

COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Technological University of Govt. of Maharashtra)

E-mail : registrar@coep.ac.in website : www.coep.org.in

Reference No COEP/Accounts/Eol/Stat Audit/001 Date:23.12.2024

Expression of Interest (EOI)

Name of Work/Services:	Appointment of a Statutory Auditor for the Financial Year 2024-25 at COEP Technological University Pune
Date of Issue of Eol	24-12-2024
Date of Pre Bid	03-01-2025
Last date for Eol Physical BID Submission	07-01-2025
Date for Opening of Eol Technical BID	08-01-2025
Date for Opening of Eol Financial BID	10-01-2025
Eol Inviting Authority and Address	The Registrar. COEP Technological University Wellesley Rd, Shivajinagar, Pune – 411 005. Maharashtra, INDIA. Phone: +91-20-25507000 Fax: +91-20-25507299

COEP Technological University

Expression of Interest(EOI)

Inviting Quotation through Expression of Interest (EOI) For Appointment of Statutory Auditor for Statutory Audit of COEP Technological University

The COEP Technological University is established under COEP Technological University Act 2022. College of Engineering, Pune (COEP), chartered in 1854 is a nationally respected leader in technical education. The institute is distinguished by its commitment to finding solutions to the great predicaments of the day through advanced technology. The institute has a rich history and dedication to the pursuit of excellence.

COEP Tech offers a unique learning experience across a spectrum of academic and social experiences. With a firm footing in truth and humanity, the institute gives you an understanding of both technical developments and the ethics that go with it. The curriculum is designed to enhance your academic experience through opportunities like internships, study abroad programmes and research facilities.

During Financial Year 2024-25, 5153 students were admitted.

Expression of Interest (EOI) is invited from Interested and Eligible CA firms for Statutory Audit of COEP Technology University Pune latest by **07-01-2025 up till 5.00pm. through Post or Courier or Personally**. The interested and eligible firms are required to enclose photocopies of the following documents (self-attested) along-with completely filled annexure:

- a. Certificate of Registration
- b. Brief profile of the Firm and each of the Partners.
- b. PAN Card
- c. Latest IT Return filed by firm
- d. Latest IT Returns of Partners
- e. GST Registration Certificate of Firm
- f. Documents in support of financial turnover for the last 3 financial years of the firm
- g. 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.

All entries in the Application form should be legible and filled completely. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

The scope of this assignment is:

The Statutory Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered for Financial Year 2024/25 are as under: -

1. Statutory Audit to cover the areas ensuring that

- a. Transactions are recorded as per generally accepted Accounting Principles and are booked to proper accounting heads.
- b. Utilization of external funds is in accordance with financing agreements.
- c. Counterpart funds are utilized for purposes for which they are provided.
- d. Goods and services have been procured in compliance with the financing agreement.
- e. Transactions are duly supported by proper supporting documents.
- f. Propriety of the transactions.
- g. Checking the maintenance of books of account and records.
- h. Checking the bank reconciliation statements.
- i. Checking of component wise, category-wise and account head wise expenditures.
- j. Checking of investments, short term deposit etc made from time to time.
Checking of various taxes/statutory compliance.
- k. Verification of fixed deposit registers and check interest received.
- l. To check all statutory records registers including Minute Books and to see that accounting effects fall of all the decisions taken at General Meeting/Board of Governors Meeting /Audit Committee Meeting are given in the Books of
- m.

- Account.
- n. To give executive summary incorporating all points/matters; which are of very important nature.
2. **The Chartered Accountant firm so appointed would be required to give**
- a. Audit Certificates, Utilization certificates, and issue any other certificate as may be required by COEP Technology University from time to time without any additional fee to be paid.
 - b. Audit shall be required to ensure that Goods, and services have been procured in accordance with relevant provisions of manual on financial Management and Procurement, and related document, namely purchase order, tender documents, invoices vouches receipt etc. are maintained and linked to the transactions and retained till the end of the Program.
 - c. **The Chartered Accountant firm so appointed has to do all the Income tax related Scrutiny and appeals related work and reply to Income tax authority.**
 - d. The Chartered Accountant Firm so appointed would be required to give opinion on accounts as well as direct and indirect matter as and when COEP Technology University so requires.
 - e. Filing of Income Tax Return.
3. **Financial Books:**
- a. Verification of Bank Book Journal, Vouching of Imprest Cash.
 - b. Scrutiny of General Ledger, Staff Advance Registers, Commenting on loan outstanding entries, etc. Verification of Cash, Cheque(s) on hand etc. as on 31st of March for relevant financial year.
 - c. Verification of all computer vouchers and sheets to ensure correct coding and accounting head.
 - d. Scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.
 - e. **Verification of Salary/ Consultancy payments, P.F, I.T., TDS, etc., and verification of submission of various return to the competent authority in time.**
 - f. Verification of all financial information completely, promptly and after the necessary authorization was recorded.
4. **Comprehensive Audit :**
The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, investment decisions, delegation of financial powers and management of information systems, organizational effectiveness, management of equipment, plant and machinery etc.
5. **Accounting Policy & Standard:**
- a. To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
 - b. Review of Accounts.
 - c. Check all recorded entries for ensuring compliance with applicable accounting standard.

6. **System Improvement:**

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported. The emphasis should be on processes and improvements thereof.

