

**Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU),
Jalgaon.**

Notice for Invitation for Expression of Interest (EOI) for appointment of Internal Auditors

The Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon intends to invite **Expression of Interest** from the experienced Audit Firms of Chartered Accountants to carry out the Internal pre/post audit of the university in accordance with the provisions of Maharashtra Public Universities Act, 2016, Common Account Code and various rules, regulations, resolutions made in various authority meetings of the university, etc. Please visit our web site www.nmu.ac.in for additional information about the university, EOI and application format. The last date for submission of EOI is 31.03.2024. The estimated cost of audit is Rs. 2,50,000/- p.a. The Notice is available on our website to submit the proposals, eligible firms will be shortlisted and communicated accordingly. However, the university reserves the right to annul any or all proposals without assigning any reason.

Place: Jalgaon

Date: 13/03 /2024

CA R. N. Patil

Finance and Accounts Officer.

Kavayitri Bahinabai Chaudhari
North Maharashtra University (KBCNMU)
Invitation for Expression of Interest (EOI)
for Internal Audit Services

Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU) invites experienced Chartered Accountant (CA) firms to express interest in providing internal audit services.

About KBCNMU:

- Established in 1990 under the Maharashtra Universities Act.
- Offers quality higher education to over 110,000 students annually.
- Accredited by UGC under Sections 2(f) and 12(b).
- NAAC Re-accredited with Grade “A” in 2022.

Scope of work:

- Conduct a 100% complete (pre & post) internal audit for the financial year 2024-25.
- Submit quarterly report before 15th of quarter end and annual report before 30th April, with detailed findings and recommendations.
- Submit quarterly compliance report before end of the next month and annual compliance report before 15th May.
- Review all financial transactions, inventory, assets & liabilities and suggest to effective use of available resources and design the SOP for movement of financial transactions.
- Filing of monthly, quarterly or annual Returns under Direct and Indirect Taxes and revised returns thereof.
- Ensure compliance with Maharashtra Public Universities Act, 2016, Common Account Code, Resolutions made by various authorities and university regulations.
- Issue utilization certificates and conduct special audits as and when needed.
- Possess expertise in university accounting systems and SAP ERP software.
- Assist with direct/indirect tax matters and represent the university before various authorities.
- Partner must visit the university at least once in a month and during the audit work.
- The audit team must contain qualified/semi qualified employees and must be headed by qualified Chartered Accountant.

Eligibility

- CA firm having more than 3 partners, located in Jalgaon or within KBCNMU's jurisdiction.
- CA firm must have 10 or more employees.
- Minimum 5 years' experience in internal/statutory/concurrent/taxation audits of government bodies, universities, academic institutions, or private entities having turnover more than Rs.500 crores with ERP-SAP environment.

Fees

- Estimated Rs. 250,000/- (Rupees Two Lakhs only) (negotiable based on experience and qualifications).
- Quotations must be inclusive of GST, travel allowances, and out-of-pocket expenses.
- Payment will be made only after completion of annual audit report and its compliances accepted by the authorities.
- Applicable taxes will be deducted from the fees.

Submission Process

- Download the application form from the KBCNMU website www.nmu.ac.in tenders tab.
- Submit the completed application along with supporting documents by March 31st, 2024 (two sets required).

Important Notes

- Conditional applications will be rejected.
- KBCNMU reserves the right to cancel the EOI process without explanation.
- Please visit our website www.nmu.ac.in for additional clarity.
- If the work is terminated by any reason or stop by auditor firm for any reason, losses if any, will be recovered from the auditor firm.
- The audit firm must not subcontract the assignment to any other firm.
- The audit team will work in strict confidence and will ensure that the information in respect of the operation of the area/unit is dealt in strict confidence and secrecy.

For further inquiries, contact: CA R. N. Patil (Finance and Accounts Officer) #9423185076.

APPLICATION (Firm details):

1	Name of the firm			
2	Name of Authorised Partner			
3	Address of the Head Office:			
4	Telephone no. and E-mail address			
5	ICAI Firm Regn No. (Attach latest firm constitution certificate)			
6	Date of constitution of the firm			
7	PAN number of the firm			
8	Latest IT return filed by firm (attach copy)			
9	Service Tax registration certificate			
8	Number of Partners as on date of application (Details to be provided in “ Annex-A ”)			
10	Number of Full Time qualified/semi qualified employees as on date of application			
11	Number of Branches (Details to be provided in “ Annex-B ”)			
12	Whether the firm is engaged in any Statutory/ Internal/ Concurrent Audit and other accounting work of any Govt. Companies/ Autonomous body, Academic Institutions, and private entity etc. (If yes, details may be given “ Annex-C ”). (Attach work completion certificates with turnover)			
13	Turnover of the Firm (last 3 years) (Should be more than Rs. 25 Lakh) Rs. In Lakh	2020-21	2021-22	2022-23
14	Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force. “ Annex-D ”).			
15	Quotation / Components of Fees: For the scope of work mentioned.			

(On Firms Letter Head)

Annex-A: Details of Full Time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA	Mobile No.	Email ID	Place of Present residing

(Signature of Authorised Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annex – B: Particulars of Branches (including foreign branches, if any)

Sl. No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region

(Signature of Authorised Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annex- C: Details of Statutory & Internal Audit Work including taxation work of Govt. Companies/ Autonomous body, Academic Institutions, private entities etc. in hand with the firm undertaken in the last five year as on date of application.

Sr. No.	Name of the Client with address & contact details for further enquiry.	Nature of work done	Continuation period in years (from & to)	Turnover Rs. Crores

Relevant work experience certificate from the client may please be attached, if available.

(Signature of Authorised Person with Seal of the Firm)

Place:

Date:

(On stamp paper of Rs. 100/-)

“Annex-D”

Undertaking

I/We the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare –

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) that the firm, or partners has not been debarred or cautioned by ICAI during the last five years,
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;
- (iv) that the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.
- (v) that the firm and its stakeholders are bound to maintain the confidentiality about the information & transactions of the university. And will not disclose to the any information to the irrelevant person/firm to the university or without permission of the competent authority.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorised Person with Seal of the Firm)

Place:

Date: