to whether Balance Sheet, Income & Expenditure account and Receipts & Payment account of period of under Audit, read with Accounting policies give True and Fair view of State of affair of the Society, grants utilized by the authority and Receipts & Payments of the Authority.

6.0 TIME SCHEDULE

Audit is required to complete the Audit assignment up to 30-08-2025, Audit of State Project Office (SPO), all DPOs, all DIETs Block Clusters, and SMCs/Schools (Elementary & Secondary) shall have to be carried out at State Project Office, District Project Office, DIETs, Block, Cluster, SMCs/Schools respectively.

7.0 OUTPUTS THAT WILL BE REQUIRED FROM THE AUDITOR

- a) On completion of audit, the Chartered Accountant firm so appointed should submit the following separately for Punjab PM SHRI Scheme:
 1. Component wise Income and Expenditure statement of SPO, all 23 DPOs (Elementary, Secondary & Teacher Education) including their income and expenditure of their respective DIETs, Blocks, Clusters and SMCs/Schools.

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2. Consolidated component wise Income and Expenditure statement for project as a whole.
3. Components wise Receipts and Payments account separately for SPO, 23 DPOs and 23 DIETs.
4. Consolidated component wise Receipts and Payments account for project as a whole.
5. Consolidated Balance sheet with details of all schedule's components wise and level wise FMR and Annual Consolidated Financial Statement (Annexure-XIII), Balance Sheet in Annexure-XIV, Income and Expenditure in Annexure-XV, Receipt and Payment in Annexure-XVI as prescribed in the Manual and Financial Management Procurement of PM SHRI Scheme.
6. Utilization Certificate (UCs) separately for Recurring & Non-Recurring for State Project Office and for all 23 Districts including therein utilization at their respective DIET, Blocks, Clusters and SMCs/Schools (Elementary & Secondary) in the prescribed format.
7. Consolidated Utilization Certificate for project as a whole in a prescribed format.
8. Bank Reconciliation Statement separately for State Project Office, 23 DPOs and 23 DIETs.
9. List of sub-units i.e., blocks, CRCs, School/SMCs, DIETs (Elementary, Secondary & Teacher Education) covered during Audit on sample basis.
10. Report on all discrepancies noticed in the financial accounts and procurement procedure.
11. **Failure to complete audit work in time bound manner and not up to mark will entail forfeiture of entire audit fees, initiating of legal action.**

9.0 GENERAL

Auditor would be given access to all Books of Accounts, Procurement documents, Legal document, Sanction letters of GOI and State Govt., and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure the accounting system and in general, the administration and management of the organization.

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Deputy State Project Director (SPO)
C/o Director General, Education,
Punjab

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

10.0 AUDIT JOB ALLOCATION

Firm appointed as the Statutory Auditors of Punjab PM SHRI for financial year 2024-25 would be allotted assignment as under:

1. Preparation of Balance sheet of State, All Districts, All Diet and consolidation of Balance sheet for State as a whole.
2. Audit Report of Districts (Elementary, Secondary & Teacher Education) comprising its respective DPOs, DIETs, Blocks, Clusters, SMCs/Schools, State Project Office (SPO) and consolidation of Balance sheet & report for State as a whole.

11.0 TA/DA & AUDIT FEE FOR PM SHRI Scheme

- a) A fixed travelling allowance of Rs. 7/- per Km. (Car) will be provided subject to submission of actual bill with the SPO, DPO.
- b) A fixed dearness allowance and hotel accommodation charges will be given as below:

(Amount in Rs.)

Category	Dearness Allowance (Per day)	Hotel Accommodation (Per day) *
Qualified CA	300/-	900/-
Unqualified	195/-	675/-

- * Taxi bill along with Toll Tax receipt will only be valid.
- * Hotel accommodation for one station only for one day.
- * Subject to submission of duly verified original bills with the State Project Office of Punjab Samagra Shiksha Abhiyan or respective DEO.

13.0 PAYMENT TERMS

50% of audit fees within 15 days of the receipt of Audit Report and all other related documents and balance audit fees shall be paid on confirmation for utilization certificate of the society by the Govt. of India.

14.0 TAX LIABILITY

That any tax liability, whatsoever, in respect of this agreement shall be the sole responsibility of the bidders.

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Deputy State Project Director (DPT)
Off Director General, School Education,
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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

15.0 PROGRAMME FINANCIAL STATEMENTS

Programme Financial Statements should include:

- a) A summary of funds received from Government of India and State Government separately.
- b) Any other receipts accruing separately.
- c) A summary of expenditure shown under the main Programme heading both for the current fiscal year and accumulated to date; and
- d) A Balance Sheet showing accumulated funds of the Programme, bank balance other assets of the Programme and liabilities, if any.
- e) Utilization Certificate

16.0 AUDIT OPINION

The primary audit opinion should include the Programme Financial Statements and the annual audit report of the Programme Accounts. The financial statement, including the audit report should be received by the State Implementing Society not later than (two to four) months after the end of the accounting period to which the audit refers. The auditor should submit the report to SPD of the Society well in advance who will take further action to have two copies of the Audit of Accounts and report forwarded to Government of India.

17.0 MANAGEMENT LETTER

In addition to the audit reports, the auditor will prepare a "management letter", in which the auditor will:

- a) Give comments and observations on the accounting records, systems and internal controls that were examined during the course of audit.
- b) Identify specific deficiencies and areas of weakness in system & internal control and make recommendations for their improvement.
- c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal & external matters affecting such compliance.
- d) Communicate matters that have come to the attention during the audit which might have a significant impact on the implementation of the Programme; and
- e) Bring to the implementing Agencies attention any other matters that the auditor considers pertinent.

