



VJTI MUMBAI

वीरमाता जिजाबाई तंत्रज्ञान संस्था
Veermata Jijabai Technological Institute
(Autonomous Institute of Govt. of Maharashtra)

H. R. Mahajani Road, Matunga (East), Mumbai - 400 019
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ADVERTISEMENT "APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITOR FOR FY 2025-26 IN VJTI"

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE MATUNGA,
MUMBAI-400019**

Veermata Jijabai Technological Institute (VJTI-Mumbai) has pioneered India's Engineering and Technology Education, Research and Training since 1887. Institute need to appoint an Internal Auditor for the FY 2025-26.

VJTI Accounts Section handles average of 500 to 600 bills per month which includes Purchase Bills, Sales Invoices, Salary Bills, Electricity Bills, Water Taxes, Property Taxes, Telephone Bills, Reimbursements, Advances, Statutory Payments and other miscellaneous bills etc. For all these transactions, the Chartered Accountants Firm selected as Internal Auditor, is expected to carry out and provide following professional services.

- 1.) Checking the accuracy of the applicable statutory compliances required to be followed by the Institute and ensuring that they are complied as per the applicable rules and regulations. Any bills presented before the Internal Auditor for the verification purpose, should preferably be cleared on or before the end of next working day.
- 2.) Reviewing, checking and submitting reconciled reports for all Institute Bank Accounts on monthly basis.
- 3.) Reviewing and checking of reports for its correctness as per books of accounts maintained by the Institute.
- 4.) Physical verification of fixed assets which are standing in books of accounts and highlighting the discrepancies in the process, if any.
- 5.) Verification of periodic statutory payments and returns like TDS/PT etc.
- 6.) Reviewing the MIS reports prepared by the Institute's management to be presented to the Institutes Governing Board, Finance Committee for its correctness as per books of accounts maintained by the Institute and compliance thereof.
- 7.) Provide the Utilization Certificate and Statement of Expenditure for the Various Grants received by the Institute.
- 8.) Involvement of Internal Auditor is a must while Statutory Audit activity carried out by the Institute's Statutory Auditors.
- 9.) Any other specific internal audit areas as may be decided in consultation with the management.
 - Payment for the above services shall be done monthly on pro rate basis.
 - An expression of interest with quotation for the annual contract along with required daily manpower is invited from Agency/Firm preferably with minimum experience of 5 years in Internal Audit of Educational Institutes / Trusts (Preference will be given to audit experience in Technical Education Institutes / Government Institutes / Colleges of higher studies).




- Entity selected to carry out Internal Audit as mentioned herein above is expected to provide following persons while carrying out Internal Audit.
 - 1) Engagement Partner – A Chartered Accountant holding Certificate of Practice : 1 Nos, Atleast one full day in a month
 - 2) Engagement Manager – person having work experience of atleast 7 (Seven) years in educational institutes audit work : 1 Nos, Once a week, every week.
 - 3.) Engagement Assistants: 2 Nos, 5 Days a week (Assistants must have knowledge of Audit, Accounting Software's, Taxation, GST, Vouching etc)
- Last date of submitting quotation : 28th March, 2025 (till 5.00 PM)
- The expression of Interest with quotation shall be submitted in sealed envelope at the following address:

The Director,
VJTI, Mumbai
H. R. Mahajani Road,
Near Five Gardens,
Matunga, Mumbai – 400019
- Quotation should be submitted in the Inward Section of the Institute.
- Please specify the Subject “Appointment of Chartered Accountant Firm as Internal Auditor for 2025-26 in VJTI” on the cover of quotation.
- The short-listed entity / firm will be called for discussion / interaction.
- The appointment of entity / firm may be extended subject to performance review by Institute every quarter.
- The indicative fees for the above-mentioned work for the financial year 2025-26 will be Rs. 4 (Four) Lakhs and will be finalised after discussion / interaction with the selected entity/ firm.
- Total Employees of VJTI : 500 (Approximately)
- Number of colleges : One
- Branches & Location : Only one located in Matunga, East (Mumbai)
- Please visit the VJTI's website to know more about the Institute.


Accounts Officer


Dy. Director


Director

