



**Expression of Interest  
Empanelment of External Agency of CA & CMA for the physical Verification of  
Inventory and Internal Audit as per checklist at various Godowns of Food and Civil  
Supplies and Consumer Protection Department**

EoI No:

June 2024



**Food, Civil Supplies & Consumer Protection Department,  
Government of Maharashtra**

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2nd Floor, Annex Building, Mantralaya, Madam Cama Road, Nariman Point, Mumbai,  
Maharashtra -400032

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## 1. Introduction

The Department of Food, Civil Supplies and Consumer Protection, Government of Maharashtra is proactively engaged in planning and ensuring the availability and supply of food grains and essential commodities to the people of the state at an affordable price. The Department is responsible for providing the subsidized grains, sugar, and kerosene to the identified group of people of Maharashtra under different schemes of the Government. As of now the distribution of subsidized products are linked with the ration cards issued to the families according to their income level under Public Distribution System.

The Food Civil Supplies and Consumer Protection Department (FCS&CPD), Government of Maharashtra, hereby invites Expression of Interest (EOI) from reputed and professional firms of Chartered Accountants (CA) and Cost and Management Accountants (CMA) registered with their respective institutes for the empanelment as External Agencies. The empaneled agencies will be responsible for conducting physical verification of inventory as per the prescribed checklist at various Godowns of the FCS&CPD across Maharashtra.

### 1.1 Objectives

FCS&CPD aims to strengthen its inventory management system, promote transparency, and improve overall operational efficiency in the distribution of essential commodities through the Public Distribution System (PDS) across Maharashtra.

The primary objectives of this Expression of Interest (EOI) are:

- To identify and empanel competent and experienced CA and CMA firms to undertake the physical verification of inventory at various FCS&CPD Godowns. It also comprises the audit for improving efficiencies and providing recommendations for enhancing warehouse facilities.
- To ensure accurate and independent verification of stock levels, inventory management, and compliance with prescribed guidelines and procedures.
- To enhance transparency, accountability, and efficiency in the inventory management processes of the FCS&CPD.
- To establish a panel of qualified external agencies for the periodic or need-based verification of inventory, as per the requirements of the FCS&CPD.
- To utilize the data collected during the verification process to identify areas for improvement in efficiencies and to provide measures to enhance the facilities.

The empaneled agencies will be required to conduct physical verification of inventory at designated Godowns, adhering to the prescribed checklist and guidelines outlined by the FCS&CPD. The verification process should ensure accurate reporting of stock levels, identification of discrepancies (if any), and recommendations for improved inventory management practices.

## 1.2 Scope of Work

The purpose of the Godowns audits is to ensure compliance with food safety regulations, proper storage practices, and prevention of contamination or deterioration of food products. The empaneled Chartered Accountant (CA) firms shall conduct audits covering the following key aspects:

### 1. Physical Inspection & Internal Audit:

Examination of the Godowns' physical infrastructure, including the layout, construction materials, ventilation, lighting, and cleanliness.

Verification of compliance with building codes and regulations governing food storage facilities.

Actual photography of Godowns with geotagging, latitude, and longitude.

### 2. Pest Control:

Inspection for signs of pest infestation, including insects, rodents, and birds.

Evaluation of pest control measures in place, such as the use of traps, baits, pesticides, and pest-proofing techniques, and availability of dunnage pallets.

### 3. Safety Measures:

Assessment of fire safety measures, including the availability and functionality of fire extinguishers, fire alarms, and emergency exit routes.

Evaluation of worker safety protocols, such as the use of personal protective equipment (PPE), safe handling of materials, and adherence to safety guidelines.

Inspection of hazardous material storage areas and compliance with relevant regulations.

### 4. Calibration Measures:

Verification of the calibration status and maintenance records of weighing scales, moisture meters, and other measurement equipment used in inventory management.

Assessment of the procedures and protocols for regular calibration and maintenance of equipment to ensure accurate measurements.

