

COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Public University of Govt. of Maharashtra)

E-mail : registrar@coep.ac.in website : www.coep.org.in

Reference No COEP/Accounts/EOI/Stat. Audit/001

Date:13.11.2025

Expression of Interest (EOI)

Name of Work/Services:	Appointment of a Statutory Auditor for the Financial Year 2025-26 at COEP Technological University Pune
Date of Issue of EOI	13 th November 2025
Date of Pre Bid	21 st November 2025 11.00 am.
Last date for EOI Physical BID Submission	5 th December 2025 at 5.00 pm.
Date for Opening of EOI Technical BID	8 th December 2025
Presentation by Qualified bidders	To be Announced
Date for Opening of EOI Financial BID	To be Announced
EOI Inviting Authority and Address	The Registrar, COEP Technological University Wellesley Road, Shivajinagar, Pune – 411 005. Maharashtra, INDIA. Phone: +91-20-25507002

COEP Technological University

Expression of Interest (EOI)

Inviting Quotation through Expression of Interest (EOI) For Appointment of Statutory Auditor for Statutory Audit of COEP Technological University for Financial Year 2025-26.

1. Introduction

The COEP Technological University is established under the COEP Technological University Act 2022. College of Engineering, Pune (COEP), chartered in 1854, is a nationally respected leader in technical education. The institute is distinguished by its commitment to finding solutions to the great predicaments of the day through advanced technology. The institute has a rich history and dedication to the pursuit of excellence. COEP Tech offers a unique learning experience across a spectrum of academic and social experiences. With a firm footing in truth and humanity, the institute gives you an understanding of both technical developments and the ethics that go with it. The curriculum is designed to enhance your academic experience through opportunities like internships, study abroad programmes and research facilities. During Financial Year 2025-26 around 6300 students were admitted.

2. Expression of Interest (EOI)

Expression of Interest (EOI) is invited from Interested and Eligible CA firms for Statutory Audit of COEP Technology University Pune latest by **05th December 2025 up to 5.00pm. through Post or Courier or Personally**. The interested and eligible firms are required to enclose photocopies of the following documents (self-attested) along with filled annexure:

- a. Certificate of Registration
- b. Brief profile of the Firm and each of the Partners.
- c. PAN Card
- d. Latest IT Return filed by firm
- e. Latest IT Returns of Partners
- f. GST Registration Certificate of Firm
- g. Documents in support of financial turnover for the last 3 financial years of the firm
- h. Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and their partners or having not been convicted on grounds earlier or moral turpitude or for violation of laws in force.

All entries in the Application form should be legible and filled completely. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

3. The Scope of this Assignment:

The Statutory Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered for Financial Year 2025-26 are as below: -

1. Statutory Audit to cover the areas ensuring that:

- a. To conduct statutory Audit of books of accounts on a half yearly basis
- b. Transactions are recorded as generally accepted Accounting Principles and are booked to proper accounting heads.
- c. Utilization of external funds is in accordance with financing agreements. Counterpart funds are utilized for purposes for which they are provided.
- d. Goods and services have been provided in compliance with the financing agreement.
- e. Transactions are duly supported by proper supporting documents.
- f. Propriety of the transactions.
- g. Checking the maintenance of books of accounts and records, bank reconciliation statements, component wise, category-wise and account head wise Expenditures, investments, short term deposit etc. made from time to time and various taxes/statutory compliance.
- h. Verification of fixed deposit registers and check interest received.
- i. To check all statutory records registers including Minute Books and to see that accounting effects fall of all the decisions taken at General Meeting/Board of Governors Meeting /Audit Committee Meeting are given in the Books of Account.
- j. To give an executive summary incorporating all points/matters, which are of very important nature.
- k. Verification of Assets, Liabilities and Depreciation including physical verification of Fixed Assets as per Fixed Assets Register (FAR) on half yearly basis.
- l. Attending meetings of the University as and when required /called for.

m. Any other assignment as may be deemed necessary by the management.

