



Dr. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

No : DBATU/Finance/CA/2024

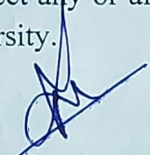
Date : 04 SEP 2024

Expression of Interest

Dr. Babasaheb Ambedkar Technological University, Lonere invites 'Expression of Interest' in B1 Form (Two Envelopes) for "**Statutory Auditor**" from the reputed partnership firms of Chartered Accountant established in near to head quarter Lonere or any region of Maharashtra for the financial 2023-24, 2024-25 and subsequent renewal for one year based on satisfactory performance.

The interesting and eligible firms of Chartered Accountant should submit the sealed envelope containing "Expression of Interest" in the office of the undersigned from 6th September, 2024 to 21st September, 2024 till 3.00pm. University reserves the right to reject any or all the renders without assigning any reason thereof.

Extension of EoI, reEoI, corrigendum or change in schedule will not be published in newspaper, it will be published only at www.dbatu.ac.in. Right to reject any or all Tenders without assigning any reason thereof is reserved by the University.


Dr. A. W. Kiwelekar
I/c Registrar

EoI for the Appointment of Statutory Auditor

Dr. Babasaheb Ambedkar Technological University invites applications to appoint a Statutory Auditor to audit University accounts-related work. The details regarding the scope of work and Terms & Conditions, blank forms are as follows:

Scope of Work

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

1. Audit of cash book and bank books (all debit and credit Vouchers/Transactions), including daily fund collect register.
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 transfers to and from representative offices
8. Review of adherence to the provisions of the standard accounts code applicable to the university.
9. Guidance for maintaining the accounts books records
10. To certify and provide income and expenditure statements and the Balance Sheet for the University with supporting statements and issue Audit reports for these accounts.

Please note that the above are only illustrative checks. The Auditor is supposed to extend the scope to include any additional checks/processes that may be required for certifying the Financial Statements and giving a Report on them.

Terms and Conditions

1. The auditor must conduct the audit for the financial years 2023-24 and 2024-25, which may be extended for one more year.
2. The auditor should be a firm/partnership firm with more than 5 years of existence. (Attach proof)
3. The applicant firm should have been registered with ICAI and C & AG, having an address within the state of Maharashtra. (Attach Proof)
4. The applicant firm should have a total experience of at least five years auditing Universities/Educational institutes, Examination boards, or the government. Statutory bodies or authorities will be given preference. (Attach self-certified list.) If necessary, documents will be called later for scrutiny.
5. The firm should have a GST number and PAN number and should have a turnover of Rs. 40 Lakhs for the last three financial years, i.e., 2020-21, 2021-22 & 2022-23. (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 two qualified persons, including partners, on the submission date. (Attached is a self-certified copy and declaration in this regard).

OR

The Firm should be a Category-I firm in the Multipurpose Empanelment Form Panel (MEF panel) maintained by ICAI and RBI as of 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 in Marathi so that they can understand relevant correspondence. If required, the University can ask for such an Undertaking.
9. The Auditor/Firm must perform the audit in the University's office; it will not be allowed to take any records out of this office.
10. The board would fix the audit fees with a minimum level for the first year and a reasonable increment thereto, as per negotiation. After reviewing the expected fees by the applicants, applicants should quote the expected audit fees for the first year and expected increments for the subsequent two years in rupees, excluding taxes.

11. The proposal will be rejected if it is found incomplete or/does not have the attached required documents.
12. The EoI 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 will be provided independently.
13. The proposals received will be evaluated based on criteria fulfilment and related details submitted along with EOI.
14. The University has the right to reject/ accept the proposal for any reason, including incomplete documentation. He also has the authority to cancel this process without assigning any reason.
15. The firms should enclose the necessary documents in Annexure I, seal them in an A4-size envelope, and address them to the Finance Officer, Dr B A Tech University.
16. Bidder shall submit two separate bids, namely, (a) Technical Bid and (b) Financial Bid. Technical Bid shall be as per Annexure I, Including the documents listed therein. Documents required under eligibility criteria should also be included in Annexure-I. A Financial Bid shall be submitted as per Annexure-II. Both the bids, i.e., Technical and Financial Bids, shall be sealed in Two different envelopes, which should be kept together in a sealed envelope and submitted to the university.

Annexure I

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

To,
The Registrar
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) | 2021-22 Rs. 2022-23 Rs. 2023-24 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) | |

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:

Date:

Signature of authorized partner

Name of authorized Partner

Annexure II
Financial Bid

| Particular | 2023-24 (Rs.) | 2024-25 (Rs.) | 2025-26 (Rs.) | Total for 3years |
|---|------------------|------------------|------------------|---------------------|
| Expected fees for the financial year | | | | |

Note : all rates should be inclusive of all Taxes.

Place:

Date:

Signature of authorized partner

Name of authorized Partner