Evaluation of the training and competency of personnel responsible for calibration and equipment maintenance.

### 5. Storage Practices:

Detailed review of storage practices to ensure food items are stored in appropriate containers, packaging materials, and shelving units suitable for the specific product to maintain quality and safety.

Verification of proper segregation of different food items (e.g., grains, pulses, spices) to prevent cross-contamination and minimize the risk of allergen exposure.

6. Stock Rotation and FIFO (First In, First Out):

Comprehensive examination of stock rotation practices to ensure older food items are used or sold before newer ones, minimizing the risk of spoilage and expiration.

Verification of adherence to FIFO principles, organizing and distributing food items based on production or expiration dates, ensuring the oldest stock is consumed or dispatched first.

7. Hygiene and Sanitation:

Thorough assessment of cleanliness and hygiene practices within the godown, including the condition of floors, walls, ceilings, and equipment (pallets, racks, handling tools).

Verification of sanitation procedures, such as regular cleaning and disinfection of storage areas and equipment, to maintain a hygienic environment and prevent contamination.

8. Documentation and Record-Keeping:

Comprehensive review of records related to incoming and outgoing food shipments, including invoices, delivery notes, and inspection reports, to ensure traceability and accountability.

Verification of documentation regarding temperature monitoring (if applicable), pest control activities, and inventory management practices, to ensure compliance and facilitate auditing.

9. Compliance with Regulations:

Meticulous verification of compliance with relevant food safety regulations, standards, and guidelines prescribed by regulatory authorities, such as the Food Safety and Standards Authority of India (FSSAI) or state-level food safety authorities.

Identification of any violations or non-compliance issues and provision of recommendations for corrective actions to ensure adherence to legal requirements.

10. Training and Awareness:

Assessment of staff training and awareness programs related to food safety, hygiene, and storage practices, to ensure personnel have the necessary knowledge and skills to maintain a safe and compliant operating environment.

Recommendations for training needs and capacity building initiatives to enhance compliance and improve food safety outcomes, including topics such as handling procedures, pest management, and record-keeping.

11. Risk Assessment:

Identification of potential risks and hazards associated with food storage operations, such as spoilage, contamination, pest infestation, and other factors that could compromise food safety and quality.

Provision of recommendations for risk mitigation measures and improvement strategies to minimize the likelihood of adverse events, including preventive measures, contingency plans, and corrective actions.

12. Physical Verification of Inventory:

Conduct a comprehensive physical verification of the inventory stored in the Godowns, including stocks of various food grains, pulses, spices, and other essential commodities.

Reconcile the physically verified stock with the book records maintained by the Godowns' management.

Identify and report any discrepancies, shortages, or excesses in the stock levels.

13. Evaluation of Stock Management and Rotation:

Examine the stock management practices, including stock receipt, storage, handling, and dispatch procedures.

Verify the implementation of the First-In-First-Out (FIFO) and First-Expiry-First-Out (FEFO) principles for stock rotation.

Assess the adequacy of the stock accounting and record-keeping systems.

14. Financial and Operational Audit:

Conduct a financial audit of the Godowns' operations, including the review of income and expenditure records, procurement procedures, and financial controls.

Assess the operational efficiency and effectiveness of the Godowns, including manpower deployment, resource utilization, and overall management practices.

Identify areas for cost optimization and operational improvements.

15. Reporting and Recommendations:

Prepare a comprehensive audit report detailing the findings, observations, and recommendations for improvement.

Highlight any significant deficiencies, irregularities, or non-compliance issues identified during the audit.

Provide practical and actionable recommendations for enhancing the overall effectiveness and efficiency of the Godowns' operations.

The empaneled CA firms shall conduct the audits in accordance with the applicable auditing standards and guidelines issued by the Institute of Chartered Accountants of India (ICAI) and any other relevant authorities. The firms should also ensure strict adherence to confidentiality and ethical principles during the audit process.