2. The Chartered Accountant firm so appointed would be required to give

- a. Audit Certificates, Utilization certificates, and issue any other certificate as may be required by COEP Technology University from time to time without any additional fee to be paid.
- b. Audit shall be required to ensure that Goods and services have been provided. in accordance with relevant provisions of manual on financial Management and Procurement, and related document, namely purchase order, tender documents, invoices vouchers, receipt etc. are maintained and linked to the transactions and remained till the end of the Program.
- c. **The Chartered Accountant firm so appointed must do all the Income tax related Scrutiny and appeals related work and reply to Income tax authority.**
- d. The Chartered Accountant Firm so appointed would be required to give opinion on accounts as well as direct and indirect matters such as and when COEP Technology University so requires.
- e. Filing of Income Tax Return.

3. Financial Books:

- a. Verification of Bank Book Journal, Vouching of Impress Cash.
- b. Scrutiny of General Ledger, Staff Advance Registers, Commenting on loan outstanding entries, etc. Verification of Cash, Cheque(s) on hand etc. as on 31st of March for the relevant financial year.
- c. Verification of all computer vouchers and sheets to ensure correct coding and accounting head.
- d. Scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.
- e. **Verification of Salary/ Consultancy payments, P.F, I.T., TDS, etc., and verification of submission of various returns to the competent authority in time.**
- f. Verification of all financial information completely, promptly and after the necessary authorization was recorded.

4. Comprehensive Audit:

The areas covered by comprehensive audit may cover a comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, investment decisions, delegation of financial powers and management of information systems, organizational effectiveness, management of equipment, plant and machinery etc.

5. Accounting Policy & Standard:

- a. To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- b. Review of Accounts.
- c. Check all recorded entries to ensure compliance with applicable accounting standards.

6. System Improvement:

The selected Auditor(s) will report on any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed, or unnecessary data notice will be highlighted and reported. The emphasis should be on processes and improvements thereof.

7. Income tax:

- a. Filing of Income tax return and Audit Report for FY 25-26
- b. Conducting Tax Audit for FY 25-26
- c. Filing of Form 10B, Form 10BD

- d. Dealing and finalizing of cases U/s 142(1), 143(2), 133, 143 (1), 272(2) (e) and U/s 154 of the Income Tax Act.

8. Liaison (for point 8 to14; for Financial Year 2025-2026):

The selected Auditor(s) will liaise with the Management during the periodical meetings to review the progress of the work and ensure requirements are fully met.

9. To suggest measures for cost control and identify the causes of revenue leakages of the COEP Technological University.

10. The Chartered Accountant firm so appointed would be required to investigate the compliance of previous audit objections raised (if any) and must verify or comment on the supporting documents/ vouchers submitted at later stage, to resolve the audit qualifications in the Statutory Audit report of this assignment.

11. Reporting: After finalization of Audit, the Statutory Auditors shall submit Audit Report to the institute authorities on the Accounts audited.

12. To enable the auditor to express a professional opinion on the financial position of COEP and Management of the funds received, and expenditure incurred.

13. To enable the auditor to prepare statements and to give necessary certificates as per guideline issued by the Institute of Chartered Accountants of India (ICAI).

14. Any other task which may be assigned by the Registrar, or the authority of university related to auditing work of the University.

