

DR. H. GORDON ROBERTS HOSPITAL

(Khasi Jaintia Presbyterian Hospital)



Jaiaw, Shillong -793002, Meghalaya
Estd - 1922

Tele: 0364 - 2548053 PABX



2242197 Fax
2242198 Emergency
2546699 MS Office
2548228 NS Office

Regd . Under Societies Registration Act XXI of 1860 Vide No. 87 of 1967 – 1968

No: DRHGRH/GB/FINANCE/COMM/31(D)/2017/2652

Dt: 20th March 2019

NOTICE INVITING APPLICATIONS FOR EXTERNAL AUDIT OF DR. H. GORDON ROBERTS HOSPITAL, Jaiaw, Shillong

1. Applications are invited from Chartered Accountant Firms of Shillong who are partnership/ sole proprietorship firms with at least one full time FCA as on 1st December 2018, for audit of the financial and accounting transactions of the Dr. H. Gordon Roberts Hospital, Jaiaw, Shillong for the year 2018-19.

2. The firms are required to submit hard copies of documents while submitting their applications. Only applications complete in all respects will be considered. The information to be given in the application should be the position as on 1st January 2018. The data submitted by the firms in their application should match with the updated data of the firm available with the institute of Chartered Accountants of India showing the position as on 1st January 2018.

The firm must have a term full time partner who is an FCA. CA employees does not include those persons [Partner/sole] who are:-

- i. Partners in other firms.
- ii. Employed part time/full-time elsewhere in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accounts Act, 1949.
- iii. Partners who have earned more professional income from other sources than their income from the firm.

Similarly, full-time Sole Proprietor does not include a person who is a partner in other firms or is employed elsewhere or otherwise engaged in any other business/activity as mentioned above. Accordingly, a person who is a partner/employee in another firm should not apply in his capacity as sole Proprietor.

3. All firms must enclose the following documents along with their applications:-

- i. A copy of constitution certificates of firm issued by the ICAI containing:
 - a. Date of formation of the firm with a full time FCA.
 - b. Details of partners/sole Proprietor/CA Employees as on 1st January 2019 together with details of dates of joining the firm, date of becoming FCA and their other interests, if any.
- ii. A copy of latest partnership deed in the case of partnership firms.
- iii. Undertaking signed by the partners/sole proprietor of the firm/LLP/
- iv. Signatures of CA employees of the firm/LLP.

- v. A copy of the acknowledgement of the IT return of the firm and of all full time partners/the Sole proprietor of the Assessment year 2018-19 and a copy of computation of income of full time partners/sole proprietor.
Note: Full time partners joining the firm on or after 1st January 2019 and firms constituted on or after this period should submit their latest available acknowledgement of IT return/computation statement.
 - vi. Income Tax return for the assessment year 2017-18 in respect of the partners who join the Firm/LLP as partners in the firm/LLP after 1st April 2016 but prior to such joining, were associated as CA employees in the Firm/LLP.
 - vii. A copy of financial statement of the firm along with schedules for the financial year 2017-18 also indicating the distribution of income amongst the partner.
 - viii. Details of service tax paid by the firm/LLP for the financial year 2017-18.
 - ix. In case of CISA qualified members, self attested copy of the final CISA certificate granted to them by ISACA may be furnished.
 - x. Details, if any, of court cases/arbitration cases or any other case pending against the firm.
4. Details of audit experience of the firm for the last 5 years as shown in Annex-D.
 5. Suitable weightage will be given to firms, who are implementing quality control policies and procedures as provided in statements on Standard Auditing Practices (SAP-17). A brief note on the procedures adopted by them is to be given by the firms for this purpose.
 6. The particulars of specialization gained by the firm in audit of EDP systems/IT assisted audits/any other important special assignments, etc. may be filled up in Annex-F of the Application form.
 7. All full-time partners/sole proprietor should invariably sign the undertaking below the application form. Similarly, all the full-time Chartered Accountant employees of the firm should sign in the column provided in the Table at Annex-C of the application form.
 8. The Hospital reserves the right to call for additional information of any firm.
 9. The information submitted by the firm is subject to verification with the details to be provided by the ICAI and any other organization(s) as may be required. If any of the information so furnished is later found to be not correct or false or there has been suppression of material information, the firm would stand disqualified from consideration for audit for up to 5 (five) years and might also be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
 10. This office reserves the right to inspect the offices of the firms to verify the correctness of the information furnished in their applications.
 11. This office reserves the right to take necessary action in case the firm refuses to take up the audit assignment without valid reason.
 12. Firms may download and fill up the application which is available in the website of the Hospital viz. www.drhgroberrhospital.com. The documents with the application should

be properly tagged and page numbered. This office owns no responsibility for loss of any documents, which are not properly tagged or sent subsequently in piece meal. The application in a sealed envelope must be delivered by post or by hand in the Office of the Dr. H. Gordon Roberts Hospital, Jaiaw, Shillong. On top of the envelope enclosing the application, the following must be clearly mentioned "Audit of 2018-19 Accounts of Dr. H. Gordon Roberts Hospital" and must be addressed to: The Treasurer, Dr. H. Gordon Roberts Hospital, Jaiaw, Shillong-793002, Meghalaya.

13. Annexure – 1 on the website contains a write upon the conditions for the Hospital, conditions for the Auditor, and the roles, duties and responsibilities of the auditor.
14. The firms who intend to be considered for the stated assignment will submit their applications (as per enclosed format) latest by 30th March, 2019.



Shri. H. F. Pariat,
Treasurer,
Dr. H. Gordon Roberts Hospital,
Jaiaw, Shillong

No: DRHGRH/GB/FINANCE/COMM/31(D)/2017/2653
2019

Dt: 20th March

Copy for kind information to:

1. Dr. F. Rangad, Secretary, Hospital Governing Board, Dr. H. Gordon Roberts Hospital.
2. Tbn. B. L. Nonglait, Chairman Finance Committee, Hospital Governing Board, Dr. H. Gordon Roberts Hospital.
3. Shri. E. R. Solomon, Member, Finance Committee, Hospital Governing Board, Dr. H. Gordon Roberts Hospital.
4. Dr. R. Nongrum, Medical Superintendent, Dr. H. Gordon Roberts Hospital.
5. Shri. K.W. Marbaniang, Administrative Officer, Dr. H. Gordon Roberts Hospital.



Shri. H. F. Pariat,
Treasurer,
Dr. H. Gordon Roberts Hospital,
Jaiaw, Shillong