

NO: Accounts/Int.Audit/2022-23 / 2456

DATE: 10/08/2022

From:
Deputy Registrar (Accounts)
Sardar Vallabhbhai National Institute of Technology, Surat
Surat-395007
Gujarat
Email: dy_acc@svnit.ac.in

To,
As per the list

Subject : Invitation to quote for the work of Pre-Audit (Internal Audit) & allied service of SVNIT for F.Y.2022-23 including Preparation of Final Accounts as per MHRD Guideline-Reg.

Dear Sir,

With reference to the above, the undersigned is pleased to invite the quote for the work of Pre-Audit (Internal Audit) & allied service of SVNIT for F.Y.2022-23 including Preparation of Final Accounts as per MHRD Guideline. The scope of the work, terms and conditions, estimated cost for the said work are mentioned below subsequently. The final selection of the CA firm for the aforesaid work be based on the Least Cost System as mentioned in the GFR-2017. You are requested to send your quote on dully signed letter head pad (with authorized signature) of your esteemed firm via post/courier on or before August 29,2022. (Send the scan copy of the same through email)

Scope of Work :

1. The pre-audit work of day to day normal transaction with vouching and ledger scrutiny, review of expenses, revenue, Accounts Payable , Accounts Receivable, Investments, Fixed Assets, Payroll, retirement benefits and pension along with statutory compliances.
2. Independently review and appraise the systems of control throughout the year and recommend improvements to internal control.
3. Final audit certificate (as Internal Auditor) is to be given after completion of pre-audit work.
4. The CA firm shall prepare Annual Account as per MHRD Guidelines and shall incorporate detail of audited balance sheet and schedules of Research & Consultancy Section while preparing Annual Account.
5. The CA firm shall clarify and reply to all the para(s) posed by auditors of Accountant General of India during their audit with due consultation of the Dy. Reg. (A/c) of the institute. The CA firm is responsible for assign work, if required remain present before Accountant General during their audit period at the institute.
6. The CA firm shall prepare and submit the audit report on or before **15th May, 2023** in order to make it convenient to submit the report to A.G. Office. The CA will confirm the critical dates as and when needed from the institute.
7. CA firm must engage at least 30 man days in a quarter.

8. Minimum qualification required of the persons to be deployed at SVNIT must be B.Com with minimum 5 years of auditing experience OR M.Com with 3 years of auditing experience OR Perusing CA under article ship (Passed CPT).
9. Adequate manpower has to be deployed (with minimum required qualifications as stated above) by the CA firm as per the requirement to meet the deadline.
10. **Deviation in minimum qualification of the person deployed at SVNIT during the contract period will lead to termination of contract without any notice and superseding the other terms and conditions mentioned in the order.**
11. The CA firm shall have to provide the services of expert as and when required at SVNIT.
12. The CA firm should furnish the complete bio-data, address-proof, Certificates of his staff to be deployed at SVNIT, Surat. This staff can be deployed at SVNIT after approval from Dy. Reg. (A/cs). The Identity card issued by CA firm must be there with these persons while on duty.
13. All the staff of the CA firm will be under the direct control of Dy. Reg. (A/cs). They have to follow the instructions by Dy. Reg. (A/c), SVNIT, Surat.
14. No other charges/facilities shall be payable by SVNIT surat to carry out the work except prescribed fee & applicable Taxes.

Other Terms And Conditions

1. In case of any dispute, the decision of SVNIT authority/Director shall be final and abiding to the CA firm.
2. Your Firm will not be permitted to assign or give sub assignment of the work awarded to him without prior written permission from the Director, SVNIT, Surat. The decision of SVNIT authorities in this regard shall be final and binding to the firm.
3. The CA firm must meet necessary statutory and legal compliances. The SVNIT will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.
4. The CA firm must take necessary insurance for their personnel deputed at the institute. The institute will not be responsible for any damage caused to these personnel by way of accident including the loss of life.
5. No attempt shall be made by the CA firm or the staffs deputed by the CA firm at SVNIT Surat to unlawfully reveal, misuse or encroach upon the intellectual or private data/information at the SVNIT, Surat to which they may have access, too, as part of the work carried out.
6. Any loss or damage caused to the institute property by the personnel deputed by the CA firm will be recovered from the CA firm and the decision of institute authority in this matter will be as final and abiding to the firm.
7. No advance payment will be released for assignment and the necessary deduction of income tax at source will be done as per government norms.
8. The CA firm must be registered for the respective period for empanelment on CARE-CAG.
9. Termination:
 - (i) The work order can be terminated by giving one month notice by SVNIT Surat

(ii) the Director/institute authority reserves the right to terminate the contract with In case of failure on the part of the CA firm to sustain the work to the satisfaction of the SVNIT, Surat, and will be at liberty to get the work executed through another firm at the cost and risk of the defaulting CA firm.

10. Dispute, if any will be subject to Surat jurisdiction only.

Thanking you.

Sr. No.	Name of assignment	Period of Assignment	Professional Fee (INR)
1	Pre-Audit (Internal Audit) & allied service of SVNIT for F.Y.2022-23 including Preparation of Final Accounts as per MHRD Guideline.	Financial Year 2022-23	
	GST @18%		
	Total in Rs.....		
Rupees (In Words) :			


10.08.22
I/C DY.REGISTRAR (A/CS)

Copy fwcd to:

1. Dispatch Section
2. Dy.Registrar(A/cs) for information and necessary action.
3. Dy.Registrar(Establishment) for information.
4. Faculty In-Charge, Computer Centre to upload the inquiry on website.