4. General Terms and Conditions:

- a. The appointment of Statutory Auditor is for Financial Year 2025-26. However, Registrar, COEP Tech University is authorized to terminate the contract after giving an opportunity to the Statutory Auditor of being head, or he may extend the period of audit for the next financial year.
- b. To be eligible, the firm should have its office in Maharashtra and possess minimum 10 years' experience in carrying out Statutory Audit/Internal Audit of Government/Listed Companies, Autonomous body, Academic Institutions, universities etc.
- c. The firm shall be partnership concern/ LLP in continuous practice for a minimum period of 10 years. The bidder should have at least 3 full time partners (Chartered Accountants) with minimum 10 years' experience. The firm also must have empanelment with C &A.G. for 2024-25(attach certificate)
- d. The firm should have annual minimum financial and Audit fee Turnover of Rs 1 Crore for preceding 3 financials Years i.e. 2022-23 & 2023-24, 2024-25 respectively.
- e. The firm must have experience of working on at least 1 Government Assignment in preceding 3 years i.e. 2022-23, 2023-24 & 2024-25.
- f. The firm must have GST registration effective from 6 months before this EOI publishing date.
- g. The firm should have offices in the Maharashtra with adequate staff consisting of qualified / semi qualified CAs/ CMAs having relevant experience in Audit, at least 6 months before this EOI publishing date.
- h. The Institute may assign any pending Audit/GST related work for current/ earlier year.
- i. The Firm needs to prepare and present the Final Accounts and Audit Report to the Finance Committee on or before 31st August 2026.
- j. The offer shall be valid up to 90 days from the date of opening of technical bid of this EOI.
- k. If there happens to be a holiday on any date indicated in this EOI documents, the transaction shall be performed on the next Working Day.
- l. **It is essential for firms to submit Annexures, EOI documents (all pages) and other essential documents as mentioned in this EOI notice with duly filled, signed, sealed & stamped manner in hardcopy, failing which the firm tender will be summarily rejected.**

5. **Proposal Submission:**

The EOI documents may be downloaded from website www.coeptech.ac.in. The Application should be filled in and complete in all respects.

a. **Submission of two Bid system:**

The bids shall be submitted in two different envelopes (A&B)

b. **Envelope A: Technical Bid and Envelop B: Financial Bid.**

Each of the two envelopes shall then be sealed and put into an outer envelope marked as "Expression of Interest (EOI) for providing Statutory Audit Services at the COEP TECHNOLOGICAL UNIVERSITY"

The inner and outer envelopes shall be addressed to COEP TECHNOLOGICAL UNIVERSITY, PUNE at the address mentioned below:

c. **Contents of the Two Envelopes:**

The Envelope A: Technical Bid

1. Bidder's Information-Annexure I
2. Details of full Time Partners of the Firm Annexure II
3. Details of full time Employees of the firm-Annexure III
4. Details of engagement of Bidder as Statutory Auditor-Annexure IV
5. Other required documents duly signed and stamped:

Certificate of Registration/Partnership Deed

PAN Card of the bidding entity

Last two years IT return filed by bidder

GST registration certificate

Documents in support of annual and Audit fee turnover (showing income from audit fees should be shown separately) for last three financial years of the bidder.

Undertaking to be furnished by the Bidder that the bidder does not have any legal suit/criminal case pending against bidder and /or its partners or having not been earlier convicted on grounds of moral turpitude of for violation of laws in force.

d. **The Envelope B: Financial Bid**

- i. Financial Bid_- Annexure V
- ii. Format of Turnover Certificate Annexure VI

6. **Procedure for Evaluation of Bids:**

Evaluation will be based on the Techno -Commercial Bid submitted by the bidders who have shown interest. The bidder will be selected based on 40% weightage to the technical aspect of the proposal, 40% weightage to the presentation and 20% weightage to the Commercial aspect of the proposal.

1. **The bidder needs to qualify in the given pre-qualification criteria as below:**

Sr. No.	Particulars	Yes/No
1	The bidder should have its Office in Maharashtra.	
2	The bidder should possess minimum 5 years of experience	
3	The bidder should have at least 3 full time partners (Chartered Accountants) and minimum 3 qualified manpower having sufficient experience in the field of audit for more than 5 years with the firm applying for this tender.	
4	From the total assignments of the bidder two assignments should be of Statutory Audit for each Financial year preferable of University/Academic Institution (colleges affiliated with university /Deemed University or any Government Company in preceding 3 years	

5	The bidder should have annual minimum turnover of Rs.1Cr. from Audit Fees	
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The bidder shall be technically evaluated post qualifying in the above given pre-qualification criteria.

