

**SNDT Women's University**

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

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Ref No: SNDT/CPF Audit Appt/2023-24/143

Sept 18, 2023

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**(Appointment for Audit of Contributory Provident Fund(CPF) Accounts from FY 1994-95 till FY 2024-25)**

**Pre Bid Meeting – Oct 03, 2023**

**EOI Date: Sept. 22, 2023**

**DUE DATE: Oct 13, 2023**

To submit on or before: 15:00 hours (3:00pm) on Oct 13, 2023

\* Invitation for EOI – Covering note

\* Format of Capability statement for submission of Expression of Interest – Annexure 1

Dear Sir/Madam:

The Vice Chancellor, SNDTWU, Mumbai is inviting Expression of Interest (EOI) in English in the enclosed format from experienced Chartered Accountant Firms empanelled with the Comptroller & Auditor General of India for appointment as CPF Auditors for its Departments and own run colleges including at Mumbai for a period from FY 1994-95 till FY 2024-25. Your expression of interest could form the basis for a contract between your firm and SNDTWU.

02 The objective of inviting expression of interest is to appoint the CPF auditors through a wider reach and by a transparent process providing equal opportunity. Interested firms may please complete the enclosed Capability Statement - Annexure-1 and send the same to the following address:

Finance & Accounts Officer  
SNDT Women's University  
Churchgate Campus  
1, Nathibai Thackersey Road, Churchgate, Mumbai 400020

03 Vice Chancellor, SNDTWU reserves the right to reject any and all proposals received in response to this invitation in any manner deemed to be in the best interest of Vice Chancellor, SNDTWU. Although it is Vice Chancellor's, SNDTWU preference to award one contract for the services described in this invitation, Vice Chancellor, SNDTWU reserves the right to award separate contracts for the elements covered by this invitation in any combinations as it deems appropriate, at its sole discretion.

04 This invitation contains no contractual offer of any kind. Any proposal submitted will be regarded as an expression of interest by the proposer and not an acceptance by the proposer of any offer by Vice Chancellor, SNDTWU. No contractual relationship will exist except pursuant to a written letter of award signed by Registrar, SNDTWU and the proposer.

05 Vice Chancellor, SNDTWU reserves the right to modify or exclude any consideration, information or requirement contained in this invitation and to add new considerations, information or requirements at any stage of the procurement process, including negotiations with proposers, at any time before any letter is awarded for the audit services outlined in this invitation.

06 SNDTWU may, at its discretion, extend the deadline for the submission of EOIs. The extension of the deadline may accompany a modification of the invitation documents prepared by SNDTWU at its own initiative or in response to a clarification requested by a prospective proposer. Proposers must provide all requisite information under the EOI and clearly and concisely respond to all points.

07 **Eligibility, requirements and assessment criteria:**

The EoI and capability will be assessed against evidence of skills and experience in providing CPF audit services in Mumbai.

The minimum eligibility requirements are –

- (i) Professional Standing of the CA firm: Minimum 10 years (as on December 1, 2022)
- (ii) Minimum no of Partners if partnership: 03 (All FCAs and of which at least one Partner must have standing of more than 10 years) / Proprietorship.
- (iii) Office location: In Mumbai
- (iv) Average Gross fees of the CA firm during FY 2019-20, FY 2020-21 and FY 2021-22 : Rs 25.00 lakhs

08 The EoI should be sent along with a Capability Statement including a profile of the organisation relevant technical and geographical coverage along with the financial turnover for the last 3 financial years. A format for the capability statement is attached. Individual CVs are not required at this stage. Any EoI with inadequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed. EoI should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organisation profiles.

09 In the interests of equity of treatment, EOI will be processed strictly as per prescribed formats enclosed. Non-adherence to the formats shall lead to rejection of such EOIs. Further correspondence in respect of non standard EOIs will not be entertained.

10 EOI – Annexure-1 should reach us on or before DUE DATE and TIME in a sealed cover duly super-scribed with our "EOI for Appointment of for Audit of Contributory Provident Fund" and "DUE DATE". EOI will be opened on the same day at 15.00 Hrs. (IST). Responses received after due date and time shall not be accepted and no further correspondence on such responses shall be entertained. SNDTWU will not be responsible for any loss or delay in receipt of EOI in post.

LATE EOI SHALL NOT BE OPENED AND SHALL NOT BE CONSIDERED.