### 1.3 Submission of Report

The Audit Report, along with all supporting key documents, must be submitted to the respective Deputy Commissioner (Supply)

An electronic soft copy of the Audit Report in MS Word/Excel format should also be sent via email to the District Supply Officer (DSO) /Food Distribution Officer (FDO)

The designated authority will evaluate and determine whether the firm has satisfactorily completed the assignment or not.

The firm must rectify, at its own expense, any omissions or deficiencies identified in the report.

In the event of detecting any serious irregularities, a Special Report must be submitted immediately to the above-referred authority, without waiting for the completion of the entire audit.

The report should highlight the following:

Suggestions to enhance the storage facility to achieve optimal performance and efficient warehouse utilization.

An assessment of whether the current warehouse operations are safe and efficient, along with recommendations for improvement, if applicable.

The report should comprehensively cover all aspects of the audit, including an evaluation of the existing practices, identification of areas for improvement, and actionable recommendations to ensure safe, efficient, and compliant warehouse operations in adherence to relevant regulations and industry best practices.

### 1.4 General Instructions

1. The firm must depute competent audit personals headed by a Chartered / Cost Accountant.
2. Reporting Formats are strictly to be adhered to and observations will at least have to cover all the aspects and facets of audit as per this Scope Documents.
3. Para No: The Auditors is expected to follow the pattern for numbering the Audit observation in a manner as prescribed below so that each audit Para has a unique identity number.

Office	Numbering Pattern	Example
Divisional	FCS&CPD /Division/ Godown name and	FCS&CPD/



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Office	Number	Nashik/ Tembhurni/ 1,2,3...
District Office	FCS&CPD /District/ ZONE/RO/District office/Para No.	FCI/EZ/Mumbai/1
Godowns Office	FCS&CPD / District/ ZONE/RO/AO/Depot/Para No.	FCI/EZ/Mumbai/1

4. Audit Observation Title: A single line statement reflecting the gist of Audit Observation with money value to the extent it can be best quantified should be given for each para.
5. Risk Category: Audit observation may be categorized under any of three classifications viz High Risk, Medium Risk or low risk depending upon nature of irregularities/weakness in internal control observed during the audit process.
6. Observation: The Auditors observation/findings should be explained in detail. It should essentially bring out the analysis of auditor on a particular area of review. The report should be a clear reflection of audit observation rather than a compendium of information or in questionnaire form.  
Wherever irregularities are observed during the audit process, the same is to be quantified, to the extent possible, in terms of money value. The observation should bring out specific irregularities and should not be vague or of general nature.
7. The observation should also indicate, to the extent possible, prescribed procedure, applicable circulars/instructions on the subject that should have been followed and deviations observed by auditors. It should describe the existing practice being followed by the auditee.
  1. Reply/Comments of the Auditee
  2. Impact of audit observation both in money value and on the system of Internal Control
  3. Recommendations: Reports not containing specific details as brought out above would not be accepted

However, for better appreciation of the scope of work to be undertaken, a questionnaire form, keeping the various areas to be investigated, has been prepared to make it more inclusive. (Annexure 'II'). The questionnaire given in the Annexure II is only illustrative and not exhaustive. The auditor is expected to understand the nature of operations of the unit under review and cover as many areas of operation as possible.

## 2. Definitions

Whenever used in this EOI, the following terms shall have the respective meaning given to them below:

<b>FCS&amp;CPD</b>	Food Civil Supplies and Consumer Protection Department, Mantralaya, Mumbai
<b>Accepting Authority</b>	Principle Secretary, Food Civil Supplies and Consumer Protection Department, Mantralaya, Mumbai.
<b>Service Providers</b>	firm of Chartered Accountants (CA) OR Cost and Management Accountants (CMA) registered with their respective institutes.
<b>Service</b>	Verification of Inventory at respective Public Distribution System (PDS) Godowns

