



MAHARASHTRA NATIONAL LAW UNIVERSITY CHHATRAPATI SAMBHAJINAGAR

(University established under Act No. VI of 2014 by State Legislature of Maharashtra)

Ref.: MNLUCS/ADMN/2025/613

Date: 24.07.2025

Expression of Interest

Expression of Interest is invited from Chartered Accountant firms in practice having a minimum of 3 years of experience in conducting Statutory audit of premier Higher Educational Institutions for at least one term of three years, to conduct the statutory audit of Maharashtra National Law University Chhatrapati Sambhajinagar for the year 2024-25 which may be further extended for a maximum of two subsequent annual audit cycles.

The minimum Audit Fees would be Rs.2,64,000/- (Rs. Two Lakhs Sixty Four Thousand only) per year of engagement (Excluding Taxes and out of pocket at actuals).

Qualified firms are requested to submit the Tender (Hard Copy Only) in the format attached, to Registrar, Maharashtra National Law University Chhatrapati Sambhajinagar by **07/08 /2025**.

Hard copy of the letter of response may be addressed to

The Registrar,
Maharashtra National Law University
Chhatrapati Sambhajinagar, Near Raje Sambhaji
Sainiki School, Nath Valley Road, Kanchanwadi,
Ch. Sambhaji Nagar (Aurangabad), Pin 431011.

For further details, please contact _____

Ch. Sambhaji Nagar, (Aurangabad)

Maharashtra National Law University
Chhatrapati Sambhajinagar

Expression of Interest for Appointment of Statutory Auditors.

SECTION 'A'

Status of Firm: Partnership Sole Proprietorship

1. (a) Name of the firm/organization (in capital letters).....

(b) Address of the Head Office

Please also give telephone no.)

(E-mail address):

(c) PAN of the firm

(d) GSTIN of the firm

2. ICAI firm Registration No. Region Name..... Region Code No.

3. (a) Date of constitution of the firm

(b) Date since when the firms has full time FCA

4. Full - Time Partners of the firm as on 01-04-2024 (Please fill up Annexure- A)

Sl. No.	Years of continuous association in the firm/organization	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 years or more but less than 10 years		
(d)	10 years or more but less than 15 years		
(e)	15 years or more		

5. Number of audit staff employed full- time with the firm

(a) Articles / Audit Clerks.....

(b) Other Audit Staff (With knowledge of book keeping and accountancy).....

(c) Other Professional Staff (Please specify).....

(Please fill up Annex - B)

6. No. of Branches (Please fill up Annex- C).....

7. Whether the firm /organization is engaged in any Statutory / concurrent audit or any other services of any Central or State Government / Universities and autonomous bodies

Yes / No

If yes, details of experiences in Annex-E &work in hand in Annex - D may be given.

8. Whether any court /arbitration /any other legal case is pending against The firm / organisation
(If yes, please attach a brief note of the case indicating its present status)

Yes / No

9. Any other information (details of empanelment etc.)

Date

Signature
Full Name

Official Seal

SECTION-B

Undertaking

I/we the sole proprietor / following partners / Others of M/S.....
Chartered Accountants do hereby jointly and severally verify and declare –

- i) That the particulars given are complete and correct and that 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/ organization 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/organization, proprietor or partners has not been debarred or cautioned by ICAI any time in the past. (If debarred, give details):
- iii) That the constitution of the firm /organization as on **1st April of 2024** shown in the expression of interest is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the partner / sole proprietor/others	Membership registration no.	PAN	Signature of partner / sole proprietor / Other

(Seal of the Firm/Organization)

Place:

Date:

Enclosures..... Pages

Annexure- A

1. Firm's / Organization's Name.....

Details of Full Time Partners/ Others of the firm (Please refer to SI. No. 4 of the Expression of Interest format)

SL. NO.	Name of the Partner / Sole Proprietor / Other	Whether the partner is full time or part time	Membership No.	Whether FCA / ACA	Date of Joining the Firm (full time) / Organization	Date of becoming FCA	Station & Region where residing at present

Note: Please provide Firm Registration number Certificate issued by ICAI.

