

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)

**Advertisement for the Appointment of INTERNAL
AUDITOR for the Financial Year 2025-2026**

Savitribai Phule Pune University, Pune invites proposals from the firms of Chartered Accountants, for the Appointment of Internal Auditor for the Financial Year 2025-2026.

The interested firms should submit their proposals along with all the necessary documents on or before 10th March 2025 by 17.00 hours to the Finance and Accounts Department, Savitribai Phule Pune University, Ganeshkhind, Pune-07.

Advt. No. 05

Date : 24/02/2025

Prof. (Dr.) Jyoti Bhakare
Offg. Registrar



SAVITRIBAI PHULE PUNE UNIVERSITY

Inviting Expression of Interest (EOI) for appointment of Internal Auditor of Savitribai Phule Pune University, Pune

Savitribai Phule Pune University invites Expression of Interest from a reputed firm of Chartered Accountants for the Appointment as Internal Auditor for the Financial Year 2025-2026 and subsequent renewal for further two financial years on the basis of their satisfactory performance.

Savitribai Phule Pune University (formerly known as University of Pune) was established on 10th February 1949 under the Poona University Act, passed by the Bombay Legislature in 1948. Savitribai Phule Pune University is one of the finest and most popular educational organisation in three districts of Maharashtra and one of the premier universities in India. It is popularly known as the 'Oxford of the East'. It offers excellent educational programs in various faculties including Science, Engineering, Commerce, Arts, Languages and Management Studies. It occupies an area of about 411 acres.

The University receives grants from central and state government to meet the Capital and Revenue Expenditure. It receives grant for creation of assets such as infrastructure, scientific equipment and all other capital expenditure of the University. It also receives non-plan grant for salaries, pension, retirement benefits and non-salary expenditure maintenance grant for running the University.

In addition to that, the University receives funds from various funding agencies like UGC, CSIR, DST, ICSSR, etc. for research projects, seminars and training programmes etc.

University intends to empanel experienced established Chartered Accountant firm for internal audit of accounts of the University. University invites eligible firms of Chartered

Accountants duly licensed to practice in India. Interested firms must provide their registration details with ICAI.

Tendering Process

The Offer is required to be submitted in two bid formats i.e., **“Technical Proposal”** and **“Financial Proposal”** duly sealed in two separate envelopes. Both these envelopes are required to be further sealed in a single envelop and require to mentioned firm name in all envelopes which may be super scribed with the words **“Offer for Appointment of Internal Auditor of Savitribai Phule Pune University, Pune”**.

Envelop - 1 consists of:

Technical Proposal Form - 1 (Annexure-A, B, C, D & Declaration Certificate)

Envelop - 2 consists of:

Financial Proposal Form - 2

Following eligibility criteria should be fulfilled by the Chartered Accountants firms

1. The firm should have conducted internal audit of at least 2 higher educational Institutions/university.
2. The firm’s average turnover of last 3 years should be minimum 50 lakhs.
3. The firm should have at least 3 partners with minimum 05 full time Chartered Accountants.
4. The firm should be empanelled with Comptroller and Auditor General of India for the year 2024-25.
5. The firm should have the head office/branch in the city of Pune.
6. The firm or any of its partners should not have been disqualified or blacklisted by the ICAI or Comptroller and Auditor General of India or the Authority; and
7. There should not be any criminal/civil case against firm or partners.
8. The Firm through its partners should have adequate knowledge of Income Tax / GST and all other relevant laws.

Interested firms meeting the eligibility criteria shall be required to submit a statement of their capability.