### 3. Eligibility Criteria

S N	Criteria	Documents
1	The firm should be empaneled with Institute of Chartered Accountants of India (ICAI) / Institute of Cost Accountants of India (ICMAI)	Copy of self-attested registration certificate from ICAI/ICMAI is required.
2	Firm should have existence of 2 years & should have legal presence in Maharashtra.	-Certification of incorporation -Address details
3	i) Bidder should have an average Annual turnover of minimum Rs.10 lacs during last 3 financial years FY 2020-2021, 2021-2022, 2022-23  ii) Net worth for each of the last three financial years should be positive.	i) Copy of Annual Accounts report, P&L A/C and Balance sheet is required  ii) Net worth certificates duly certified by CA to be submitted
4	Minimum paid employee strength should be 2	HR certificate with employee details
5	The firms should have minimum experience of conducting Inventory Audit in at least three Central Govt/State Govt and PSUs or its branches/Division/Subdivision during the preceding three years (during 2020-2021, 2021-2022, 2022-23)	Certificates from concerned PSUs or appointment letter from the concerned PSUs to be attached
6	The bidder shall have valid PAN number	Copy of the Permanent Account Number of the firm/LLP
7	The bidder shall have valid GSTIN number.	Copy of Goods & Services Tax (GST) registration number of the firm/LLP.
8	There should be no legal suit /Criminal case pending or contemplated against the CA or CMA firm on the ground of moral turpitude or for violation of any law in force. (Submission of false, fabricated, untrue data and documents shall be treated as disqualification.)	Undertaking signed by its authorized signatories
9	Firm should not be blacklisted or otherwise debarred by FCS&CPD or any department of Central or State Government or any other Public Sector Undertaking, Regulator Agencies & private organizations.	Undertaking signed by its authorized signatories

**CRITERION FOR EVALUATION OF CA / CMA FIRM**

<b>SI No.</b>	<b>Particulars</b>	<b>Marks per criteria</b>	<b>Max Marks</b>
<b>1</b>	<b>Firm Constitution</b>		<b>5</b>
	Individual	2 Marks	
	Firm	5 Marks	
<b>2</b>	<b>No. of years of Existence as on 30<sup>th</sup> June 2024</b>		<b>15</b>
	More than 15 Years	15 Marks	
	More than 7 Years but less than 15 years	10 Marks	
	More than 2 but less than 7 years	5 Marks	
	Minimum 2 years	2 Marks	
<b>3</b>	<b>Qualified Partners as on 30<sup>th</sup> June 2024</b>		<b>6</b>
	FCA/FCMA	Each 2 Marks	
	ACA/ACMA	Each 1 Mark	
<b>4</b>	<b>Paid Staff as on 30<sup>th</sup> June 2024</b>		<b>10</b>
	2 Paid Staff	2 Marks	
	More than 2 but less than 7	5 Marks	
	More than 7 but less than 10	7 Marks	
	More Than 10	10 Marks	
<b>5</b>	<b>Branches as on 30<sup>th</sup> June 2024</b>		<b>10</b>
	HO / Branch Office in Mumbai along with Two Branches in any two district place in Maharashtra	10 Marks	
	Three Branches in three district places in Maharashtra	8 Marks	
	Two Branches in two district places Maharashtra	6 Marks	
	Only One Office in any district place Maharashtra	4 Marks	
	One branch anywhere in Maharashtra other than district place	3 Marks	
<b>6</b>	<b>Turnover of 2 years each (Excluding GST) ( in lacs)</b>		<b>10</b>
	More than 10 upto 25	3 Marks	

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	More than 25 upto 50	4 Marks	
	More than 50 upto 75	6 Marks	
	More than 75 upto 100	8 Marks	
	More Than 100	10 Marks	
<b>7</b>	<b>Inventory audit of PSU/Central/State Govt or it's Branches/Divisions/Subdivisions during last three financial year FY 2020-2021, 2021-2022, 2022-23</b>		20
	Less than 2	5 Marks	
	More than 2 but less than 7	10 Marks	
	More than 7 but less than 10	15 Marks	
	More Than 10	20 Marks	
<b>8</b>	<b>Mock Interview with the officials as prescribed</b>	24 Marks	24

- Based on marks obtained, category wise division allotment would be done as shown in below table.