Authorised Signatory

(Seal of the Firm/Organization)

Annexure -B

Details of Audit Staffs (Please refer to Sl. No. 5. of the Expression of Interest Format)

SL. NO.	Name	Qualification	Address	Signature of the Employee

Authorised Signatory

(Seal of the Firm/Organization)

Annexure - C

Particulars of Branches

SL. NO.	Station at Which Located	Complete address with Pin & Telephone No.	Name of the partner/other in charge of the branch	Date of opening the branch	Detail Address of branch

Authorised Signatory

(Seal of the Firm/Organization)

Annexure - D

Details of Statutory Audit work / any other accounting of Central / State Educational Institution in hand with the firm

(Please refer to Sl. No. 7 of the Expression of Interest format)

SL. NO.	PSU / Unit	Nature of engagement	Year for which Appointed / engaged

-Copy of concerned documents shall be attached.

Authorised Signatory

(Seal of the Firm/Organization)

Annexure- E

Details of experiences

(Please refer to Sl. No. 7 of the Expression of Interest Format)

Name of the area / sector	Education Institute / Other organization audited	Year of audit e.g. (a) 2024 – 25 (b) 2023 – 24 (c) 2022 – 23 (d) 2021 – 22 (e) 2020 – 21	Nature of Audit assignment viz. Statutory audit/or Branch audit	Name of Special assignment	full time partner who supervised the audit or signed the financial statements and / or who is still working in the firm

Authorised Signatory
Firm/Organization)

(Seal of the

Criteria of Short listing

- a) Experience of the Firm (in years)
 - b) Seniority of the Auditors/ Partners
 - c) Relevant experience of audit for educational institute of national repute or central university (preferably working with National level / Central Universities only)
 - d) The Firm or it's Branch operating in Ch. Sambhaji Nagar for more than 3 years
- Note: • The award of the work will be at sole discretion of the University.

- All the data and documents provided by the bidder will be checked and verified from the ICAI.
- In case of any dispute / suit / legal proceedings against the University, the jurisdiction shall be restricted to the courts in Chhatrapati Sambhajnagar, which is the headquarter of the University.

Scope of Work

Statutory Audit to cover the areas ensuring that,

- Audit and verification of statutory returns like TDS returns, GST returns, PT returns and Income Tax Returns.
- Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- Verification of Utilization of funds and certificate issued in this regard are in accordance with financing agreement.
- Goods and services have been procured in accordance with the relevant procurement guidelines issued by the University.
- To check all the statutory records, registers including Minutes of various Council and Committee that all the accounting effects and decisions are considered and implemented accordingly.
- Transactions are duly supported by proper supporting documents.
- Checking the bank reconciliation statements.
- Checking of component wise, category wise and account head wise expenditures.
- Verification of fixed deposit register and checking of interest received.
- To give executive summary incorporating all points/matters; which are of very important in nature.
- To ensure that the expenditure is being made in accordance with the terms and conditions stipulated in the Government Resolutions from time to time.

- To check the contracts entered into by the University with outside vendors for construction acquisition of Fixed Assets.
- To examine the purchase/ work orders placed by the University with outside parties for procurement.
- To see that every voucher for payment for Capital Expenditure is properly generated, checked, cross-checked, approved and duly recommended for payment by competent officials of the University.
- To check the invoices and receipts obtained from the suppliers so as to ensure that the payment is being properly made.
- To examine the documents pertaining to the acquisition and ownership of fixed assets.
- To examine the validity of the transactions by referring to related documentary evidence

Which may exist in any of the following forms: -

- To review and help the management in implementing proper internal control procedures and Systems.
- Audit of individual schemes, sanctioned by the funding agencies.
- Carry out any other additional checks/processes as may be required by the auditors for certifying the Financial Statements and give reports thereon.
- The Chartered Accountant firm so appointed would be required to: -
 - Liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.
 - look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/vouchers submitted at later stage, to settle the audit qualifications in the Statutory Audit report of this assignment.
- After finalization of Audit, the Statutory Auditors shall submit Audit Report to the MNLU, Chhatrapati Sambhajinagar within the stipulated time period.

Note: The Audit is to be done on a half yearly basis.

Sd/-
Registrar,
Maharashtra National Law University
Chhatrapati Sambhajinagar