Scope of Work

1. To conduct audit of all financial transaction of Savitribai Phule Pune University & its branches/departments/schools on a monthly basis/quarterly basis to ensure accuracy, proper accounting on mercantile system of accounting and to draw tentative financial statement in standard formats.
2. Internal Auditor should review and appraise the adequacy, reliability and effectiveness of Internal Control System in place and being followed by the Savitribai Phule Pune University. The Internal Auditor should identify the absence of INTERNAL CONTROL System, if any and report the same with suggestions for improvement regularly.
3. Preparing and examining of annual financial statements of university with arithmetical accuracy, ensuring compliance with applicable accounting standards/guidelines and policies/disclosure requirements & relevant statutory provisions in consultation with the statutory auditor.
4. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised in Statutory / Internal Audits and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the in the Internal Audit report of this assignment.
5. Advise the University on financial matter as and when required by the University officials.
6. A specific report on these aspects would be provided by the auditor quarterly as part of the management letter.
7. Verify reconciliation of all bank accounts have been made at the end of each month.
8. Verify that amount is deducted at source as per relevant statutory provisions of TDS & TCS and has been remitted to the respective authority in time.
9. Verify that Accounting Standards issued by the Institute of Chartered Accountants of India are followed by the university & its departments appropriately.
10. Compliance and coordination with Statutory auditor and C&AG Commercial Audit.
11. Checking and verification of payment vouchers, purchase orders and other accounts related records.
12. Review of Verification of fixed assets and maintenance of relevant records.

13. Preparation of list of Fixed Assets & Capital Work in Progress (CWIP) at the end of the financial year.
14. While efforts have been made to define all the areas of importance, the scope of work defined hereunder is neither exhaustive nor limited to the extent what has been defined. The internal auditors may devise additional areas of inspection and examination of records, documents, etc. to minimize the possible loss of revenue, maximize the functional efficiency, reduce mismanagement and adherence to regulatory mechanism etc.
15. Internal Audit should not be confined only to financial audit, should go beyond vouching, verification, checking the arithmetical accuracy etc. Greater emphasis should be laid on Operational and System Audit.

Kindly note that above are only illustrative checks. The Auditor is supposed to accept his scope and carry out any additional checks/processes as may be required for certifying the Financial Statements and give Report there on.

Responsibilities of the Auditor

1. Auditor should prepare a detailed plan of audit in consultation with the officials of Finance and Accounts Department of Savitribai Phule Pune University for timely completion of Audit.
2. Review all financial transactions, inventory, assets & liabilities and suggest to effective use of available resources and design the SOP for movement of financial transactions on regular basis during the conduct of internal audit.
3. The audit team must contain qualified/semi qualified employees and must be headed by qualified Chartered Accountant.
4. Internal Audit Report should be submitted on quarterly basis and give suggestions for improvement in the accounting system.
5. Audit should be conducted in accordance with the generally accepted accounting principles in India and Maharashtra Public University Act, 2016.

Estimated professional fee

1. The firm should quote the fees they will charge for this work in the financial proposal part. The quoted amount shall be inclusive of all taxes applicable and shall be liable for TDS under Income Tax Act.

Payment terms

1. The professional fee quoted by the firm shall be valid for the entire contract period. Payment shall be made against invoices quarterly on completion of the internal audit and submission of internal audit report.
2. The University will not pay any advance to the selected audit firm under any circumstances.
3. Invoice should be raised in favour of the Finance and Accounts Officer, Finance and Accounts Department, Savitribai Phule Pune University, Pune.
4. Statutory Taxes will be paid at prescribed rate.
5. Statutory deductions will be made at applicable rates from all payments made to the firm/Institute.

Confidentiality

1. Firm selected by Savitribai Phule Pune University, Pune shall have to give an undertaking to follow all ethics of faith and that the information provided by university or received during the work of Audit, shall be kept 'strictly confidential'.
2. The firm shall not disclose the documented management systems to any third party including their internal department.
3. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.

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

Technical Proposal (Form - 1)

To,

Finance and Accounts Officer,

Finance and Accounts Department,

Savitribai Phule Pune University, Ganeshkhind, Pune - 411007.