11 The fees for EOI for Appointment of Auditors for CPF minimum amount of Rs. 4,50,000/- (amount inclusive all expenses) shall be required for the period FY 1994-95 to FY 2024-25. Taxes on the professional fees will be treated as follows :

- a. TDS on Income Tax at applicable rates will be deducted from the fees invoiced.
- b. Taxes will be paid additionally upfront, as invoiced, at the applicable rates.
- c. Levy of taxes not existing in the legislation so far will be reimbursed / paid additionally from the date they come into effect.
- d. SNDT has Accounts Software named "**Unisuite**" Training will be provided.

12. It is expected that the audit will be undertaken in accordance with the Audit Standards issued by the ICAI to the extent they are applicable to the given scope.

13 The financial quote should be submitted in a separate envelope stating the applicable taxes and out of pocket expenses if any.

14 Respondents, if desire, may participate in EOI opening after producing authorization/identity proof.

15 EOI submitted should be free from correction, over-writing, erasures etc., and each page should be suitably numbered.

16 Authorized Signatory should sign the EOI submitted indicating the name and designation with official seal. Unsigned EOI are liable to be ignored by SNDTWU.

17 Canvassing by respondents in any form, including unsolicited letters on EOI submitted or post corrections shall render their EOI submitted liable for summary rejection.

18 STATEMENT OF WORK

The scope of the Audit will be provided to the short-listed firms-Annexure. However, the Audit is expected to be based on sufficient verification of the aspects covered in the scope of audit and not be on mere confirmations obtained from the Finance and other related departments.

19 You are requested to hold your EOI valid for 90 days from the deadline for submission. SNDTWU will make its best effort to select a firm within this period.

20 Assuming that a letter of award can be satisfactorily concluded by October 25, 2023, the assignment is expected to commence in the first week of November 2023. The audit for FY 1994-95 to FY 2022-23 shall be completed by January 31, 2024. The audit of the FY 2023-24 shall be completed before May 31 2024.

21 The costs of preparing an EOI proposal and of negotiating a contract are not reimbursable by SNDTWU.

22 SNDTWU will not return EOIs received. These proposals shall be kept confidential for the sole and CPF consideration of SNDTWU. Information relating to the examination, evaluation, and comparison of EOI Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence SNDTWU in the examination, evaluation and comparison of the Proposals or contract award decisions may, at SNDTWU's decision, result in the rejection of its Proposal.

SNDTWU shall not discuss the content of other proposals and how they compare to the Proposer's submission.

23 SNDTWU shall endeavour to provide responses to any clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

24 Disregard of any instructions may result in EOI being ignored.

25 SNDTWU looks forward to receiving your EOI and thanks you in advance for your interest.

**Sd/-**  
**Registrar**  
**S N D T W U**

## ANNEXURE

Format for Submission of Expression of Interest for short-listing Chartered Accountant  
Firms for the Audit of CPF Accounts of SNDTWU

Name of the Firm Firm's registration no with ICAI	
Number of Partners (Enclose copy of constitution certificate issued by the Institute of Chartered Accountants of India as of 1 <sup>st</sup> January 2023)	
Number of Qualified employees (With either a CA or CISA qualification)	
Date of formation (As per constitution certificate issued by the Institute of Chartered Accountants of India)	
Full Postal Address of Offices /Branch Offices. (This may be given on a separate sheet of paper attached)	
Name of contact person along with landline and mobile numbers	
Empanelment no for empanelment with, if empanelled with, C&AG?: (Acknowledgement from office of C&AG for receipt of all documents in this regard copy to be enclosed)	
Permanent Account Number (PAN) with a copy of PAN card	
GST Registration Number and copy of GST returns for FY 2022-23	
Particulars of experience of CPF/PF/EPF audit in government sector <u>excluding bank audits</u> and particularly in education or government grants assisted sectors	

Gross Fees of the firm for last three financial years with self attested copy of financial statements and income tax returns of the firm for these periods	
Whether there are any court/ arbitration/any other legal case against the firm ? (If yes, give a brief note of the case indicating its present status)	

Profile of the firm is \*attached/not attached

\* Strike off what is inapplicable

Seal of the Firm	Signature
	Name
	Designation

Undertaking

We, \_\_\_\_\_ (name of firm), Chartered Accountants do hereby verify and declare -

- i) that the particulars given above 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 firm or partners has not been debarred or cautioned by ICAI during the last five years, if yes give details;
- iii) that individual partners 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 Accountants Act, 1949.
- iv) That the constitution of the firm as on January 1,2023 shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Seal of the Firm	Signature
	Name
	Designation

## ANNEXURE-SCOPE OF WORK

While efforts have been made to define all the areas of importance, the scope of work defined hereunder is neither exhaustive nor limited to the extent what has been defined. The CPF auditors may devise additional areas of inspection and examination of records, documents, etc. so as to minimize the possible loss of revenue, maximize the functional efficiency, and reduce frauds & mismanagement, adherence to regulatory mechanism etc.

