



Dr. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

No : DBATU/Finance/CA/2026/56


Date : 30.03.2026

### Expression of Interest

Dr. Babasaheb Ambedkar Technological University, Lonere invites 'Expression of Interest' in B1 Form (Two Envelopes) for "**Internal Auditor**" from the reputed partnership firms of Chartered Accountant for the financial year 2026-27 and subsequent renewal for two years based on satisfactory performance.

The interesting and eligible firms of Chartered Accountant should submit the sealed envelope containing "Expression of Interest" for **Internal Auditor** in the office of the undersigned from **1<sup>st</sup> April, 2026 To 15<sup>th</sup> April, 2026 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Extension of EoI, ReEoI, corrigendum or change in schedule will not be published in newspaper, it will be published only at [www.dbatu.ac.in](http://www.dbatu.ac.in). Right to reject any or all Tenders without assigning any reason thereof is reserved by the University.

  
Dr. A. P. Shesh  
I/c Registrar

## EOI for the Appointment of Internal Auditor

Dr Babasaheb Ambedkar Technological University invites the application from the reputed firm of Chartered Accountant for the appointment as Internal Auditor for the Financial Year 2025-26 which can be extended by two more financial years.

### **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 during the financial year and to audit the accounting records.
2. Review the accounting and internal control system on day-to-day basis 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 includes examining, evaluating and report to the Finance Officer, Dr. Babasaheb Ambedkar Technological University. The internal auditors are required to conduct the audit of all departments/Sections/ Units of the University from the financial year 2025-26.
5. Preparation and calculation along with statutory compliances with respect to Income Tax, GST and other applicable Acts, Rules etc.
6. The Auditors are required to carry out consolidation of departmental accounts.
7. Perform the Fees Reconciliation and update, data for the University.
8. Preparation of the report of various grants and its utilization for the Government Authorities. Also verifying and confirming claims made by University for Grants and other aid with any authorities.
9. Preparation and verification of all Accounts for GST returns filing
10. Audit should be carried out on quarterly basis and Audit fees shall be paid on quarterly basis.
12. The Dr. Babasaheb Ambedkar Technological University may discontinue the services of Chartered Accountant firm by giving One Month Notice at any time if the services are found unsatisfactory. In that case all pending work should get completed within the stipulated time before discontinuation.
13. The Chartered Accountant firm should work as consultant to the University in formulation, revision of University accounting policies and establishing proper accounting practices and procedures as per the University Common Account Code and Internal Control Procedures.
14. Minimum two onside support staff members should be provided by Internal Auditor in the University Finance Section to review the day-to-day transaction of receipt and payment.
15. Bidder or representative of the firm should maintain dissent behavior at work place and should not engage in any illegal or unlawful activities.

Kindly note that above are only illustrative checks. The Internal Auditor is supposed to not limit his scope to above and carry out any additional checks/processes as may be required for conduct of Internal Audit

*Babasaheb*

*Harjeth*



## 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. Babasaheb Ambedkar Technological 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 – 1, and Financial Proposal as per form – II shall be sealed in two separate envelopes. 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. Babasaheb Ambedkar Technological University as a 'part –I' and for financial proposal the envelop must be marked as internal audit Dr. Babasaheb Ambedkar Technological University as a 'Part –II'.
3. These two sealed envelopes shall be kept in third envelop and super scribing 'Internal Audit Dr. Babasaheb Ambedkar Technological University' and should be addressed to the Finance Officer, Dr. Babasaheb Ambedkar Technological University, Lonere, Mangaon Raigad 402103.
  - a) The fees shall be quoted in financial proposal in form –II only. The audit fees would be fixed by the board with minimum level for the first year and a reasonable increment thereto after negotiation. 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.
  - b) The sealed EOI should reach to the Finance Officer, Dr. Babasaheb Ambedkar Technological University Lonere, Mangaon Raigad 402103 before 15/04/2026 up to 16.00 Hrs.
  - c) EOIs received after scheduled date and time shall not be considered.
  - d) After selection of the firm as per the procedure above they will be intimated in their registered address.
  - e) 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.
  - f) Failing to complete the audit assignment with in due date the university reserves the right to cancel the assignment.
  - g) The audit firm is not permitted to sub contract the work to any other firm.
  - h) The internal auditor shall have an obligation to work objectively and diligently while performing audit.
  - i) 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 regard shall be final and binding.
  - j) 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.
  - k) The fees to be quoted should be consolidated on yearly basis, travelling, accommodation, food and other expenses have to be borne by the bidder.
  - l) Taxes on fees will be paid separately.

*Ezimbun*

*Registrar*



- m) The firm having the experience of Educational Institutes/University and Government Sector will be given preference.
- n) The preference shall be given to the firm having registered and the existence of last 5 years and close vicinity of the University.
- o) Financial proposal shall be opened for those firms who have qualified in the technical proposal as per the evaluation criteria.
- p) The applicant firm should have been registered with ICAI and C & AG having address within the state Maharashtra.

**Eligibility Criteria: -**

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

Sr. No.	Particulars	Requirement
1.	Applicant Should be Firm/LLP/Company	Attach Copy of Partnership Deed or Company Incorporation Certificate
2.	No. of Years of Existence of the firm.	Minimum 10 Years (Proof to be enclosed)
3.	The Firm must be empaneled with C & AG during last three years.	Submit C&AG Empaneled registration certificate for last three years.
4.	No. of qualified CA, full-time association with the Firm for at least Five-Year including partners	Minimum Three (Attach Proof)
5.	Staff Strength (attach Declaration in this regard)	Minimum 15 (Including Partners / Qualified Assistants)
6.	Minimum Receipt or Annual Turnover of applicant CA firm (during last 3 years each) excluding Taxes	Rs. 75 Lakhs or more (Attach Proof)
7.	Experience of Statutory/ Internal audit of Government Universities /Educational institutes Examination boards or Govt. Statutory bodies or authorities in last three years (i.e. F.Y.2022-23, F.Y.2023-24, F.Y. 2024-25) *	At least 5 entities (proof of appointment letter to be enclosed)  Can we have qualification based on minimum audited amount (e.g. 40cr x 5 etc.)
8.	Firm Hold Valid Peer Review Certificate From ICAI	Attach Copy of Peer review Certificate
9.	Firm Should have Head office or Branch in Maharashtra state.	Attach Proof

**\*At least from 2 entities (as Government Universities /Educational institutes Examination boards or Govt. Statutory bodies or authorities) proof of satisfactory work completion letter in last three years to be enclosed**

*Examination*

*Signature*



### 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)	2022-23 Rs. 2023-24 Rs. 2024-25 Rs.
9	Experience details vide condition no. 7 (Attach orders)	
10	Specific experience details of staff 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

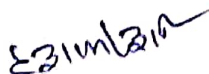
I certify that all the terms and conditions of this EOI are acceptable to us. Further, we are aware that inadequate or late submission may lead to non- consideration of our application.

Place:

Date:

Signature of authorized partner  
Name of authorized Partner







**Annexure II**  
**Financial Bid**

Particular	2025-2026 (Rs.)	2026-2027 (Rs.)	2027-2028 (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



6/2/2024