7. **Income tax:**

- a. Filing of Income tax return and Audit Report for FY 24-25
- b. Conducting Tax Audit for FY 24-25
- c. Filing of Form 10B, Form 10BD
- d. Dealing and Finalizing of cases U/s 142(1), 143(2), 133, 143 (1) , 272(2) (e) and U/s 154 of the Income Tax Act.

8. **Liaison (for point 8 to14; for Financial Year 2024-2025):**

The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.

10. To suggest the measures for cost control and identify the causes of revenue leakages of the institute.

11. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at later stage, to resolve the audit qualifications in the Statutory Audit report of this assignment.

12. **Reporting:**

After finalization of Audit, the Statutory Auditors shall submit Audit Report to the institute authorities on the Accounts audited.

13. To enable the auditor to express a professional opinion on the financial position of COEP and Management of the funds received and expenditure incurred.

14. To enable auditor to prepare statements and to give necessary certificates as per guideline issued by the Institute of Chartered Accountants of India (ICAI).

15. Any other task which may be assigned by the Registrar, the authority of University related to auditing work of the University.

General Terms and Conditions:

- a. The appointment of Statutory Auditor is for Financial Year 2024-2025. However, Registrar, COEP Tech University is authorized to terminate the contract without assigning any reasons thereof or he may extend the period of audit for the next financial year.
- b. To be eligible, the firm should have its Head office in Pune and possess minimum 5 years' experience in carrying out Statutory Audit/Internal Audit of Government/Listed Companies, Autonomous body, Academic Institutions, etc.
- c. The firm can be sole proprietor concern or partnership concern in continuous practice for a minimum period of 5 years. The firm must have empanelment with C & A.G. for 2023-24(attach certificate)
- e. The firm should have annual minimum turnover of Rs.25 lacs each year in preceding 3 years i.e. 2021-22 & 2022-23, 2023-24.
- f. The firm must have experience of working on at least 1 Government Assignment in preceding 3 years i.e. 2021-22 & 2022-23, 2023-24.
- g. The firm must have GST registration effective from before 6 months of this EOI publishing date.

- h. The firm should have its office in the Pune region with adequate staff at least before 6 months of this EOI publishing date.
- i. The Institute may assign any of pending Audit/GST related work for current/earlier year.
- j. The Firm needs to prepare and present the Final Accounts Report to the Finance Committee as and when required.
- k. The offer shall be valid up to 60 days from the date of opening of Technical bid of this Eol.
- l. If there happens to be a holiday on any date indicated in this Eol documents, the transaction shall be performed on the next Working Day.
- m. **It is essential for firm to submit Annexures, EOI documents (all pages) and other essential documents as mentioned in this EOI notice with duly filled, signed, sealed & stamped manner in hardcopy, failing which the firm tender will be summarily rejected.**
- n. No firm shall withdraw its rates after the EOI BID is opened. If a firm does so, his EOI related deposit/shall be forfeited and such firm shall be considered ineligible for work/contract in future.
- o. Financial bids will be opened only for technically qualified firms.
- p. The offer shall be valid up to 7 days from the date of opening of Technical bid of this Eol.

Submission of bid:

The EOI documents may be downloaded from website www.coeptech.ac.in .The Application should be filled in and complete in all respects.

Address for the Eol Physical Bid Submission:

The Registrar.
COEP Technological University
Wellesley Rd, Shivajinagar,
Pune – 411 005. Maharashtra, INDIA.
Phone: +91-20-25507000 | Fax: +91-20-25507299


Registrar 22/12/24

Details of Chartered Accountant Firm

Sr. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/ Head Office	
3	Telephone no. And E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of constitution of the firm	
6	PAN of the firm	
7	Date since when the firm has a full time FCA	
8	Number of Full-Time Partners as on 1-4-2023(Details to be provided in "Annexure-A") indicating whether the partner is Fellow or Associate Member of the Institute.	
9	Number of Part time Partners if any, as on 1-4-2023	
10	Number of Full Time Chartered Accountant Employees as on 1- 4-2023	
11	Number of Branches (Details to be provided in "Annexure-B")	
12	Whether the firm is engaged in any /Internal/Concurrent Assignment and other accounting work of any Govt. Companies / Autonomous body, and Academic Institutions etc. If yes, please give details of the same.	
13	Turnover of the Firm(last 3 years)	

(Seal &Signature of the Company)

Annexure-A

(On Firm's Letter Head)
Details of Full Time Partners of the Firm

Sr. No.	Name of the Partner	Membership No.	Whether FCA/ACA	Date of Joining the Firm (Full Time)	Station & Region where residing at present

(Seal & Signature of the Company)

Annexure-B**(On Firm's Letter Head)**

Details of /Internal Assignment Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five years as on 31-3-2022.

Name of Client	Type of Assignments(Tick appropriate box)		
		Tax	Internal/Other
Academic Institutions			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Operative Societies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companies			
• PSU			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Others			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Companies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomous Bodies/Institutes			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Seal &Signature of the Company)

Annexure-C

(To be printed on Firm's Letter Head)

FINANCIAL BID

1.Fee Reconciliation Assignment for Financial Year 2024-2025		
Particulars	Period/Year	Total Assignment Fee
a.For the Statutory Audit	2024-2025	
b. For Income Tax Return		
c.For any other services like Audit Certificates, Utilization Certificates, and issue any other certificate monthly/yearly		
	Gross Total	
(Rupees in Words:		

Declaration:

(On Firm's Letter Head)

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 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, (if debarred, give details);
- III. 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.

Sr. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of Partner

(Seal & Signature of the Company)

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EoI.

(Seal & Signature of the Company)lace: