



DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
[Established by Government of Gujarat]
'Jyotirmay' Parisar,
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad - 382 481.
www.baou.edu.in



INVITATION OF QUOTATION

FOR

INTERNAL AUDIT AND INCOME TAX RELATED WORKS

Dr. Babasaheb Ambedkar Open University (BAOU) was established by the Act No.14 of 1994 passed by the Gujarat State Legislature on 13th April, 1994, and assented to by the Governor of Gujarat on 27th July, 1994. The BAOU is the seventh Open University in the country in terms of their establishment. The University offers 80+ programmes with an enrolment of more than 8,00,000+ learners.

The headquarters of the university is located at Ahmedabad. The University has established 07 Regional Centres across Gujarat. The University has more than 270 study centres. It has jurisdiction over the whole state of Gujarat. It is open to all persons irrespective of classes, castes, creed, religion or sex.

Dr. Babasaheb Ambedkar Open University – Ahmedabad invites Quotation from the reputed firms of Chartered Accountants for the Internal Audit as well as for filling the Income Tax Return along with Form No. 10 & 10BB for the Financial Year 2023-24 and Form No. 13 for the Financial Year 2024-25.

The eligibility criteria, scope of work, other terms & conditions and application format are given in annexures attached hereto.

Annexure – I

ELIGIBILITY CRITERIA

Relevant Papers in support of fulfilling eligibility criteria should be enclosed with application form given in **Annexure IV**.

Sr. No.	Particulars	Minimum Requirements
1.	No. of years of existence of the firm.	5 Years (Proof to be enclosed)
2.	No. of qualified CA, full time association with the firm for at least One Year including partners	3 (Attach Proof)
3.	Staff Strength (Attach Declaration in this regard)	10 (Including Partners/Qualified Assistants)
4.	Experience of Internal/Statutory audit as well as Income Tax related works of Govt. Universities/ Institutes.	At least one entry (Proof of appointment letter to be enclosed)
5.	The head office/Branch of the firm must be situated in Ahmedabad	

Annexure – II

SCOPE OF WORK

1. CONDUCT OF INTERNAL AUDIT :

Conduct of Internal Audit of Financial Accounts and Other Records of the University for the Financial Year 2023-24 by carrying out following illustrative checks:-

- a) Internal Audit of transactions entered into during the year and to audit the accounting records.
- b) Review the accounting and internal control system of Receipt & Payment transactions of the University.
- c) The audit firm should ensure proper accounting of all receipts and payments.
- d) The audit firm should ensure proper maintenance of vouchers with supporting bills and approvals of competent authority.
- e) The audit firm should ensure compliance of internal procedures and reconciliation of bank accounts.
- f) The audit firm should ensure the timely deposit of statutory dues & submission of various periodical returns like GST, TDS etc.
- g) Ensuring Compliances of all statutory dues such as GST, TDS, PF, NPS, Professional Tax, etc.
- h) Routine vouching of Receipts & Payments.
- i) Verification of Fees Reconciliation.
- j) To assist management in passing the various adjustment entries in the books of accounts.
- k) To Re-group the Annual Accounts of the Financial Year 2023-24 as per the instructions given by management along with the annexures in support of annual accounts and certify the same.
- l) The Audit shall be conducted for the Financial Year 2023-24 and Audit fees shall be paid on successful completion of the same.
- m) Dr. Babasaheb Ambedkar Open University however may discontinue the services of Chartered Accountant firm at any time if the services are found unsatisfactory.

n) The Chartered Accountant firm will be advisor, guide to the University in formulation, revision of University accounting policies and establishing proper accounting practices and procedures as per the University Act, Rules & Regulations.

2. E-FILING OF INCOME TAX RETURN:

To E-file the Income Tax Return of the University for the Financial Year 2023-24 in accordance with the provisions of The Income Tax Act and rules made thereunder within the time stipulated therein.

3. FILING THE FORM 10BB & FORM 10:

a) To file the Tax Audit report in Form 10BB of the University for the Financial Year 2023-24 under section 10(23C) of the Income Tax Act, 1961 and rules made thereunder within the time stipulated therein.

b) To file Form 10 of the University for the Financial Year 2023-24 i.e. Statement to be furnished to the Assessing Officer/Prescribed Authority under sub-section (2) of section 11 of the Income-tax Act, 1961 and rules made thereunder within the time stipulated therein.