The broad scopes of audit are given below.

1. The process of CPF audit should start with identification of the objectives laid down by Management, verification of the plan of action, its execution and critical analysis.
2. CPF Audit should not be confined only to financial audit, should go beyond vouching, verification, checking the arithmetical accuracy etc. Greater emphasis should be laid on Operational and System Audit
3. CPF Auditor should review and appraise the adequacy, reliability and effectiveness of CPF guidelines.
4. CPF Auditor should report on the deviations, if any, from the delegation of authority and responsibility at different levels of management, which are approved by the Management Council of SNTDWU from time to time.
5. The examination of the Accounting Record would include the following points of scrutiny:
  - a) To Verify, Vouch of all cash vouchers, bank vouchers and journal vouchers and related documents and account records of all transactions.
  - b) To scrutinize and verify vouchers/bills and point out, over payments, wrong payments and misclassifications of such expenditure.
  - c) To verify/check employee wise ledgers and receipt & expenditure thereof.
  - d) To verify, vouch and reconcile deposits of money into corpus account and transfers general money with reference to corpus funds rules and financial norms.
  - e) To scrutinize and verify timely vouch payment of statutory liabilities made on behalf of state / central government and to report delays.
  - f) To verify and scrutinize bank reconciliation statement and report the old items which remained to be recorded.
  - g) To verify and scrutinize / vouch main cashbook with ledgers and vouchers with checking of pay rolls.
  - h) To verify the Banks Reconciliation & ensure that all receipt & payment transactions are recorded in the appropriate books of accounts.
  - i) Statutory Auditor's compliance: Compliance of the Statutory Audit observations for the previous year 1994-95.
  - j) To identify deviation in the accounting procedure from those specified in the accounting manual and those followed by the department / University and to submit a report thereon.
  - k) To ascertain reasons for such deviation, discussing the same with the respective institutions and to recommend steps to avoid recurrence.
  - l) To scrutinize in detail all the account balances of the University and institutions for concern period.
  - m) To certify employee wise CPF records for the period of audit carried out



## Evaluation of Expression of Interest for Outsourcing of Accounts Work

Sr. No.	Criteria / sub Criteria (A)	Basis of Valuation (B)	Maximum Marks	University Revaluation	Supporting Documents (E)
1	The Desirable Turnover of the Bidder should be more than Rs. 25 Lakhs for any of three out of five financial years (FY 2019-20, 2020-21 and FY 2021-22)	$\leq$ 25 Lakhs = 1 Mark $>$ 25 Lakhs but $\leq$ 2 cr = 3 Mark $>$ 2 cr = 5 Mark	5		1.1 Audited financial statement
2	Years of existence of the Firm	$<$ 10 years:2 mark $\geq$ 10 and $<$ 20 yrs: 3 mark $\geq$ 20 years : 5 mark	5		2.1 Copy of Certificate of Incorporation /Partnership Deed signed by Authorized Signatory
3	Experience of working with number of Govt, Semi govt sector Aided and Unaided State Universities (Exp. Of working - Provident Fund preferably)	1 to 2 nos = 1 mark 2 to 4 nos = 3 marks $\geq$ 5 nos = 5 marks	5		Certificate from the concerned institutions/or ganisations
4	Interaction with Authorised Signatory or Partner who would be handling the assignment		5		Only of shortlisted firms who qualify in the technical documents
5	Preferably 3 – 4 Article clerks and Qualified.	Depends on staff deployment	5		
	<b>Grand Total</b>		<b>30</b>		

Financial Quotation for CPF Audit – FY 1994-95 to FY 2024-25.

Particulars	Amount (in Rs.)
Fees :- For CPF Audit for F.Y. 1994-95 to FY 2024-25	
Add :- GST @ _____	
Total Amount	

(Rupees \_\_\_\_\_ only)

For Chartered Accountant Stamp & Signature