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Director, State Project Directorate
Chief Director, State Project Directorate
Punjab

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

18.0 PENALTY

In case the work is not completed by the specified date or any extension granted by the competent authority thereof, Penalty @ 0.5% of the order value or part of the incomplete portion of the assignment for each calendar week of delay shall be recovered from the bills. However, the total penalty shall not exceed 10% of the total value of the work.

The penalty will be calculated on monthly basis. In case the delay exceeds three months, the order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages.

The above provision notwithstanding the right of the Punjab PM SHRI Scheme to get the work executed at the risk and cost of the Bidder and to avail of other remedies/provisions laid down in the terms of bid/contract.

19.0 TERMINATION ON DEFAULT

The Punjab PM SHRI Scheme may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if:

- a) The qualified CA fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the Punjab PM SHRI Scheme.
- b) The qualified CA fails to perform any of the obligation(s) under the contract.
- c) The qualified CA becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued to the Punjab PM SHRI Scheme.

20.0 FORCE MAJEURE

Notwithstanding the terms & conditions, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or failure to perform its obligations under the contract is the result of an event of Force Majeure.

For the purposes of this Clause, 'Force Majeure' means an event beyond the control of the bidder like acts of the Government of Punjab/Punjab PM SHRI Scheme, either in its sovereign or contractual capacity, war or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes.

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

If a Force Majeure situation arises, the qualified CA shall promptly notify the Punjab PM SHRI in writing of such a condition and the cause thereof. Unless otherwise directed by the PM SHRI Scheme, in writing, the CA shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force majeure event. The Punjab PM SHRI may terminate this contract, by giving a written notice of minimum 15 days to the CA, if as a result of Force Majeure; the bidder is unable to perform a material portion of the services for a period of more than 30 days.

21.0 STANDARD OF PERFORMANCE

The qualified CA shall carry out the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms, techniques and practices used in the industry. The qualified CA shall also adhere to professional standards recognized by international professional bodies. The qualified CA shall employ appropriated advance technology and safe & effective equipment, machinery, material and methods. The qualified CA shall always act in respect of any matter relating to this contract, as faithful advisors to the Authority and shall, at all times support and safeguard the Authority legitimate interests in any dealings with the third party.

22.0 ARBITRATION

Arbitration shall be done as per the provision of Arbitration and Conciliation Act 1996 and the amendments made to it since time to time.

23.0 JURISDICTION

In all matters and disputes arising hereunder the appropriate Courts at Mohali alone shall have jurisdiction to entertain and try them.

24.0 CONFIDENTIALITY

The qualified CA and their personnel shall not, either during the term or after expiry of this contract, disclose any proprietary or confidential information relating to the services, contract or the Punjab PM SHRI Scheme business or operations without the prior written consent of the Society.

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Dy. State Project Director
Samagra Shiksha Abhiyan,
Mohali (Punjab)

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

25.0 ALLOCATION OF WORK

The work can be assigned to one qualified CA or more than qualified CA but only on L-1 rates at the discretion of State Project Director, PM SHRI Scheme.

26.0 OTHER TERMS AND CONDITIONS

- (i) The qualified CA shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.
- (ii) Qualified CA shall not work in association with some other party to meet the conditions.
- (iii) All statutory obligations/ liabilities like Salary, ESI and PF as per labour laws for manpower employed will be the sole responsibility of the qualified CA.
- (iv) The Punjab PM SHRI Scheme will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose.
- (v) The Punjab PM SHRI Scheme reserve the right to carry out the capability assessment of the qualified CA. The Society's decision shall be final in this regard.
- (vi) The qualified CA will have to deliver and shall receive payments according to the time schedule and terms agreed upon in the contract.
- (vii) All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates.
- (viii) The work order for PM SHRI SCHEME is presently for FY 2024-25, and State Project Director, reserves the right to extend the contract for audit of succeeding two years on same rates and terms & conditions as per the guidelines of the scheme issued by Govt. of India.

Total Audit fee would be paid by State Project Office subject to deduction of Tax at Source (TDS) and TDS on GST as may be applicable from time to time.

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Mohali (Punjab)

Technical Qualification

1. Name of the Firm (In Capital letters)

2. Address of the Office: -.....

(Please also give telephone no. and E-mail address)

3. PAN No. of the Firm: -.....

4. ICAI Registration No: -.....

5. Date of constitution of the Firm: -.....

6. Empaneled No with Comptroller and Auditor General of India (CAG): -

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7. Number of Full-Time Partners in a firm as on 01-04-2025: -

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8. Number of Full Time Chartered Accountant Employees as on 01-04-2025: -

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9. Turnover of the Firm

(a) 2021-22.....

(b) 2022-23.....

(c) 2023-24.....

10. Number of years of experience of Firm: -

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Dy. State Project Director
Samagra Shiksha Abhiyan Authority
Bhopal (M.P.)

SCHEDULE OF RATES

Lump sum audit fees (Including all the taxes)

Name of the Firm	Name of the society	Audit Fees for 23 DPOs including DIET	Audit fees for all BRCs	Audit fees For all SMCs/ Schools	SPO	Consolidation Job	Total Audit Fees
	PM SHRI Scheme, Punjab						

* Taxes as applicable

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Department