4. FILING APPLICATION IN FORM 13:

To file an application in Form 13 for the Financial Year 2024-25 i.e. application for a certificate under section 197 of the Income-tax Act, 1961, for no deduction of tax or deduction of tax at a lower rate in accordance with the provisions of The Income Tax Act and rules made thereunder.

Annexure – III

OTHER TERMS & CONDITIONS

GENERAL INSTRUCTIONS:

- a) Interested firm of Chartered Accountant may apply in format stipulated in **Annexure-IV** enclosed on the letterhead of the firm, along with documents in support of it.
- b) Interested firm of Chartered Accountant have to quote single consolidated rate for the above mentioned works in Point 1, 2, 3 and 4 of the **Annexure-II** exclusive of GST. GST will be paid extra as per the rate in force.
- c) Eligible and interested firms are requested to submit their proposal in sealed envelope super scribing “APPLICATION FOR APPOINTMENT AS INTERNAL AUDITOR” so as to reach the address given below on or before **6:00 PM** on **12-07-2024** as per given format accompanied by all necessary documents duly signed by the authorized partner of the firm:

Address:

Registrar,

Dr. Babasaheb Ambedkar Open University,

“Jyotirmay Parisar”,

Sarkhej-Gandhinagar Highway,

Chharodi, Ahmedbad – 382 481 (Gujarat)

- d) Quotation received after scheduled date and time shall not be considered.
- e) After selection of the firm as per the procedure above they will be intimated by E-mail as mentioned in **Annexure-IV** and accordingly invited for further discussions/procedures.

- f) After taking of the assignment the firm will have to stick to the due deadlines to complete the audit & taxation activities stipulated in respective Acts and Rules.
- g) Failing to complete the audit assignment & taxation activities in due date the University reserves the right to cancel the assignment.
- h) The appointee firm is not permitted to sub-contract the work to any other firm.
- i) The internal auditor shall have an obligation to work objectively and diligently while performing audit.
- j) Any dispute arising out of or in connection with this contract, including any questions regarding its existence, validity or termination, shall be referred to the Board of Management. Board of Management (BOM) shall be the sole arbitrator and any decision in this regard shall be final and binding.
- k) Dr. Babasaheb Ambedkar Open University reserves the right to reject of any of the applications or whole process without assigning any reason at any time and could call for any other details or additional information from any of the firms/members at its own discretion.
- l) The fees to be quoted should be consolidated for all works mentioned in ***Annexure-II***. Cost for the travelling and food facilities will not be provided/reimbursed by the University.
- m) The firm having the experience of Educational Institutes/Universities will be given preference.
- n) Financial proposal shall be considered for only if the firm satisfies the minimum eligibility criteria.

Annexure – IV

APPLICATION FORM

(To be submitted on letter head of firm with stamp and signature of Partner)

To,
Registrar
Dr. Babasaheb Ambedkar Open University
“Jyotirmay Parisar”
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad – 382481

Subject: Quotation for Internal Audit and Income Tax related works.

Sir,

With reference to your Invitation/Advt. dated 06/07/2024, we are hereby submitting the following information –

Sr. No.	Particulars	Information
1	Name of Firm	
2	Address of Registered / Head office	
3	Registration Number of the firm with ICAI (Attach Firm Registration Certificate)	
4	Date of Constitution of Firm	
5	Phone No.	
6	E-mail ID	
7	Name of Contact Person	
8	PAN Number (Attach Copy)	
9	GST Number (Attach Copy)	
10	No. of Partners, Member ship No. and their date of Joining	
11	No. of Fellow Partners, Member ship No. and their date of Joining	
12	Staff strength	
13	No. of Branches	
14	Address of Branch offices	

<i>For Sr. No. 10 to 14 attach self-declaration on letter head of the firm</i>		
15	Receipt/Turnover of the firm in Rs. For Financial years (attach P & L document)	2021-22 Rs. 2022-23 Rs. 2023-24 Rs.
16	Whether Firm has experience of Audit/taxation work of Educational Institutes/ Universities or government sector? If yes, please specify list of clients. (Attach orders)	
17	Quotation of prospective Fees (quote single consolidated rate for the above mentioned works in Point 1, 2, 3 & 4 of the Annexure-II exclusive of GST)	

Declaration Certificate

I certify that all the terms and conditions of this Invitation/Advt. are acceptable to us. Further, we are aware that inadequate or late submission may lead to non- consideration of our application.

Signature of Authorized Partner

Place:

Date:

Name of Authorized Partner