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 Internal Auditor for the Financial Year 2018-19 and subsequent renewal for further two more years on the basis of satisfactory performance.

The interesting and eligible firms of Chartered Accountant may bid Technical and Financial document on or before 10th May 2019 (Please see attached document for schedule, Technical and Financial document format).

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	10.05.2019	Upto 4.00pm
2	Opening of Technical Bid	13.05.2019	5.00 pm
3	Opening of Financial Bid	14.05.2019	11.00 am
4	Presentation and Discussion with committee to finalize Internal Auditor.	14.05.2019	11.00 am

Dr Babasaheb Ambedkar Technological University invites expression of interest (EOI) from the reputed firm of Chartered Accountant for the appointment of Internal Auditor for the Financial Year 2018-19 and further on yearly renewal on the basis of performance.

Scope of work:-

Conduct of Internal Audit of Financial Accounts and Other Records of the University by carrying out following illustrative checks-

1. Internal Audit of transactions entered into during the year and to audit the accounting records.
2. Review the accounting and internal control system of Receipt & Payment transactions of the University.
3. Physical Verification of Fixed Assets, Investments and Inventory on Half Yearly basis. Guidance and support in maintaining the relevant record in this regard.
4. The function of internal audit inter alia include examining, evaluating and report to the Finance Officer, Dr. B A Tech. University. The internal auditors are required to conduct the audit of all departments/Sections/ Units of the University from the year 2018-19.
5. Ensuring statutory compliances with respect to Income Tax, GST and other applicable Acts, Rules etc.
6. The Auditors are required to suggest simplified method for consolidating departmental accounts.
7. Routine vouching of Bills and receipts.
8. Verification of minutes of various Meetings as regards financial decisions and reporting whether action taken has been in consonance with decisions.
9. Verification of Fees Reconciliation.
10. Verification of Grants and its utilization. Also verifying and confirming claims made by University for Grants and other aid with any authorities.
11. Thorough verification of Affiliation Accounts.
12. The Audit shall be conducted on Quarterly basis and Audit fees shall be paid on quarterly basis.
13. The Dr. B A Tech. University however may discontinue the services of Chartered Accountant firm by giving One Month Notice at any time if the services are found unsatisfactory.

14. The Chartered Accountant firm will be advisor, guide to University it formulation, revision of University accounting policies and establishing proper accounting practices and procedures as per the University Common Account Code and Internal Control Procedures.

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 conduct of Internal Audit

General Instruction:-

1. Interested firm of Chartered Accountant may apply in stipulated pro forma I & II enclosed, along with documents and demand draft of Rs.10,000/- may be drawn in favor of Registrar, Dr. B A Tech University, payable at Lonere/ Mangaon, the EMD of unsuccessful bidder will be refunded within 15 days from the date of opening the Financial Bid through electronic mode/cheque. EMD of successful bidder will be retained as Security Deposit with University.
2. Technical proposal as per form – I, and Financial Proposal as per form – II shall be sealed in two separate envelops. Both sealed envelopes shall bear distinct identification with regard to the type of bid i.e. for the technical proposal the envelop should be mark as proposal for internal audit to the Dr B A Tech University as a 'part –I' and for financial proposal the envelop must be marked as internal audit Dr B A Tech University as a 'Part –II'.
3. These two sealed envelope shall be kept in third envelop and super scribing 'Internal Audit Dr B A Tech University' and should be addressed to the Finance Officer, Dr B A Technological University Lonere, Mangaon Raigad 402103.
    1. The fees shall be quoted in financial proposal in form –II only. The audit fees would be fixed by the board with minimum level of Rs. 2,95,000/- 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.
    2. The sealed EOI should reach to the Finance Officer, Dr B A Technological University Lonere, Mangaon Raigad 402103 before 27.02.2019 up to 16.00 Hrs.
    3. EOIs received after scheduled date and time shall not be considered.

