



Funded by The Gujarat State Tribal Educational Society, Gandhinagar

Managed by The Shantilal Sanghavi Foundation, Mumbai

Eklavya Model Residential School,

At&Post.- Khodada, Ta.- Nizar, Dist.- Tapi.

Helpline No. 8980156635, E-mail : emrs.khodada@yahoo.in Web :- www.emrskhodada.org



Tender Copy of Internal Auditor for the Year of 2022-23

To,

Principal,

Eklavya Model Resi. School,

At & Post. Khodada, Ta. Nizar,

Dist. Tapi.

Dear Sir/Madam,

I/We M/s _____ nominate myself/ourselves to be Internal Auditors of the said Residential School for the period of One year from 01-04-2022 to 31-03-2023.

We, enclose here with our Firm Profile/Brief Resume along with work Experience Certificate of Day Boarding/Residential Private, Semi Private/Govt. Schools or any other internal audit experience certificate

We, agree to carry-out the work of internal audit of the EMRS – Khodada on quarterly basis at school located at & Po. Khodada, Ta. Nizar, Dist. Tapi. for the period from 01-04-2022 to 31-03-2023 and audit shall be carry-out as per Scope of Audit, Term & Condition, enclosed herewith as mentioned below.

Sr. No.	Specification of Internal Audit & Service (Quarterly Basis)	Internal Audit Fees (Per Quarter – Excluding Taxes)
1	Verification and vouching of all financial and non financial relevant documents, various registers maintained by School Scope of Audit, Detailed Audit observation & Compliance Report (Detailed Terms and Conditions attached herewith)	

We, hereby declare that we are not relative of any member of the School Management.

Name & Address

Signature

Qualification: - _____

Membership No. :- _____

Term & Condition

- 1) School expects all registers maintained like (Groceries, Vegetable, Dead Stock, Stationary & Toiletry distribution register, Cash Book, bank book, journal book, Vouchers & relevant documents regarding Financial matters) to be checked in second week after completion of each Quarter.
- 2) School expects to cover all aspects of Internal Audit Systematically and guidance there on.
- 3) Period of this work is for the Financial Year 2022-23 starting From 1st April 2022 to 31st March 2023.
- 4) School will provide Accommodation & Food facilities during the period of audit at cited location. No other out of pocket expense would be reimbursed by the school. Tax As required under the law would be withheld (TDS) from the amount payable to the internal Auditor.
- 5) School expects guidance from auditors for GST/TDS, Online Tendering process Guidance, Gem Portal, various other existing taxes whenever required to need full support for smooth Office Administration work.
- 6) School expects Auditor to guide in such way that will add value to the school & Improve School Office & Overall Management as well as for betterment of the Students.
- 7) School expects Auditor to have an internal audit experience of the Residential School/Academic Institutions or any other organization.
- 8) School expects from auditors to guide, Check & verify procurements & physical verification of Fixes Asset on Quarterly visit.
- 9) Kindly Submit relevant experience documents as per requirement with this form.
- 10) The existing Fees of internal audit per quarter for the current year is Rs. 9,000/- including all taxes.
- 11) School reserves right to Rectify/Modify terms & conditions of this Tender.

Foot Note :-

Quotation forms for Tender note of Internal Auditors can be obtained from the School website, www.emrskhodada.org or from the School Office on any Working day during office hours between 2nd February to 15th February 2022 & submits during same period by Register Ad. or By Hand

The Place for submission of Tender

Principal,
Eklavya Model Residential School Khodada,
At & Post Khodada, Ta. Nizar, Dist. Tapi
Pin - 394370