

**Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon.**

**Limited Expression of Interest for Chartered Accountant Firms from Jalgaon**

**Notice for Invitation for Expression of Interest (EOI) for appointment of Internal Auditors**

The Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon intends to invite Expression of Interest from the experienced Audit Firms of Chartered Accountants to carry out the Internal pre/post audit of the university in accordance with the provisions of Maharashtra Public Universities Act, 2016, Common Account Code and various rules, regulations, resolutions made in various authority meetings of the university, etc. Please visit our web site [www.nmu.ac.in](http://www.nmu.ac.in) for additional information about the university, EOI and application format. The last date for submission of EOI is 07.07.2025. The estimated cost of internal audit is Rs. 1,50,000/-+ GST per annum. The Notice is available on our website to submit the proposals. The university reserves the right to annul any or all proposals without assigning any reason.

Place: Jalgaon  
Date: 24.06.2025

Sd/-  
CA R. N. Patil  
Finance and Accounts Officer.

EOI Publication date	24.06.2025
EOI Closing Date	07.07.2025 (5.00 pm)
EOI Opening Date	08.07.2025 (if possible)

Details of Contact Person	
Shri. Somnath Gohil	9422211248
CA Ravindra Patil	9209300789
Office of the Finance Officer	02572257226

## Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU)

### Invitation for Expression of Interest (EOI) for Internal Audit Services

Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU) invites experienced Chartered Accountant (CA) firms to express interest in providing internal audit services.

#### About KBCNMU:

- Established in 1990 under the Maharashtra Universities Act.
- Offers quality higher education to over 110,000 students annually.
- Accredited by UGC under Sections 2(f) and 12(b).
- NAAC Re-accredited with Grade “A” in 2022.

#### Scope of work:

- **Financial reporting:** Ensuring the accuracy and reliability of financial statements, including balance sheets & Income statements with budget estimates.
- **Internal controls & systematic reporting:** Conduct a 100% complete internal audit for the financial year 2025-26. Submit systematic quarterly report before 20<sup>th</sup> of quarter end and annual report before 30<sup>th</sup> April, with detailed findings and recommendations and get the queries complied from the concern staff. Provide details of the unsolved queries in next quarter report. Evaluating the effectiveness of internal controls designed to prevent and detect fraud, errors, and irregularities.
- **Compliance:** Ensuring compliance with all applicable laws, regulations, and university policies.
- **Risk management:** Identifying and assessing financial risks and recommending appropriate mitigation strategies.
- **Operational efficiency:** Evaluating the efficiency and effectiveness of financial processes and recommending improvements.
- **Asset protection:** Ensuring the safeguarding of university assets, including cash, investments, and property.
- **Fixed Assets verification:** Physical verification of the assets procured during the year before 30<sup>th</sup> April of the appointed year.
- **Fraud prevention and detection:** Implementing measures to prevent and detect fraud, including conducting investigations when necessary.
- **Data integrity:** Ensuring the accuracy and completeness of financial data.
- **IT systems:** Evaluating the security and reliability of IT systems used for financial management.

In addition to these specific areas, the internal auditor should also:

- Provide independent and objective assurance to the university's management and board of trustees on the effectiveness of the finance department's operations.
- Identify and recommend best practices for financial management.
- Stay up-to-date on current accounting standards, regulations, and industry trends.
- Maintain professional objectivity and independence.
- Conduct trainings to update the knowledge of the finance staff regarding applicable laws and updates thereon.

The internal auditor should have a thorough understanding of the university's financial policies and procedures, as well as relevant accounting standards and regulations. They should also have strong analytical and problem-solving skills and be able to communicate effectively with all levels of the university.

By conducting regular audits and providing insightful recommendations, the internal auditor can play a critical role in ensuring the financial health and integrity of the university.

**Detailed Scope of Work but not limited to:-**

Sr. No.	Area	Detailed Scope
01	Revenue	i. Reconciliation of Fees from students / participants ii. Income from Sponsored Projects / Programmes iii. Interest on Investments, Bank Interest iv. Grants for research projects v. Internal Revenues/Recoveries such as rent, charges, etc. vi. Any other Income vii. Treatment in accounts for all Income and recommendations
02	Expenditures	i. Procedures followed ii. Treatment in Accounts iii. 100% vouching of the transactions iv. Reporting for any Rectification or improvement
03	Procurement of Goods & Services	i. Tendering Processes & selection of the vendor/ contractor ii. Accounting Treatments for Fixed Assets and Inventory
04	Investments	i. Procedures followed for Investments ii. Treatment of Income arising out of Investments iii. Recommendations
05	Statutory Compliances	i. Compliances to Income Tax Act, TDS, TCS ii. Compliance to GST, and other Indirect Taxes iii. Compliance to Labor Laws iv. Compliance to FEMA laws v. Any other statutes

