



Government of



Maharashtra



## Maharashtra State Board of Skill, Vocational Education and Training

C/o Government Industrial Training Institute, 4<sup>th</sup> Floor, Mithagar Road, Mulund (East), Mumbai 400081  
Website - <https://msbsd.edu.in> Email - [secretary@msbsde.edu.in](mailto:secretary@msbsde.edu.in) Phone - 022-26474435

### Call for Quotation

Outward No.: Desk No.14/Audit/1035

Date: 14.07.2022

To,  
The Chartered Accountant/ Chartered Accountant Firm,

### Subject: Call for Quotation for Appointment of Auditor

Respected Sir/ Madam,

1. Government of Maharashtra had established Maharashtra State Technical Education Examination Board (MSBTEE) in 1956 under Directorate of Technical Education. In due course of time due to exponential growth of technical and vocational education, Government of Maharashtra bifurcated Directorate of Technical Education and established Directorate of Vocational Education and Training in 1986. Subsequently Maharashtra State Technical Education Examination Board (MSBTEE) was also bifurcated and Maharashtra State Vocational Education Examination Board (MSBVEE) was established vide Government Resolution EXM-7384/38751/(535) TE-1 (A) dated 23.01.1986.
2. Maharashtra State Vocational Education Examination Board (MSBVEE) is now renamed and established as Maharashtra State Board of Skill, Vocational Education and Training to regulate matters pertaining to Skill, Vocational Education and Training and Entrepreneurship Education as per the National Skill Qualification Framework and other Skills Courses in the State of Maharashtra vide Maharashtra State Board of Skill, Vocational Education and Training Act, 2021 (Mah. Act No. IX of 2022) dated 20.01.2022 which came into force on 26.01.2022.
3. The functions of Board can broadly be classified as following:
  - 3.1. Design and Approval of Course
  - 3.2. Affiliation of Vocational Training Institute (VTI)
  - 3.3. Training Management
  - 3.4. Assessment and Certification
4. Maharashtra State Council for Vocational Training (MSCVT) has been now merged with the Board. All the approved institutes by MSCVT have come under the umbrella of Board.
5. The Fees collection through Approval of Courses, Approval of Institutes, Candidate Registration, Exam/ Assessment, etc. are the prime source of Income to the Board. Board is required to meet its operational expenditure except salary to the staff through its income.
6. Board hereby calls for sealed Quotation from Chartered Accountant or Chartered Accountant Firm for Appointment of Auditor to provide services as specified in Scope of Work. The eligibility criteria, scope of work and format for quotation is enclosed herewith. The schedule for finalization of Appointment of

Auditor is as following:

- 6.1. Issue of Quotation: 11am, 14.07.2022  
6.2. Last Date to Submit Quotation: 05pm, 25.07.2022  
6.3. Opening of Quotation: 05pm, 26.07.2022

7. The Quotation is to be submitted in a sealed envelope addressed to Director, Maharashtra State Board of Skill, Vocational Education and Training, C/o Government Industrial Training Institute, 4<sup>th</sup> Floor, Center of Excellence Building, Mithagar Road, Mulund (East), Mumbai 400081. The subject as above should be written above the sealed envelope.
8. The rates quoted shall be valid for contract period. The service provider shall be selected on basis of minimum overall cost. This quotation is also available in Download Section on [www.msbsd.edu.in](http://www.msbsd.edu.in).



(Yogesh Suresh Patil)  
Director

**Enclosed:**

1. Eligibility Criteria
2. Scope of Work
3. Format for Quotation

**Eligibility Criteria for the Auditor Firm:**

1. The Auditor Firm with existence for more than 10 years
2. The Auditor Firm should have been registered with ICAI and C&AG having address within the Maharashtra State
3. The Auditor Firm should have experience of auditing the Universities, Examination Board, Educational Institutes, Government Bodies, etc.
4. As per the guidelines issued by The Institute of Chartered Accountants of India (ICAI) as Council Affairs Announcement – Responding to Tenders dated 04.04.2016, members can participate in tendering process wherever minimum fee of the assignment is prescribed in the tender document itself. Hence the minimum fees for audit assignment shall be Rs.25,000 (Rs. Twenty Five Thousand only) per financial year.

**SCOPE OF WORK**

1. Indicative list of services to be provided by Service Provider to Maharashtra State Board of Skill, Vocational Education and Training (MSBSVET)
2. Audit of Cash Book and Bank Books (Vouchers/ Transactions)
3. To check the account related records
4. Verification of Capital Purchases and other Purchases
5. Review of Fixed Assets and Inventory
6. To check investment records
7. To guide for maintaining the accounts books records
8. To file Income Tax Return Form ITR-7/ ITR-5 on Income Tax Website
9. To duly certify and provide income expenditure statement and the Balance Sheet.
10. Period of Audit for Financial Year:
  - 10.1. 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020
  - 10.2. 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021
  - 10.3. 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022
11. Payment schedule: On completion of Audit for the respective Financial Year
12. The Auditor Firm has to perform audit in the Board Office and shall not be allowed to take away any records outside Board Office premises
13. Auditor and any of the employee of the Auditor Firm shall not be paid with any allowances for the services provided as a part of this Scope of Work
14. Rates quoted shall be in Indian Rupees and inclusive of all Taxes
15. The proposal shall be evaluated on the basis of Eligibility criteria and lowest offered Service Cost (including all the Taxes)
16. Board reserves the right to accept/ reject any proposal and/ or cancel the entire quotation process without assigning any reason.



## FORMAT FOR QUOTATION

Letter Head

Date: / / 2022

To:  
The Director,  
Maharashtra State Board of Skill, Vocational Education and Training,  
Mumbai – 81

Subject: Call for Quotation for Appointment of Auditor  
Reference: MSBSVET Quotation Desk No.14/Audit/ , dated 14.07.2022

We hereby submit the Quotation for below mentioned services. The rates as mentioned below shall be valid for the contract period. The Rates Mentioned below shall be including of all the taxes, thus the Total Amount as Quoted below shall be payable by Board.

S.N.	Service	Amount
1	Audit for Financial Year 1 <sup>st</sup> April 2019 to 31 <sup>st</sup> March 2020	
2	Audit for Financial Year 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2021	
3	Audit for Financial Year 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> March 2022	
	<b>TOTAL</b>	

Total Amount in Words: \_\_\_\_\_

1. We fulfill the eligibility criteria
2. The above quote is valid for entire scope of work
3. We shall comply with the queries raised by the competent authority in respect to the audit reports submitted to Board.

Signature of Authorized Representative:

Name of Authorized Representative:

Office Seal (If available)

Documents to Attach:

1. Registration Certificate for the Firm
2. Registration Certificate with ICAI and C&AG
3. Documents to validated experience and eligibility criteria