



Subject: Enquiry for Financial Pre-Audit (Internal Audit) Services and Preparation of Final Financial Statements for FY 2025-26 - SVNIT, Surat.

1. Introduction

Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat, an Institute of National Importance under the Ministry of Education, Government of India, invites quotations from **CAG-empowered Chartered Accountant (CA) Firms located in Surat** for providing Financial Pre-Audit (Internal Audit) Services and Preparation of Annual Financial Statements for the Financial Year 2025-26, in accordance with the formats prescribed by MoE for Central Higher Educational Institutions.

2. Scope of Service

The scope of services includes but is not limited to:

2.1 Financial Pre-Audit (Internal Audit)

1. Verification of **all financial transactions** of the Institute, including receipts, payments, investments, loans and other accounting entries.
2. Examination of compliances with GFR-2017 rules & other extant norms of Govt. of India Regulations for procurement of Goods, Services and Works.
3. Examination of compliances with Govt. of India rules & regulations for Salary, Allowances, Pension, Medical Expenses, Leave Encashment, Gratuity, LTC, PDA, CEA, Honorarium, TA/DA and other benefits.
4. Examination of compliances with GOI/Central/State/Trust/SC/ST and other scheme rules & regulations for Scholarships, Fellowships, Contingencies.
5. Examination of compliance with Govt. of India Rules & Regulations for **statutory Deductions**, i.e. Income Tax, TDS, TCS, GST, RCM, Professional Tax, Labour cess, or any Exemption etc.
6. Verification of internal controls, authorization processes, and approvals of expenditures in accordance with the NIT Act, NIT Statutes, and the Institute's Rules & Regulations.
7. Reconciliation & Certification of the Institute's bank accounts and other financial instruments.
8. Review Fund Utilization Certificates (UCs) for various Grants/Projects (including Grant-in-Aid, sponsored projects, R&D projects, and other externally funded programs).
9. Certification in respect above prescribed scope of service shall be given by the firm.

2.2 Preparation of Final Statements

1. Preparation of **Annual Accounts** of the Institute for FY 2025-26 in **MoE prescribed formats**, including Receipt & Payment Statement, Income & Expenditure Statement, Balance Sheet, Schedules & Notes and Utilization Certificate (UCs) for Accounts **on or before 15 May 2026**.
2. Compilation and finalization of accounts for submission to the Comptroller & Auditor General of India (CAG).
3. Assistance in CAG Audit by providing requisite reply to Audit enquiry/observation/Paras with justification & explanations.
4. Ensuring compliance with accounting standards, government financial rules, and MoE guidelines.
5. Final audit certificate (as Internal Auditor) is to be given after completion of pre-audit services.

3. Eligibility & Selection Criteria

1. The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. The Firm must be empaneled for the respective period with the **CARE-CAG** (Comptroller & Auditor General of India) as a certified CA
2. The Firm should have been in operation for at least 05 years after its registration.
3. The firm having at least 01 year experience in auditing of Central/State/Local Govt./PSU/Autonomous Bodies/ Government-funded Institutions will be preferred.
4. The firm should not have been blacklisted by any Central/State/Local Govt./PSU/Autonomous Bodies/ Government-funded Institutions.
5. **The firm should have be located in Surat**, having their registered/branch office in Surat, Gujarat
6. The bidder will have to submit the proof of Firm/Company Registration, CAG empanelment, PAN, GST registration, and relevant experience certificates.
7. The **final selection** of the CA firm for the aforesaid work shall be based on the **Least Cost System** as mentioned in the GFR-2017

5. Terms & Conditions

1. The audit is to commence within 15 days of appointment.
2. The normal working hours of the audit will be as per institute timings i.e., **Monday to Saturday by 9.30 AM to 6.00 PM (excluding Public Holiday)**.
3. The Firm shall deploy qualified (i.e., B.Com, M.Com, CA, CMA or equivalent) and experienced manpower as and when required to ensure timely completion of the assignment.
4. The duration of this contract is **initially for one year (FY 2025-26)** and can be extended up to two more years based on satisfactory performance at the sole discretion of the Institute.
5. The firm shall raise the invoice for **payment only after satisfactory completion** of assigned services **and acceptance of final statements by the Institute. The payment will be made upon deduction as per statutory provisions of Income tax, GST and other such pre norms applicable.**
6. In case the Firm delays the Audit service or submission of the Audit Report beyond the stipulated period, a penalty of 0.5% per week of delay on the contract value will be levied.
7. The contract may be terminated by SVNIT with a notice of 15 days in case of unsatisfactory performance, without assigning any reasons thereof. The Decision of the SVNIT Institute in this regard shall be final and binding. No correspondence in this regard shall be entertained.
8. The SVNIT Institute in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.
9. In case of any dispute, the matter shall be referred to the Director, SVNIT, whose decision shall be final and binding. Legal jurisdiction shall be Surat, Gujarat only.

6. Submission Guidelines

1. Quotations must be submitted in sealed envelopes clearly marked:
"Quotation for Financial Pre-Audit and Preparation of Final Statements FY 2025-26"
2. **Last date for submission: [06-10-2025]**
3. Address for submission:
Dy. Registrar, Accounts Section, Administrative Building, Sardar Vallabhbhai National Institute of Technology, Surat – 395007 Gujarat, India.
4. **Email submission: [dy_acc@svn.it.ac.in]**
5. For any clarification regarding this inquiry, please contact the above Email.

We look forward to your participation.
Thank you.



[Signature]
15/9/25
Dy. Registrar (A/cs)
SVNIT
Dy. Registrar (A/cs.)
S.V. National Institute of Tech.
SURAT-7.

QUOTATION

To
The Dy. Registrar
Accounts Section
Administrative Building
SVNIT
Surat-395007

Subject: Quotation for Financial Pre-Audit (Internal Audit) and Preparation of Final Financial Statements for FY 2025-26

1. Firm / Company Details

Particulars	Details
Name of Firm/Company	
Address	
Contact Person	Name Designation Phone Email
CAG Empaneled Registration No.	
PAN No.	
GST No.	
Bank Account Details	A/c No: IFSC:
Number of Years of Experience	

2. Financial Bid/ Quote

S. No.	Description of Services	Fee (₹)
1	Financial Pre-Audit (Internal Audit) & Preparation of Final Financial Statements for FY 2025-26.	
2	GST@_____	
Total Amount (₹)		
Rupees (in words):		

3. Declaration

We hereby declare that all information provided above is true and correct. We undertake to provide the services as per the scope mentioned above and comply with SVNIT's requirements.

4. Authorized Signatory

Name		Signature & Stamp
Designation		
Name of Firm/ Company		
Date		