

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE,  
Matunga, Mumbai 400 019.**

Date :- 02/03/2021  
02 MAR 2021

**Tender Notice**

**Tender are invited for Appointment of Statutory and GST Auditor for F.Y 2020-21**

1	Name of work :	Statutory and GST Audit for F.Y 2020-21
2	Period of Tender Download :	01/03/2021 to 15/03/2021
3	Last date of submission of tender document :	15/03/2021
6	Opening of tender document :	16/03/2021
7	Contract Period	One year
8	Tender Submit :	Inward Section, Main Building 1 <sup>st</sup> floor, Veermata Jijabai Technological Institute, H. R. Mahajani marg, matunga, Mumbai 400 019.

Tender qualification Criteria, Terms & Conditions are attached herewith. If any queries regarding tender please contact Accounts Section ([accounts\\_assistant@vjti.ac.in](mailto:accounts_assistant@vjti.ac.in) / 022-24198313).



Director

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**

**MATUNGA, MUMBAI-400019**

**Tender Notice**

VJTI Mumbai has pioneered India's Engineering and Technology education, research and training since 1887. Sealed Bids are invited by VJTI for appointment of Statutory Auditor and other services for the FY 2020-2021.

VJTI requires the services for the following work (Scope of Work):

- i) Statutory Audit and Tax Audit for F.Y 2020-21 as per the applicable laws and regulation.
- ii) Filing of Income tax Return and Audit report for F.Y 2020-21 within due date as per Income tax Act, 1961.
- iii) Conduct of GST Audit and filing of GST Annual Return and GST Audit report for the F.Y 2020-21.
- iv) Compliances and Submissions of Change Report, Balance Sheet, Profit and Loss A/c and any other documents to Charity Commissioner as per laws and regulation.
- v) Dealing and finalization of the cases U/s 142(1) & 143(2), 272A(2)(e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, as and when required.
- vi) General Advice relating to the matters of Accounting, Income Tax /TDS/Banking, General Accounting Procedures/Tally etc. as and when required.
- vii) Any other specific compliance areas for statutory audit, Tax Audit, GST Audit, Charity commissioner as may be decided in consultation with the management.
- viii) Any other work needed for Accounts finalization

**Quotation shall be received in the following manner;**

1. Profile of the firm / partners [elaborating credentials, past experience in Educational Institutes /Trusts/ Government Departments (Preferably Colleges), name of entities for which audit carried out].
2. The firm or any partner of the firm should not be disqualified; a self-declaration to that effect shall be submitted.
3. Schedule of fees and other terms and conditions. (As per Annexure-1)



- Payment for the above services shall be done after successful completion of respective audit and other compliances work.
- An expression of interest with quotation is invited from Agency/Firm preferably with experience in Audit of Educational Institute/Trusts.
- Minimum Quotation of fees shall be as per ICIA guidelines on "Minimum Recommended scale of fees" Any Quote below Rs. 1,00,000/- shall be deemed to be cancelled.

- Last date of the submitting quotation : 15/03/2021 till 5 PM
- Quotation shall be submitted in a sealed envelope at the following address:  
**Director, VJTI,  
Inward Section, Main Building 1<sup>st</sup> floor,  
Veermata Jijabai Technological Institute,  
H. R. Mahajani Road, Matunga,  
Mumbai 400 019.**
- Please specify the subject "Appointment of Statutory Auditor for FY 2020-21 in VJTI" on the covering of quotation.
- The short listed agency/firm will be called for discussion/interaction.
- Institute reserves the right to reject any quotation without assigning any reason.



*[Handwritten Signature]*  
Director

(On letterhead)

(Annexure-1)

**QUOTATION FOR APPOINTMENT OF STATUTORY AUDITORS FOR AUDIT OF ACCOUNTS OF VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE FOR THE FINANCIAL YEAR 2020-2021**

<b>Sr No.</b>	<b>Particulars</b>	<b>Amount (In Rupees)</b>
<b>1.</b>	Fee for services mentioned in scope of work (Inclusive of all charges).	
<b>2.</b>	Other fees (if any) for compliances as mentioned in scope of work.(Pls. Specify) a. b. c.	
<b>Add:</b>	Goods and Service Tax	
	Total Amount (Inclusive of GST)	
Total Amount in Words:		

**Firm PAN No.**

**Firm Registration No.**

**Signature and Stamp of Firm**