4. After selection of the firm as per the procedure above they will be intimated in their registered address.
5. After taking of the assignment the firm will have to stick to the due deadlines to complete the audit & taxation activities stipulated in respective Acts and rules.
6. Failing to complete the audit assignment with in due date the university reserves the right to cancel the assignment.
7. The audit firm is not permitted to sub contract the work to any other firm.
8. The internal auditor shall have an obligation to work objectively and diligently while performing audit.
9. Any dispute arising out of or in connection with this contract, including any questions regarding its existence, validity or termination, shall be referred to the Vice-Chancellor who shall be the sole arbitrator and in discussion in this regards shall be final and binding.
10. The Dr. B A Tech University reserves the right to reject of any of the applications or whole process without assigning any reason at any time and could call for any other details or additional information from any of the firms/members at its own discretion.
11. The fees to be quoted should be consolidated on yearly basis, however travelling, accommodation and food facilities will be provided/reimbursed as per University Rules. Taxes on fees will be paid separately.
12. The firm having the experience of Educational Institutes/University and Government Sector will be given preference.
13. The preference shall be given to the firm having registered and the existence of last 5 years.
14. Financial proposal shall be opened for those firms who have qualified in the technical proposal as per the evaluation criteria.
15. 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)

Eligibility Criteria:-

Relevant papers in support of fulfilling eligibility criteria should be enclosed.

Sr. No.	Particulars	Minimum requirement
1.	No. of years of existence of the firm.	5 Years (Proof to be enclosed)
2.	No. of qualified CA, full time association with the Firm for at least One Year including partners	Two (Attach Proof)
3.	Staff Strength (attach Declaration in this regard)	10 (Including Partners/Qualified Assistants)
4.	Minimum receipt or Annual Turnover of applicant CA firm (during last 3 years each) excluding Taxes	Rs. 40 Lakhs or more (Attach Proof)
5.	Experience of Statutory/ Internal audit of Universities /Educational institutes Examination boards or Govt. Statutory bodies or authorities.	At least one entry (proof of appointment letter to be enclosed)

Firms having at least one accounting/audit assignments in Universities/Educational institute, Maharashtra state authorities, autonomous bodies, government institutions or departments etc. relating Higher and Technical Education during last 3 Years would be given preference. (attach self certified list).

APPLICATION FORM – I

Technical Proposal

The firm shall apply with details as noted below in the application failing which the application may not be considered.

1. Year of establishment:
   (Photocopy of Certificate of registration issued by the Institute of Chartered Accountants of India to be enclosed).
2. Name of Firm:
   With details of Partners
   (d) Qualifications
   (e) Post qualification experience of the partner (total no. of years)
   (f) Membership No. of all Partners.
3. Details of the qualified assistants with*
   (b) Name_____
   (e) Membership Number (if any) _____
   (f) Date of Joining in the firm _____
4. Detailed Office Address:_____
5. Contact Details :
   (e) Mobile No. _____
   (f) L/L No/ _____
   (g) Name _____
   (h) E-mail ID _____
6. PAN No. _____
7. TIN No._____
8. GST Registration Number*_____
9. Name of the Organization where the firm has worked (P1. Attach proof)

. 1. _____
   2. _____
   3._____

11. Annual turnover of 2015-16, 2016-17, 2017-18:-*
12. Name of the Banker with Address:-
13. Account No. with IFS Code No.
14. EOI document payment Details (Rs.10,000/- of EMD) :-
15. Attach the profile of the firm justifying their eligibility to comply subject scope of work.
16. Experience of Statutory/ Internal Audit of any Govt. Organization*

I/We hereby declare that the information furnished here in is true to the best of my knowledge. I/we further declare that in case of appointment I/we shall abide by the terms and conditions of University of Mumbai. In case the furnished information is found to be false at any stage, University of Mumbai will cancel the EOI./awarded order(s) without assigning any reason further, i/we hereby declare the firm is not debared by the Institute of Chartered Accountant.

Dated _____

Full Signature with office seal of The EOI firm

APPLICATION FORM – II

FINANCIAL PROPOSAL

CONSOLIDATED AUDIT FEES (IN RUPEES)

Important information with respect to Financial Proposal:-

1. The fees to be quoted should be consolidated; applicable tax will be paid separately apart from provision/reimbursement of travel, food and accommodation facilities.

2. Component wise feed
   A. Yearly fees for completing Internal Audit (as per scope of work item No. 1 to 7)

Full signature with office seal of the EOI firm.

Dated _____