



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अन्तर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University Established by Parliament by Act No. 3 of 1997)

002/2022-23/EOI/2023/

Dated: 15/03/2023

EXPRESSION OF INTEREST

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha (A Central University established by an Act of Parliament) invites Expression of Interest (EOI) from Wardha based practicing firms of Chartered Accountants for appointment of Preparation of Financial Statements i.e Balance Sheet, Income & Expenditure Account, Receipts & Payment Accounts and Other related Works for the Financial Year 2022-23 and it can be extended for further one more year based on satisfactory performance of work.

- The eligibility criteria, scope of work, fees, application format and other terms & conditions are enclosed in annexure A to E.
- The Last Date for submission of application is 23/3/2023

Finance Officer

हिंदी विश्वविद्यालय, गांधी हिल, वर्धा-442001 (महाराष्ट्र) भारत

Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra) India

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Annexure – A

Eligibility Criteria

Sr. No.	Requirements
1.	At least 10 years of existence of Firm
2.	Annual receipts as per the previous year's audited annual accounts should not be less than Rs. 15 Lacs.
3.	Chartered Accountant Firm Should have at least Five year experience for Preparation of Annual Accounts & Other Financial Statements of Central University/Central Educational Institution as per guideline/format issued by GOI.
4.	Chartered Accountant Firm Should have working knowledge of Rules & Regulation of Govt. Organization, Central University or Central Educational Institution/Central Autonomous Bodies.
5.	No disciplinary action against the Audit Firm

Declaration:

The Chartered Accountant Firms while expressing interest shall be required to submit a declaration on letter head that details furnished in this regard are true and correct. Any incorrect information furnished by the applicant shall be liable to rejection.

Annexure – B

Scope of Work:

The Chartered Accountant Firm should ensure:

1. Required to verify the duly compiled accounts of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha viz Balance Sheet, Income & Expenditure Accounts, Receipts & Payments Accounts, all the related schedules, statements and others documents as per the format of MoE/UGC.
2. Verify monthly trial balances at the end of financial years.
3. Scrutiny and review of accounting records on monthly basis.
4. Review of recovery and adjustment of advances.
5. Ensuring booking of transactions under specific heads, sub-heads and grouping thereof under major heads, leading to the finalization of annual accounts, are to be in uniformity with the accounting policies & guidelines.
6. Verify data entry of all financial transactions of the University under Tally/University management system software on regular/monthly basis.
7. Statutory Compliances related to Income Tax, GST and Professional Tax etc.
8. To check provision entry at the end of the year to ensure that accounting is done on accrual basis.
9. Verification of Fixed Assets & Accession Register.
10. Ensuring deposit of statutory dues by stipulated dates & submission of various periodical returns like GST, TDS etc. and MIS reports, etc. to Headquarters. TDS & GST return Fees will be paid separately.
11. Ensuring all administrative and financial guidelines issued by UGC/MoE.

12. Ensuring Compliances of all statutory dues such as GST, TDS, PF, Professional Tax, etc. Proper checking of payment of PF related documents of contractual staff engaged by third party.
13. Scrutiny and review of accounting records on monthly basis.
14. Guide and Verify of Fund Utilizations/Certificates.
15. Discussion with CAB audit team, during annual audit, production of related records and satisfying the quires during audit. Submission of reply to audit para as and when required.

Other Scope of Work

1. To provide specific advice/guidelines, including updates on accounting treatment and taxation matters and advice on the Accounting Standards issued by ICAI that are applicable..
2. To examine and report on the adequacy and effectiveness of the internal control systems and procedures adopted and suggest effective ways for their improvement.
3. Advice on issues relating to finalization of Annual Accounts, adopting of uniform accounting policies and practices.
4. To address the issues raised by Statutory Auditors

Annexure – C

Fees

The eligible firms should quote their fees in the relevant field in the Application Form.

The fees shall be released on the basis subject to completion of work and submission of periodic report and a certificate to this effect by the Competent Authority.

Annexure – D

Application Format

The desired firms shall submit their application in the given format and attach the necessary documents and certificates along with application form:

APPLICATION FORM

S.No.	Particulars	Documents/Certificates to be attached
1.	Name of the Firm	<i>Firm Registration Certificate</i>
2.	Address of Registered/Head office	
3.	Telephone Numbers	
4.	Email Address	
5.	PAN No.	<i>Copy of PAN</i>
6.	GST No.	<i>Copy of GST registration certificate (If applicable)</i>
7.	Firm Registration No.	<i>Firm Registration Certificate</i>
8.	Date of Constitution of Firm	
9.	No. of Partners	<i>Self-declaration on letterhead with details of partners</i>
10.	No. of Fellow Partners	
11.	No. of Branches	
12.	Address of Branch offices	
13.	Receipts of the Firm (as per previous year's audited accounts)	<i>ITR of previous year</i>
14.	Whether Firm is Peer Reviewed	<i>Certificate of Peer Review</i>
15.	Whether Firm has experience of Audit of PSU, Govt. Entity, Statutory or Autonomous Body? If yes, please specify no. of clients.	<i>Provide details on letterhead along with certificate of clients.</i>
16.	Years of Audit Experience in above audits	
17.	Quotation of prospective Audit Fees	<i>Breakup of Fees including applicable taxes shall be given on a letterhead</i>

Other terms & conditions

1. Interested firms of Chartered Accountants which meet the eligibility criteria as mentioned in Annexure A, may furnish their Expression of Interest in the Application Format given in Annexure D along with all the necessary certificates, documents, declaration etc. in hard copy to the MGAHV: **Finance Officer, Finance Department, MGAHV Campus, Gandhi Hills, Umari Wardha – 442 001**
2. The duly filled application shall reach to MGAHV, Wardha latest by 23/3/2023.
3. Preference shall be given to Chartered Accountant firm and firms having experience of working of Central Educational Institute/ Central University.
4. There shall be no fees for the application.
5. Queries, if any, in this regard may be asked on 07152-232994 (Mon – Fri, 11:00 AM to 4:00 PM)
6. Any amendment / corrigendum / clarification to the EOI will be uploaded on the website of MGAHV (www.Hindivishwa.org)
7. The MGAHV, Wardha shall not be liable for non-receipt/late receipt of any of the Application.
8. The MGAHV, Wardha reserves the right to reject any of the applications without assigning any reason at any time and may call for any other details or additional information from any of the applicants at its own discretion. Non submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of MGAHV, Wardha shall be final on all the applicants.
9. The decision of the MGAHV, Wardha shall be final as regards to the criteria to finalize the firm out of the applications so received and selection of Firm.
10. Incomplete applications shall be summarily rejected.
11. The Firm shall maintain professional integrity and confidentiality of information obtained during the course of work.
12. In case of any dispute, the decision of the Vice-Chancellor will be final.
13. University reserves the right to reject any or all the EOI without assigning any reasons.