



## GOVERNMENT COLLEGE OF ENGINEERING AMRAVATI

(An Autonomous Institute of Govt. of Maharashtra)

*"Towards Global Technological Excellence"*

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No. GCOEA/Accounts/Audit/2023-24/3949

Date: 30/09/2023

**Sub: - Quotation for Data Accounting in Tally Software and Internal and Statutory Audit**

**Ref: - 32<sup>nd</sup> Finance Committee Meeting, Dated 27-09-2023**

Dear Sir,

I request you to kindly quote your lowest reasonable rates for work as mentioned in Table No.1. Your Quotation in sealed cover should reach the undersigned on or before 10.10.2023, 5:00 pm

### Scope of work (Table No.1)

S.N.	Financial Year	Scope of work
1	2017 - 18	Trial Balance and Balance Sheet preparation by finalizing data entry (Double entry data is ready) & Statutory Audit
2	2018 - 19	<ul style="list-style-type: none"><li>• Convert single entry to double entry data preparation</li><li>• Trial Balance Sheet by Data entry finalization</li><li>• Statutory Audit</li></ul>
3	2019 - 20	<ul style="list-style-type: none"><li>• Convert single entry to double entry data preparation</li><li>• Trial Balance Sheet by Data entry finalization</li><li>• Statutory Audit</li></ul>
4	2020 - 21	Trial Balance and Balance Sheet preparation by finalizing data entry (Double entry data is ready) & Statutory Audit
5	2021- 22	Trial Balance and Balance Sheet preparation by finalizing data entry (Double entry data is ready) & Statutory Audit
6	2022 - 23	<ul style="list-style-type: none"><li>• Convert single entry to double entry data preparation</li><li>• Trial Balance Sheet by Data entry finalization</li><li>• Statutory Audit</li></ul>
7	2023 - 24	<ul style="list-style-type: none"><li>• Convert single entry to double entry data preparation</li><li>• Trial Balance Sheet by Data entry finalization</li><li>• Internal Audit on Quarterly Basis</li><li>• Statutory Audit</li></ul>

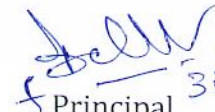
### Terms & Conditions

1. 100% checking of all the relevant expenses, income, addition of assets vouchers should be covered.
2. 100% assessment of newly added assets during the year
3. Establishment of internal processes and controls.

4. Providing guidance in addressing statutory auditor issues and compliance of his suggestions.
5. To suggest improvement in the financial functioning.
6. To suggest overall governance mechanism including strategic risk management and assessment of risk.
7. Providing guidance in preparation and compliance of financial data as required by the statutory auditor
8. Identifying areas for systems improvement.
9. Ensuring optimum utilization of resources.
10. Reviewing and ensuring adequacy of information security and control.
11. Assets addition during the year as per DSR should be reconciled with the books of accounts.
12. All receivable should be audited
13. Valuation of opening & closing Inventory.
14. Any other accounting action suggested by Finance Committee or any Statutory Auditor.
15. His Office must be in Amravati City.
16. His professional experience should of minimum 5 years. (Attache Proof)
17. He must have experience of Audit / Accounting of Educational Institution (at least 10 institute)
18. Before quoting the rates, it is requested to visit the Institute office in person and between 11:00 am to 5:00 pm on working days to understand the volume of work
19. Mentioned the any particular experience or qualification in such work with proof.
20. Preference will be given to, who has the audit work experience of Government / Autonomous educational Institutes.
21. Attach xerox copies of all the documents of your firm.
22. Quote the rates in format given in Annexure-I
23. Comparison will be done on total amount and not on per year / individual work rates.

**Copy to:**

1. Mr. Ratan Sharma, Gulshan Tower Amravati
2. Mr. Manish Khushlani & Associates, Dastur Nager, Amravati
3. Mr. Umang Vasani & Associates, Sai Nager, Amravati
4. Mr. Rahul Chandak & Associates, Rajapeth, Amravati
5. Mr.Heda & Kalani Chartered Accountant, Sai Nager, Amravati
6. Co-Ordinator, Data Center to upload this copy on the institute website

  
Principal 30/09/2023

Government College of Engineering  
Amravati

## Annexure-I

S.N.	Financial Year	Scope of work	Rate in INR	Time Schedule in Days
1	2017 - 18	Trial Balance and Balance Sheet preparation by finalizing data entry (Double entry data is ready) & Statutory Audit		
2	2018 - 19	<ul style="list-style-type: none"> <li>• Convert single entry to double entry data preparation</li> <li>• Trial Balance Sheet by Data entry finalization</li> <li>• Statutory Audit</li> </ul>		
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<b>Total</b>				

Seal of Firm

Signature with Date and Name