



परमाणु ऊर्जा शिक्षण संस्था

BY REGD AD

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)

केंद्रीय कार्यालय, वेस्टर्न सेक्टर, पञ्जशिंस-6, अणुशक्तिनगर, मुंबई-400094

CENTRAL OFFICE, Western Sector, AECS-6, Anushaktinagar, Mumbai-400094

दूरभाष/Telephone : 2556 5049 /2550 3310 फॅक्स क्रमांक/Fax No : 91-22-2557 6230 / 2555 6470,

Ref:AEES/ACCTS/EOI/Auditor/2018-19/2018/1954

Date : 15th June 2018

Expression of Interest

APPOINTMENT OF STATUTORY AUDITORS (Chartered Accountants), IN ATOMIC ENERGY EDUCATION SOCIETY, ANUSHAKTINAGAR, MUMBAI FOR THE FINANCIAL YEAR 2018-2019 ONWARDS.

Applications are invited from CAG empanelled Audit Firms at Mumbai for appointment as Statutory Auditors in ATOMIC ENERGY EDUCATION SOCIETY for the year 2018-2019 extendable to further 2 years based upon their performance.

Interested Audit Firms may submit their applications in prescribed PROFORMA for Technical BID (Audit Experience/Capability Criteria) given in Annexure V and Financial BID (Professional Fee) given in Annexure VI, after carefully going through the eligibility criteria given in Annexure I.

It is requested to send your quotes in two sealed envelopes separately, superscripting "Technical bid" and "Financial bid" alongwith a Demand Draft of Rs.500/- (non refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs.5000/- (no interest shall be paid at the time of refund) in favour of 'AEES, Mumbai' addressed to Accounts Officer, Atomic Energy Education Society, Central Office, Western Sector, Anushaktinagar, Mumbai-400094 and should reach by 02/07/2018 by 16.00 hrs.

The Technical Bid will be opened at Atomic Energy Education Society, Central Office, Western Sector, Anushaktinagar, Mumbai-400094 on 02/07/2018 at 16.00hrs. in the presence of the bidders who wish to be present. Financial bid will be opened only in the presence of bidders who have technically qualified on same date at 17.00hrs.

Audit Firms may carefully read the Scope of Work, Term of Reference and Important instructions given in Annexure II, III & IV.

Any further clarifications can be sought from AEES, Central Office, Western Sector, Anushaktinagar, Mumbai-400094 in writing or telephonically on telephone number 25506658.

rajesh
15/6/18
(Accounts Officer, AEES)

To

ELIGIBILITY CRITERIA

1. The Firm should have 10 years of experience of Audit since the date of Registration of the firm.
2. The Firm should be empanelled with C&AG office for the year 2017-2018 onwards.
3. The Firm should have minimum number of 02 qualified Chartered Accountants either as partners or employees.
4. The Firm should have minimum number of 10 staff (Article/ Audit Clerks).
5. The location of the Firm should be near by Anushaktinagar.
6. The Firm should have conducted Statutory Audit minimum of the following:

Five Autonomous Bodies/Statutory Body.
Two Educational Institutions.
Three PSUs

The copy of work order of the above organizations/ institutions should be enclosed.

7. The Yearly Turn-over of the Audited Educational Institutions/ Autonomous Body/ Statutory Body/ PSUs should not be less than Rs.50.00 crores. (copy of Audited Income & Expenditure to be enclosed)

SCOPE OF WORK

Statutory Auditors should ensure that:-

1. The statutory requirements are complied with.
2. AEES rules and procedures have been followed.
3. Payments made to staff are as due and timely.
4. Review of accounting systems and internal control systems to ensure that no revenue leakage takes place.
5. Proper and adequate MIS exists for different levels of management.
6. Physical examination and verification of tangible assets is carried out.
7. Detection of systemic flows and suggestions for adopting corrective measures.
8. Compliance of the comments given by Statutory Auditor (C & AG) on the Statutory Auditors' Report.
9. Depute two article at least intermediate CA level for concurrent Audit and any other work assigned by Institute.
10. The statutory auditor will attend to any taxation matters and offer tax advice.
11. The statutory auditor is required to prepare monthly fund Utilization Certificate by 5th of the succeeding month including Receipt & Payment Account and Quarterly audit report of their findings and to advise any matter where financial prudence is wanting in function of the AEES. Income & Expenditure, Receipt & Payment Account and Final Accounts to be prepared by 15th of June every year.
12. Brief details of work load of the AEES at present:-

Number of the employees/ Officers/ Faculty	= 1675 No.
Number of students	= 27000 Nos.
Grants utilized for the FY 2017-18	= Rs. 79.23 cr.

TERMS OF REFERENCE OF STATUTORY AUDITOR

Sr. No.	Details	Periodicity	Extent of Audit
1	Finance & Accounts		
1.1	To check all the Cash books for journal vouchers and their recording in the original books of entries.	Quarterly	100%
1.2	To check the correctness of payments released in all respects and sanctions thereto.	Quarterly	100%
1.3	To scrutinize the general ledger pertaining to the income, expenditure and balance sheet items in order to ascertain the correctness of the entries posted.	Quarterly	100%
1.4	To scrutinize and check the bank reconciliation statement of all the bank accounts.	Quarterly	100%
1.5	To check the deposits with the banks and corresponding correctness of receipts of institutions (fees collected from students) and Interest due.	Quarterly	100%
1.6	To check the budget provisions and actuals against it and highlight the variations for justification.	Quarterly	100%
1.7	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures.	Quarterly	100%
1.8	To check deduction of TDS, Service Tax, Works Tax and remittance thereof to the concerned authorities.	Quarterly	100%
1.9	To check the receipt/ release of EMD's Security Deposits and related records.	Quarterly	100%
2	Final Accounts		
2.1	To assist in preparation of final accounts and consolidation thereof before signing of Accounts.	Yearly	100%
2.2	To assist in the discussions with the Standing Audit Committee while finalization of Audit Reports, during Governing Council meetings etc.	Yearly	100%
2.3	To assist in the reply of Audit paras if any raised as required by Government auditors.	Yearly	100%
2.4	Auditing of projects cell files & Deposit work with physical progress under Plan projects.	Quarterly	100%
3	Other services		
3.1	Advisory role for Project Management of accounts at centers including projects.	As and when required	100%
3.2	Updates/Changes in Statutory laws	From time to time	100%
3.3	Filing of Annual Income Tax Return of AEES and their Assessment including follow up with income tax authorities as and when required. Filing of Annual Income Tax Returns of AEES (E) Provident Fund Account	Yearly	100%
3.4	Advisory role in tax related matter	As and when required	100%
3.5	Physical presence of Senior Partner	At the time of approval of Final Accounts	100%
	Total		