Sir/Madam,

With reference to your letter, we are hereby submitting the following information:

Sr. No.	Item	Information
1	Name of firm	
2	Date of Establishment	
3	Firm registration numbers with ICAI, C & AG (Attach proof)	
4	Address	
5	Phone No./Mobil No.	
6	Email address	
7	PAN Number (Attach Copy)	
8	GST Number (Attach Copy)	
9	Number of Branches (Details To Be provided)	Annexure - A
10	Total No. of Partners	Annexure - B
11	Turnover of the firm/Company in Rs.	Annexure - C
12	Name of the Partners & Qualification	
13	Total No. of employees	
14	Whether the company blacklisted by Govt. or other organization	Yes/No.
15	Audit Experience Details of Internal Audit Work / Any Other Accounting Work of Academic Institutions under Central Govt. / Autonomous Educational Institutions, Council, Board, Universities etc. during the last ten years.	Annexure - D
16	Additional information if any	

Annexure - A**Particulars of Branches (including foreign branches, if any)**

Sr. No.	Location	Complete address with PIN code and Telephone Number	Name of the partner in charge of the branch.	Date of Opening of the Branch

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Annexure - B**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)	No. of Years of Association With the firm

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Annexure - C**Turnover Details**

F.Y.	Rs. In Figures	Rs. In words
2021-22		
2022-23		
2023-24		

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Annexure - D

Details of Statutory/ Internal Audit Work/ Any Other Accounting/Auditing Work of Universities, Academic Institutions, Government Companies, Autonomous body, etc. in hand with the firm/undertaken in the last 10 year ending on 31-3-2024.

Name of the Client	Type of Audit Work (Tick Appropriate box)		
	Statutory	Internal	Tax/Other
University			
1.			
2.			
3.			
Academic Institutions			
1.			
2.			
3.			
4.			
Government Companies			
1.			
2.			
3.			
4.			
Autonomous bodies			
1.			
2.			
3.			
Others			
1.			
2.			
3.			
TOTAL			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Financial Proposal (Form-2)

(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To,

Finance and Accounts Officer,

Finance and Accounts Department,

Savitribai Phule Pune University, Ganeshkhind, Pune - 411007.

Subject: Appointment of Internal Auditors of Savitribai Phule Pune University, Pune

Particular	Price bid shall be quoted in ₹	
	In figure ₹	In words ₹
1. Internal Audit fee		
2. Taxes, if any		
Grand Total		

Please Note:

- The above quoted Lump sum fee shall be inclusive of all expenses/charges.
- The firm shall raise its Invoice as per payment terms enumerated in the EoI.
- In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into consideration.
- Price bid (all inclusive) shall be quoted in ₹ for the entire scope of work covered under the Terms of the EoI on a Firm price basis (With no. escalation provision for whatever reason) valid till the complete execution of the assignment for the Financial Year 2025-2026.

Signature.....

Name of Authorized person.....

FRN:

Mobile No:

E-Mail:

I have read and understood all terms and conditions and implications thereon of the document.

Declaration Certificate

I the undersigned certify that to the best of my knowledge and belief that the information provided in this data sheet is true and correct. I understand that any wilful misstatement herein will lead to my disqualification or dismissal if engaged.

I hereby declare that our partners have no interest in any of the authority or affairs of the Savitribai Phule Pune University, Pune.

I hereby certify that I have been authorized by the firm to sign this statement.

(-----)

Name of authorized Signatory Partner

Date:

Place:

Note: Proposal should be submitted in this format only. Wherever necessary extra sheet may be attached for the additional information that the firm may want to supply in support of the information given in the format.

Selection of the firm will be done only after detailed scrutiny of the credentials of the firm. Suitable weightage will be given to firms, which have relevant experiences of university audit.

The Vice Chancellor, Savitribai Phule Pune University has right to reject/ accept the proposal for want of any reason or incomplete documentation or otherwise. He also has authority to cancel this process, without assigning any reason for it.