2. Technical Evaluation

The bidder will be technically evaluated based on the below mentioned parameters and the point list for the same is as follows:

Sr. No.	Particulars	Max. Score	Scores obtained
1	Bidder should have at least 3 Full Time Partners associated with the firm for not less than 3 years and the experience of the Full Time Partners:	10	
	(a)Of 5-10 years [1 point for each partner]		5
	(b)of more than 10 years [2points for each partner]		10
2	Number of Qualified manpower employed with the Firm having sufficient experience in the field of audit for more than 5years	10	
	(a)5-10 employees		5
	(b)More than 10 employees		10
3	Experience of carrying out Statutory Audits of University/academic Institutes (colleges affiliated with University /Deemed University)	10	
	(a)3-10		5
	(b)above 10		10
4	Average Turnover (only of Audit Fees) of the firm during the preceding 3 financial years (i.e.2022-23,2023-24 &2024-25 respectively)	10	
	(a)Rs.50 lakhs to Rs1.5 crore		5
	(b)Above Rs.1.5 crores		10
	Total points	40	

The bidder fulfilling with the Pre-Qualification criteria will be eligible for the technical evaluation.

X=Marks assigned to the firm being evaluated out of 40 marks as per point#1 to 4 in the above given table.

3. Presentation Evaluation

Based on the assessment of bids, if more than 5 Bidders are qualified for Technical Evaluation (X), top 5 bidder scoring highest marks out of 40 in Technical Evaluation will be called for the presentation to the Committee of the University and the evaluation of their presentation will be made out of 40 marks.

Y=Marks assigned to the firm being evaluated out of 40 marks upon evaluation of their presentation.

4. Commercial Evaluation

Commercial Bids of top 5 bidder called for presentation shall be opened post successful presentation to the Committee.

Z=Score for the Commercial bids for all the bidders will be given as per following formula.

Bid Price	Formula for score
L 1	L 1 score =20
L 2	$L 2 \text{ score} = 20 - \{(L2-L1)/(D \times 20)\}$
L 3	$L 3 \text{ score} = 20 - \{(L3-L1)/(D \times 20)\}$
L 4	$L 4 \text{ score} = 20 - \{(L4-L1)/(D \times 20)\}$
L 5	$L 5 \text{ score} = 20 - \{(L5-L1)/(D \times 20)\}$

“D” = Difference of Highest bid price and lowest bid price.

The total score shall be out of 100 and the formula for the same is; Total Score={ (Score of X) + (Score of Y) + (Score of Z)}. the bidder getting the highest composite Techni-commercial score will be awarded the contract.

Notes:

- i. If 2 bidders getting the same composite techno-commercial score, the bidder with lower commercial bid will be awarded the contract.
- ii. COEP Technological University reserves the right to reject any or all bids without assigning any reason.
- iii. COEP Technological University reserves the right to make change or amend any terms of EOI a deemed appropriate.
- iv. COEP Technological University reserves the right to increase or decrease the scope of work.

Base Audit fee for audit assignment:

This is in compliance with the Guideline No- 1-CA (7)/03/2016 Dated 07/04/2016 issued by “The Institute of Chartered Accountants of India” ICAI. As required under the guidelines of ICAI, the minimum audit fee is fixed as follows:

Statutory Audit Fees: Rs. 6,50,000/- (Rs. Six lakhs fifty thousand only) per annum plus applicable taxes. Any financial quotes received below the base amount will be rejected.

