



## **ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM**

### **A. INTRODUCTION**

SPA Vijayawada is one of the three institutes of national importance, under the Ministry of Education, Government of India, offering education in the fields of Planning and Architecture. The School has distinguished itself and has grown as a role model in the professional education offering undergraduate, post graduate and doctoral programmes in the fields of planning and architecture, while at the same time fostering research of a high order in these areas.

The Institute's main source of revenue is by way of Grants-in-Aid from Ministry of Education, Government of India, Fee charged from the Students, and other Research and consultancy programmes from Government, local bodies and private organizations.

In order to improve the accounting system of the Institute and act as consultant statutory taxation matters, it is intended to engage a Chartered Accountant Firm as internal auditors for the FY 2022-23. Based on their satisfactory performance, the tenure may be extended on year-to-year basis.

### **B. PRE REQUISITE FOR ENGAGING CHARTERED ACCOUNTANT FIRM:**

- 1) The Firm must be possessing experience of minimum 5 years in auditing of Higher Education Institutes under the Ministry of Education, Government of India or similar Government Autonomous Institutions;
- 2) The Firms must be empanelled with C&AG of India for conducting audit for Govt. autonomous educational institutions .

### **C. SCOPE OF WORK:**

1. The Firm is required to prepare the financial statements as per the proforma devised by MoE, Govt. of India and sign the statement of accounts as a mark of authentication of the same.
2. The Internal Audit include check of classification as well as proprietary audit of the transactions relating SPAV as per GoI Rules and Regulations and best commercial audit practices. After completion of quarterly audit, they should submit Audit Report with deficiencies noticed and suggest corrective measures.
3. The audit should focus on improving efficiency and performance of all activities and operations besides ensuring an effective risk assurance process



and to provide Control Assurance for all key risks through validation of internal controls, systems and processes, independent evaluation of compliances with policies, procedures and applicable laws, assess integrity and reliability of data for use in various decision processes including periodical reporting and to assist in enhancing Operational Efficiency involving Cost Reduction, Effective Utilization of Assets and make suitable recommendation for best practices.

**Scope of work also includes :** Internal audit of books of accounts and ancillary records and submission of report on quarterly basis. Verification and checking of financial transactions from cash book / bank book and other ancillary record maintained by the Institute. Review of bank reconciliation statements. Review and checking of the Grants received and its utilization as per the terms and conditions and preparation and issue of Utilization Certificates to the concerned authorities as and when required. Grants received from MoE (MHRD), Govt. of India/internal income and expenditure are to be reviewed from inception of the Institute (2008-09) to have correct picture of unspent grants and internal income. Review and checking of Project Accounts funds and its utilization as per the terms and conditions, preparation and issue of Utilization Certificates as and when required. Review of additions to fixed assets, fixed assets register and system of Physical Verification. To ensure timely deposition of statutory obligations like Income tax, GST, Professional Tax etc, and submission of necessary returns to the statutory Authority. This includes registration and submission / filing of monthly / quarterly / annual returns and seeking exemptions, wherever applicable. Provide their advice in writing on the queries of the institute related to taxation matters (TDS, GST, PT, Cess etc.) Review and verify the provisions of accrued expenditure and income at the end of the year. Preparation of FINANCIAL STATEMENTS i.e., schedules, receipt and Payment a/c, income and expenditure statement and balance sheet as per prescribed format. Report risk management issues and deficiencies in identification and to recommend for improving Institute's operation for more effective and efficient use of resources. Reporting of losses, if any. Review and checking Tuition/Hostel/Mess and other fees received by the institution from the students. Check classification as well as Proprietary Audit of the account's transactions relating SPAV as per Government rules and regulations and best Commercial audit practices. Frame guidelines for creation of Corpus fund.

#### **D. SUBMISSION OF REPORT:**

The internal audit of the accounts should be carried on quarterly basis. In no case there should be overlapping of any two quarters. Report of every quarter should be submitted to the Director, SPAV on completion of every quarterly audit within 10 days.



**E. PARTICULARS OF THE FIRM:**

1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office	Phone No: Fax No: Mobile No.
4	Date of establishment of the firm	
5	Branch Office 1,2,3 (Particulars of each branch to be given)	Phone No. : Fax No. : Mobile No. :
6	PAN No.	
7	GST Registration No.	
8	Registration No. with ICAI	
9	Empanelled with CAG:	

Please attach copies of the above documents as a proof.

**F. BILL OF QUANTITIES: BOQ**

Sl. No.	Particulars	Unit	Quantity	Rate Rs.	Amount Rs.
1	Deployment of personnel at SPAV Office for accounts work per month	No			
2	No. of Visits in a month	No			
3	TA / DA Charges per month	Per Visit			
4	Total (Lump Sum Per Month)				



**योजना तथा वास्तुकला विद्यालय, विजयवाडा**  
School of Planning and Architecture, Vijayawada  
An Institute of National Importance, MHRD, Govt. of INDIA.

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Note: After completion of every quarterly audit satisfactorily and submission of Internal Audit Report, proportionate fees will be paid on submission of bill after deduction of statutory dues i.e., TDS @ 10% / TDS on GST @ 2% etc.,

**The Firms are required to submit their quote along with copies of documents, addressed to The Registrar, School of Planning and Architecture, Vijayawada on or before 15-09-2022 by email to [registrar@spav.ac.in](mailto:registrar@spav.ac.in) In order to know more details about the Institute, please log on to our website [www.spav.ac.in](http://www.spav.ac.in) .**

**REGISTRAR**