06	Finance & Accounts	<ul style="list-style-type: none"> <li>i. Review of Account Payable and Receivable</li> <li>ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the University.</li> <li>iii. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract.</li> <li>iv. Bank Management including investment details</li> <li>v. Checking of Bank Reconciliation Statement on monthly basis.</li> <li>vi. Review the expenses incurred with the approved Budget</li> <li>vii. Vouching/Ledger Scrutiny</li> <li>viii. Review of the last statutory/Internal audit comments and compliances and action taken report</li> <li>ix. Review of Quarterly, Half Yearly and Annual Accounts of the University</li> <li>x. Review of expenses on Sponsored Projects and Its Accounts</li> <li>xi. Review of Subsidiary Accounts at a quarterly Intervals</li> <li>xii. Checking of various schedules and annexure</li> </ul>
07	Payroll, Retirement Benefits	<ul style="list-style-type: none"> <li>i. Rules and Guidelines applicable</li> <li>ii. Review audit of Employee related claims like TA/DA, Medical Reimbursements, LTC, Children Education, etc.</li> <li>iii. Review/ audit for Payment of Salary, retirement benefits, etc. Treatment in accounts</li> </ul>
08	Estate Section	<ul style="list-style-type: none"> <li>i. Review of all receipts and payments</li> <li>ii. Treatment in accounts</li> <li>iii. Completion of Capital WIP and conversion to Assets Any other work related to engineering division</li> </ul>
09	Others	<ul style="list-style-type: none"> <li>i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature</li> <li>ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.</li> <li>iii. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving University's operation.</li> <li>iv. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time</li> <li>v. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April.</li> <li>vi. Issue certificate in form no 15 CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961, if required. The certificate must be issued within two days of receipt of documents.</li> <li>vii. Issue of Utilization Certificates for Grant Based projects as and when required</li> <li>viii. Any other Internal Audit related matters required by the University Authority</li> </ul>

## **Eligibility**

- CA firm having 3 or more partners, located in Jalgaon.
- CA firm must have 10 or more employees consisting semi qualified, Experienced and user friendly with SAP software.
- Minimum 5 years' experience in internal/statutory/concurrent/taxation audits of government bodies, universities, academic institutions, or private entities having turnover more than Rs.100 crores with ERP-SAP environment.

## **Fees**

- Estimated Rs. 150,000/- + GST PA (Rupees One Lakh Fifty Thousand only + GST) (negotiable based on experience and qualifications).
- Quotations must be inclusive travel allowances, and out-of-pocket expenses.
- Applicable taxes will be deducted from the fees.
- Payment will be made only after completion of annual audit report and its compliances accepted by the authorities.

## **Submission Process**

- Download the application form from the KBCNMU website [www.nmu.ac.in](http://www.nmu.ac.in) tenders tab.
- Submit the duly filled application along with supporting documents by 07.07.2025.

## **Important Notes**

- Conditional applications will be rejected.
- KBCNMU reserves the right to cancel the EOI process without explanation.
- Please visit our website [www.nmu.ac.in](http://www.nmu.ac.in) for additional clarity.
- If the work is terminated by any reason or stop by auditor firm for any reason, losses if any, will be recovered from the auditor firm.
- The audit firm must not subcontract the assignment to any other firm.
- The audit team will work in strict confidence and will ensure that the information in respect of the operation of the area/unit is dealt in strict confidence and secrecy.

**FIRM DETAILS:**

1	Name of the firm	
2	Name of Authorised Partner	
3	Address of the Head Office:	
4	Telephone no. and E-mail address	
5	ICAI Firm Regn No. (Attach latest firm constitution certificate)	
6	Date of constitution of the firm	
7	PAN number of the firm	
8	Latest IT return filed by firm (attach copy)	
9	GST Registration Certificate (if available)	
8	Number of Partners as on date of application (Details to be provided in “ <b>Annex-A</b> ”)	
10	Number of Full Time qualified/semi qualified employees as on date of application	
11	Number of Branches (Details to be provided in “ <b>Annex-B</b> ”)	
12	Whether the firm is engaged in any Statutory/ Internal/ Concurrent Audit and other accounting work of any Govt. Companies/ Autonomous body, Academic Institutions, and private entity etc. (If yes, details may be given “ <b>Annex-C</b> ”). (Attach work completion certificates with turnover)	
13	Average Turnover of the Firm (last 3 years) (Should be more than Rs. 15 Lakh) Attach turnover certificate with UDIN	
14	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. “ <b>Annex-D</b> ”.	
15	Non-disclosure undertaking – “ <b>Annex-E</b> ”	

