Dr.BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Dr BABASAHEB AMBEDKAR TECHONOLOGICAL UNIVERSTIY invites Expression of Interest from the reputed firm of Chartered Accountants for the Appointment of Statutory Auditor for the Financial Year 2018-19 and subsequent renewal for further two more years on the basis of satisfactory performance.

The interested and eligible firms of Chartered Accountant may submit required Technical and Financial documents on or before 27th February 2019 (Please see attached document for schedule, Technical and Financial document format) Those firms have already applied need not to reapply.

Schedule of submission of bid document, opening of Technical and Financial bid

Sr.No	Particular	Date	Time
1	Last date and time for submission of Bid document	27.02.2019	Upto 4.00pm
2	Opening of Technical and Financial Bid	27.02.2019	5.00 pm
3	Presentation and Discussion with committee to finalize Statutory Auditor	28.02.2019	11.00 am

EOI for Appointment of Statutory Auditor

Dr Babasaheb Ambedkar Technological University wishes to appoint statutory Auditor for the purpose of Auditing of account related works at its Head Office, located at Dr Babasaheb Ambedkar Technological University Lonere, Mangaon Raigad & Regional centers (Nagpur, Aurangabad) and sub centers. (Jalgaon, Solapur and Kolhapur). The details regarding scope of work and Terms & Conditions, blank forms are as follows:

Scope of Work

Conduct of Statutory Audit of Financial Statements of the University, certifying the Financial Statements and give Audit Report as per relevant requirements, by carrying out following illustrative checks-

1. Audit of cash book and bank books (Vouchers/Transactions)
2. Checking other accounts related records
3. Verification of capital purchases and other purchases
4. Cash verification and verification of inventory
5. Review of Verification of fixed assets and maintenance of relevant records.
6. Checking investment records
7. Checking internal fund transfer to and from representative offices
8. Review of adherence to the provisions of the common accounts code applicable to the university.
9. Guidance for maintaining the accounts books records
10. To duly certify and provide income and expenditure statement and the Balance Sheet for the University with supporting statements and issue Audit report for these accounts.

Kindly note that above are only illustrative checks. The Auditor is supposed to limit his scope to above and carry out any additional checks/processes as may be required for certifying the Financial Statements and give Report there on.

Terms and Conditions

1. The auditor has to conduct the audit for the financial year 2018-19, which may further be extended for two more years.

2. The auditor should be a firm/partnership firm with existence for more than 5 years. (attach proof)
3. The applicant firm should have been registered with ICAI and C & AG having address within the state Maharashtra less than 200km from the Dr. B A Tech. University (attach Proof)
4. The applicant firm should have experience of at least one year for auditing the Universities/Educational institutes, Examination boards or Govt. Statutory bodies or authorities will be given preference. (Attach self-certified list). If found necessary, documents would be called later, for scrutiny).
5. The firm should have GST number and PAN number and should have turnover of at least Rs. 40 Lakhs, each year for last three financial years i.e. 15-16, 16-17 & 17-18. (attach self-certified statement with a copy of P & L account).
6. The firm should have sufficient staff strength (at Least 5) with at least 2 qualified persons, including partners, on the date of submission. (attach self-certified copy, Declaration in this regard).

   OR

   The Firm should be Category-I firm in Multipurpose Empanelment Form Panel i.e. MEF panel maintained by ICAI and RBI as on the date of submission.
7. Subletting the work is not allowed.
8. The Firm should have at least One Partner (leading the Audit) who is well versed with Marathi so that they can understand relevant correspondence. If required the University can ask for such Undertaking.
9. The Auditor/Firm has to perform audit in the University's office, it will not be allowed to take out any record out of this office.
10. The audit fees would be fixed by the board with minimum level of Rs. 2,25,000/- for the first year and a reasonable increment thereto, after reviewing the expected fees by the applicants and hence applicants should quote the expected audit fees for the first year and expected increments for the subsequent two years in rupees, excluding the taxes.
11. The University will pay travelling expenses at actual for visiting to regional and Head offices for audit purpose.
12. The accommodation will be provided by regional and Head offices during the official visit

13. Out of pocket expenses towards conveyance, travel, food, Stay, if not provided, will be reimbursed at actual, as per the university rules.
14. The proposal will be rejected if it is found incomplete form/ not having attached required documents.
15. The E. O. I. should accompany details in the form given in Annexure I to these terms. The items not covered by Annexure I and supporting expected by above mentioned terms be given independently.
16. The proposals received will be evaluated on the basis of criteria fulfillment and related details submitted along with EOI.
17. The Vice Chancellor, Dr. B A Tech University has right to reject/ accept the proposal for want of any reason or incomplete documentation or otherwise. He also has authority to cancel this process, without assigning any reason for it.
18. The firms should enclose the necessary documents to Annexure I and seal it in the A4 size envelope and should be addressed to Finance Officer, Dr. B A Tech University.

Annexure I

(To be submitted on letter head of firm with stamp and signature of Partner)

To,
The Finance Officer
Dr B A Tech University
Lonere, Mangaon, Raigad Pin 402103.

Sir,

With reference to your advertisement, we are hereby submitting the following information -

Sr. No.	**Item**	**Information**
1	Name of firm and address	
2	Registration numbers with ICAI, C & AG (Attach proof)	
3	Phone No.	
4	Mail address	
5	Locations Where Associates/employees are available	
6	PAN Number (Attach Copy)	
7	GST Number (Attach Copy)	
8	Turnover of the firm/Company in Rs. For Financial years (attach P & L document)	2017-18 Rs. 2016-17 Rs. 2015-16 Rs.
9	Experience details vide condition no. 4 (Attach orders)	
10	Specific experience details vide condition no.5 (Self attested list)	

11	Whether the company blacklisted by Govt. or other organization	Yes/No.
12	No. of employees (Give Details)	
13	Expected fees for 2018-19 and increment thereto for the year 2019-20& 2020-21	2018-19 Rs. 2019-20 Rs. 2020-21 Rs.

Declaration Certificate

I certify that all the terms and conditions of this EOI are acceptable to us. Further, we are aware that inadequate or late submission may lead to non- consideration of our application.

Place: **Signature of authorized partner**

Date: **Name of authorized Partner**