



Government College Of Engineering Amravati

(An Autonomus Institute of Govt of Maharashtra)

“Towards Global Technological Excellence”



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No.G.C.O.E.A./Accounts/Audit/2023-24/ 2916

Date : 14 / 07 /2023

Sub :- Quotation For Data Entry In Tally Software & Statutory Audit For The Financial Year 2022-2023 & “Internal Audit” 2023-2024

Ref :- No.GCOEA/Finance Committee/2023/2340, Date - 14-06-2023

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for Data Entry In Tally Software & Statutory Audit For The Financial Year 2022-2023 And Quarterly “Internal Audit” of below mentioned specifications For Financial Year 2023-2024 in sealed cover so as to reach the undersigned on or before 21.07.2023

Terms & Conditions And Scope of Work

- A) The period for your appointment is for financial year 2022 - 23 & 2023-2024
- B) Internal Audit should be done on Quarterly basis.
- C) The auditor should consider the following condition while preparing audit report.
 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 compilation 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. Preparation of Balance Sheet
 13. Quarterly Reporting
 14. All receivable should be audited
 15. Day to day Rancesctions are to be reviewed.
 16. Valuation of opening & closing Inventory.
 17. Any other accounting action suggested by Finance Committee or any Statutory Audit.
 18. His Office must be in Amravati City.
 19. His professional experience should of minimum 5 years.
 20. His professional fees as per balance sheet should be about Rs.25 lakh.
 21. He must have experience of Audit / Accounting of Educational Institution (at least 10 institute)


Principal,

Government College Of Engineering
Amravati