The Registrar.
COEP Technological University
Wellesley Road, Shivajinagar,
Pune – 411 005. Maharashtra, INDIA.
Phone: +91-20-25507002

Registrar

Annexure -I

(On Firm's Letter Head)

Bidder Information – (Details of Chartered Accountant Firm)

Sr. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/ Head Office	
3	Telephone no. And E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of constitution of the firm	
6	PAN of the firm	
7	Date since when the firm has a full time FCA	
8	Number of Full-Time Partners as on 1-4-2024 (Details to be provided in "Annexure-A") indicating whether the partner is Fellow or Associate Member of the Institute.	
9	Number of Part time Partners if any, as on 1-4-2024	
10	Number of Full Time Chartered Accountant Employees as on 1- 4-2024	
11	Number of Branches (Details to be provided in "Annexure-B")	
12	Whether the firm is engaged in any /Internal/Concurrent Assignment and other accounting work of any Govt. Companies / Autonomous body, and Academic Institutions etc. If yes, please give details of the same.	
13	Turnover of the Firm (last 3 years)	

(Seal & Signature of the Company)

Annexure-II

(On Firm's Letter Head)

Details of Full Time Partners of the Firm

Sr. No.	Name of the Partner	Membership No.	Whether FCA/ACA	Date of Joining the Firm (Full Time)	Station & Region were residing at present

(Seal & Signature of the Company)

Annexure-III

(On Firm's Letter Head)

Details of full time Employees of the firm

<u>Sr. No.</u>	<u>Name</u>	<u>Qualification</u>	<u>Experience</u>

(Seal &Signature of the Company)

Annexure- IV

(On Firm's Letter Head)

Details of engagement of Diddar as Statutory Auditor

Details of /Internal Assignment Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five years as on 31-3-2025.

Name of Client	Type of Assignments (Tick appropriate box)		
		Tax	Internal/Other
Academic Institutions			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Operative Societies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companies			
• PSU			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Others			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Companies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomous Bodies/Institutes			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Seal &Signature of the Company)

Annexure-V

*(To be printed on Firm's Letter Head and **submit in separate envelopes otherwise your EOI is rejected**)*

FINANCIAL BID

1. Fee Reconciliation Assignment for Financial Year 2025-2026		
Particulars	Period/Year	Total Assignment Fee
a. For the Statutory Audit	2025-2026	
b. For Income Tax Return		
c. For any other services like Audit Certificates, Utilization Certificates, and issue any other certificate monthly/yearly		
Gross Total		
(Rupees in Words:		

Declaration:

(On Firm's Letter Head)

Undertaking

I/We the following partners of M/s. Chartered Accountants do hereby jointly and severally verify and declare –

- I. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
- II. That the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details).
- III. That the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sr. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of Partner

(Seal & Signature of the Company)

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EOI.

(Seal & Signature of the Company) lace:

Annexure-VI

Format of Turnover Certificate

TO WHOMSOEVER IT MAY CONCERN

THIS TO CERTIFY THAT AS PER Audited Financial Statements of ('Name of Single Entity Bidder/Lead Bidder") for the period Fy 2022-23-,2023-24 and FY 2024-25, the other relevant documents maintained by ('Name of Single Entity Bidder/Lead Bidder")

The turnover from book -keeping /audit /accounting services[excluding IT Implementation, Audit (namely , Statutory Audit, IS Audit, IT Audit] turnover from consultancy services [excluding IT Implementation ,Audit (namely , Statutory Audit, IS Audit, IT Audit),Net Worth and profit for the said three financial years of ("Name if the Bidder") are as follows:

Description	FY 2022-23	FY 2023-24	FY 2024-25	Average of last three year
Annual Turnover				
Turnover from Statutory Audit				
Profit				
Net Worth				

Certificate from the Statutory Auditor

This is certified that [name of company] [registered address] has received the payments shown above against the respective years. Unique Document Identification Number (UDIN):

NAME OF Authorized Signatory:

Designation:

Registration No:

Name of firm:

Signature of Authorized Signatory:

Date:

Seal if Audit firm:

Instructions:

1. The Bidder shall attach copies of the balance sheet, financial statements and Annual Reports for 3 (three) financial years as mentioned above. The financial statements shall:
Be audited by a statutory auditor.
Be complete, including all notes to the financial statements.
For respond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).