**(On Firms Letter Head)**

**Annexure-A**

**Details of Partners of the Firm**

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA	Mobile No.	Email ID	Place of Present residing

(Signature of Authorised Person with Seal of the Firm)

Place:

Date:

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**Annexure-B**

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

Sl. No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region

Place:

Date:

(Signature of Authorised Person with Seal of the Firm)

(On Firms Letter Head)

Annexure-C

**Details of Statutory & Internal Audit Work including taxation work of Govt. Companies/ Autonomous body, Academic Institutions, private entities etc. in hand with the firm undertaken in the last five year as on date of application.**

<b>Sr. No.</b>	<b>Name of the Client with address &amp; contact details for further enquiry.</b>	<b>Nature of work done</b>	<b>Continuation period in years (from &amp; to)</b>	<b>Turnover Rs. Crores</b>

*Relevant work experience certificate from the client may please be attached, if available.*

Place:

Date:

(Signature of Authorised Person with Seal of the Firm)

**(On stamp paper of Rs. 100/-)**

**Annexure-D  
Undertaking**

I/We the following partners of M/s. \_\_\_\_\_, Chartered Accountants do hereby jointly and severely verify and declare –

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so 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,
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;
- (iv) 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.
- (v) that the firm and its stakeholders are bound to maintain the confidentiality about the information & transactions of the university. And will not disclose to the any information to the irrelevant person/firm to the university or without permission of the competent authority.

<b>Sl. No.</b>	<b>Name of the Partner</b>	<b>Membership Registration No.</b>	<b>PAN No.</b>	<b>Signature of partner</b>

Place:

Date:

(Signature of Authorised Person with Seal of the Firm)

## ANNEXURE-E

### Non-Disclosure Undertaking

We, the partners of the M/s \_\_\_\_\_ Partnership/LLP Firm of Chartered Accountant do hereby represent, warrant, confirm unequivocally and under as follows: -

- a) Subject to conditions contained in the EoI and on assignment of Tax consulting work to our Firm, KBCNMU, Jalgaon may have to disclose certain vital confidential information to us in the course of this assignment.
- b) Confidential information: the confidential information used herein shall mean and include any/all information, which is directly or indirectly disclosed to us or comes to the knowledge in the course of tax advisory work, regardless of the form in which it is disclosed "Confidential Information" includes without limitation, any information in tangible or intangible form, know-how, data, process, technique, design, drawing, program, formula or test data, trade secret, prices, techniques, algorithm, computer program (course and object code) etc. whether in oral, written, graphic or electronic form.
- c) No person acting on behalf of our firm will divulge or use any such information for any purpose other than tax consulting. We shall exercise the same care in protecting the said confidential information from disclosure as we do with regard to our own confidential information and will not disclose such confidential information to any third party/parties.
- d) No person will seek information other than those necessary for the purpose of tax consulting works as specified in the EoI/ appointment.
- e) If any of the representation, declaration and obligations as stated above are found to have been violated, at any stage, we hereby agree that on intimation of such violation, the university shall claim damages/ compensation from us for breach of this undertaking. That apart university will also have the right to cancel the appointment. We undertake to abide by the decision of the university in this regard.
- f) We shall bind ourselves, our employees/ team to the terms of confidentiality clause and shall take all actions reasonably necessary to secure the confidentiality of such information against theft, loss or disclosure.

This undertaking shall survive the termination or expiry of the assignment as per the expiry of period of One year.

Date: -

Place: -

Seal & Signature of the Authorised Signatory

### Price Bid Format

Firms having the above eligibility criteria are requested to submit their fees for the assignment in the following manner: -

1. Fees: Rs. \_\_\_\_\_
2. GST @ 18% Rs. \_\_\_\_\_
3. Total (1+2) Rs. \_\_\_\_\_

Total Amount (in Words) \* \_\_\_\_\_

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- Figures in words and in letter of Total Amount must match, otherwise the bid proposal will be summarily rejected.

Also, if there will be addition/ totalling mistake then also the bid proposal will be rejected.

No extra charges will be paid except travelling from Jalgaon City to the university campus as per the university rules.

Date: -

Place: -

Seal & Signature of the Authorised Signatory