



TENDER NOTICE FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM

Cadet College Ghotki and **Cadet College Pano Aqil**, autonomous bodies established by the Government of Sindh, invite sealed proposals from reputable **Chartered Accountant Firms** for the audit of their accounts.

The selected firm will be required to conduct an external audit of the **Books of Accounts and Property ledgers** for a period of **five (5) financial years or more** for both institutions.

A detailed checklist of accounts for **Books of Accounts and Property ledgers** for audit may be downloaded from the **Cadet College Ghotki website: www.ccg.edu.pk**

1. Eligibility Criteria

Chartered Accountant Firms meeting the following criteria are eligible to apply:

S. No.	Criterion	Details
a.	Legal Standing	The auditor must be a Chartered Accountant within the meaning of the Chartered Accountant Act, 1981 (X of 1961) .
b.	QCR Rating	The ranking published by the Institute of Chartered Accountants of Pakistan (ICAP) in their QCR Rating must be ' Satisfactory '.
c.	Experience	Minimum five (5) years of experience (5+ years).

2. How to Apply

- Submission of Proposals:** Sealed Proposals, clearly marked, are to be delivered to the address below:
The Principal Cadet College Ghotki, Via Main National Highway Near Qazi Wah Jahanpur, District Ghotki Sindh.
- Deadline:** Proposals must be received on or before **October 28, 2025, at 1100 Hrs.**
- Opening of Envelopes:** Sealed envelopes will be opened on the same date at **1130 Hrs.**

3. Terms and Conditions

The **Principal / Project Director Cadet College Ghotki** reserves the right to accept or reject any or all the tenders, or terminate/postpone the proceedings at any stage, as per the provisions of the **Sindh Public Procurement Regulatory Authority (SPPRA) Rules 2010**.

4. Contact Information

For information, issuance and submission of Tender Documents

Focal Person
Bursar, Cadet College Ghotki
Mob: 0300-8978782 Phone: 0723-650186

Principal / Project Director
Cadet College Ghotki

Check list for Audit of Accts

(Fee, Salary, Endowment Fund, Pension, Investment, GP Fund etc)

- a. Fee register of students (all the dues are correctly received from students as per their cat and current fee structure).
- b. Monthly income as per current strength of students.
- c. Salary of Teaching/ Non-Teaching Staff.
- d. Record of sold prospectus, mark sheets & students ID Cards
- e. Issue record of SLC / CLC.
- f. Fine from students.
- g. Record of struck off students.
- h. Verification of student's cat with evidence
- i. Receipt / exp record of misc exp.
- j. Cash Acct Ledger.
- k. Finance cte meeting record and approvals.
- l. Accuracy of accounts vis-a-vis exp and its approval from BoG.
- m. Approval of finances by various ete (proj cte, fin cte etc).
- n. Fin powers compliance by all concerned.
- o. Payment / receipt of security of students and Provident Fund of Staff.
- p. Vehicle trip sheet / log register.
- q. Maint / correctness of imperest account.
- r. Maint of cash book on Monthly basis.
- s. Etc

Property ledgers.

- a. Furniture items all types.
- b. Electric items all types.
- c. Crockery items all types.
- d. Electronic gadgets.
- e. Lab equipment's (Science, Computer, Chemistry, Library)
- f. Major sports equipment's
- g. Etc