



## **SAVITRIBAI PHULE PUNE UNIVERSITY**

### **Inviting Expression of Interest (EOI) for appointment of Statutory Auditor of Savitribai Phule Pune University, Pune**

Savitribai Phule Pune University invites Expression of Interest from the reputed firm of Chartered Accountants for the Appointment of Statutory Auditor for the Financial Year 2025-2026 and subsequent renewal for further two more years on the basis of 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 centres in the city and one of the premier universities in India. It is popularly known as the 'Oxford of the East'. It offers excellent programs in various areas including Science, Commerce, Arts, Languages and Management Studies. It occupies an area of about 411 acres. The university houses have various academic departments. It has many recognized research institutes and various affiliated colleges offering graduate and undergraduate courses.

The University receives grants 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 operating the research projects, conducting seminars and training programmes.

University intends to empanel experienced established Chartered Accountants firm for auditing/checking of accounts of the University. University now invites eligible firms of Chartered Accountants duly licensed to practice in India. Interested firms must provide information indicating that they are qualified to perform the services (Annexure I).

**Following eligibility criteria should be fulfilled by the Chartered Accountants firms**

1. The firm should have conducted statutory audit of Government funded Higher Educational Institutes.
2. The firm's average turnover of last 3 years should be minimum 50 lakhs/annum.
3. The firm should be in existence with minimum 10 years with at least 3 full time Chartered Accountants employed.
4. The firm should be empanelled with Comptroller and Auditor General of India for the year 2025-26.
5. The firm should have the head office in Pune city.
6. The firm or any of its partners should not have faced any disqualification or black listed by the Comptroller and Auditor General of India or ICAI.
7. There should not be any criminal/civil case against firm or its partners.
8. The Firm should have thorough knowledge of the prevailing Income Tax & all applicable laws & shall be capable of attending Income Tax Assessment on behalf of the university. The experience of appeal in ITAT is desirable.

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

**Scope of Work**

1. Audit of Accounts of the University.
2. Checking other accounts related records.
3. Verification of payment vouchers.
4. Review of Verification of fixed assets and maintenance of relevant records.
5. Checking investment records & procedures.
6. Checking internal fund transfer to and from representative offices.
7. Regularity in payment of statutory dues & compliance under various laws applicable to the University.
8. Review of various Accounting Software used by Finance department & recommend various areas of Improvement.
9. Preparation of annual financial statements including receipt and payment accounts, income and expenditure accounts & Consolidated Balance Sheet with schedules there of the university and other units.

10. Signing of all utilizations certificates which is required to be submitted to various funding agencies/authorities during the year.
11. Audit of all research grants sanctioned to university & its staff.
12. Filing of Income Tax Returns and all related forms including form 10B of the Income Tax Act.
13. Verification of audit compliance from time to time.
14. Any other relevant work as may be assigned by the University Authorities from time to time pertaining to Statutory Audit of the University.

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 FAO of Savitribai Phule Pune University for timely completion of Audit.
2. Timely submission of Audit Report duly certified after completion of Audit.
3. Audit should be completed within the prescribed time limit of Maharashtra Public University Act, 2016.

#### **Estimated professional fees**

1. The estimated professional fee payable for this assignment for the financial year 2025-2026 has been kept maximum up to Rs.10,00,000/- (Rupees Ten Lakh only)

#### **Payment terms**

1. The professional fee quoted by the firm shall be valid for the entire contract period. Payment shall be made against invoices on completion of the audit, submission of audit report, filing of application of income of the University in the Form 10B of Income Tax and filing of Income Tax Return.
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. TDS as per Income Tax Act / Rules will be deducted at applicable rates from all the payments.
5. No other out of pocket expenses/ allowances shall be payable.

**Documents to be attached**

1. Firm registration certificate from ICAI
2. C&AG empanelment letter.
3. PAN, GST registration copies.
4. List of major clients.
5. Audited financial statements for the last 3 years.
6. Partner profile & firm brochure.
7. Any other document supporting your eligibility can be added.

**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)**

**Finance and Accounts Officer,**

Savitribai Phule Pune University, Ganeshkhind, Pune - 411007.

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 )	
10	Turnover of the firm/Company in Rs.      FY 2024-2025: FY 2023-2024: FY 2022-2023:	
11	Total No. of Partners	
12	Name of the Partners & Qualification	
13	Total No. of CA employees	
14	Total No. of employees	
15	Whether the company blacklisted by Govt. or other organization	Yes/No.
16	Audit Experience	
17	Details of Statutory Audit Work / Any Other Accounting Work of Academic Institutions under Central Govt. / Autonomous Educational Institutions, Council, Board, Universities etc. during the last five years.	
18	Expected fees for FY 2025-2026	
19	Additional information if any	

### **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 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.