<b>Empanelment</b>			
<b>SN</b>	<b>Category</b>	<b>Marks</b>	<b>Division allotted for audit</b>
1	Category A	More than = 90	3
2	Category B	More than =75 & less than=89	2
3	Category C	More than =40 & less than=74	1
4	Category D	Less than 40	NA

## 4. Instructions to Bidders

### 3.1. Instruction to bidders/Service Providers for online EOI.

EOI documents are available only in electronic format which bidder/ supplier can download from website <https://mahatenders.gov.in> till the time duration mentioned at event of schedule.

Documents mentioned in eligibility criteria should be uploaded online through the website <https://mahatenders.gov.in>

Bidder/supplier who wish to participate in online EOI will have to procure /should have legally valid Digital Signature Certificate (Class III) as per Information Technology Act 2000, using which they can sign their electronic bids. Bidders/Service Providers can procure the same from any of the license certifying Authority of India.

Kindly take note that, valid Digital Signature Certificates (DSC) is mandatory for all the interested participants/bidders.

Interested bidders/ Service Providers are advised to complete their procedure for taking Digital Signature Certificates (DSC) in respect to filing of application form, supporting documents with necessary fees and EMD at least 4 days before the last date of tender submission.

For any technical related queries please call at 24 x 7 Help Desk Number

0120- 4001002/ 0120- 4001005/ 0120- 4493395

Email Support

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority [support-eproc\(at\)nic\(dot\)in](mailto:support-eproc(at)nic(dot)in)

### 3.2. Bidders may contact TIA (Tender Inviting Authority) for any clarifications for the published EOI.

## 5. Submission of EoI

- The complete EOI, including all required documents, shall be submitted online through the Maha Tenders portal on or before the due date and time specified in the EOI notice.
- No physical submission of documents will be accepted.

### 5.1. Registration on Mahatenders Portal

All Service Providers must be registered on <https://mahatender.gov.in> to participate in the EOI process. If not already registered, Service Providers should follow the instructions on the Mahatenders website for registration.

### 5.2. Uploading Documents

Service Providers shall upload the prequalification documents on the Mahatenders portal as part of their EOI submission-

### 5.3. Submission Deadline

The EOI submission must be completed on the Mahatenders portal before the specified deadline. Late submissions or any other mode of submission (e.g., physical, email, etc.) will not be accepted.

### 5.4. Assistance

In case of any technical issues or assistance required for online submission, Service Providers may contact the Mahatenders helpdesk at the contact details provided on their website.

**For any technical related queries please call on the below Number**

0120- 4001002/ 0120- 4001005/ 0120- 4493395

### **Email Support**

A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the Tender Inviting Authority.

## 6. Schedule of Event

Schedule of events for Expression of Interest (EOI) as below.

<b>Sr.No</b>	<b>Event</b>	<b>Dates and Time</b>
1	Reference number of EOI	
2	Tender Publish Date	20 <sup>th</sup> June 2024
3	Last Date of Submission of Queries	25 <sup>th</sup> June 2024
4	Bid Submission Start Date	27 <sup>th</sup> June 2024
5	Date and Time of Pre- Bid Meeting	26 <sup>th</sup> June 2024
6	Last Date of Bid Submission	05 <sup>th</sup> July 2024
7	Technical Bid Opening Date	08 <sup>th</sup> July 2024

- Accepting Authority reserves the right to vary above timeframe of Expression of Interest (EOI) at its absolute and sole discretion.
- Any cost incurred in responding to this Expression of Interest (EOI) shall not be reimbursed.
- Accepting Authority reserves the right to scrap the Expression of Interest (EOI) at any stage without assigning any reason.
- Accepting Authority reserves the right to abandon any part or whole of the process without giving prior notice to prospective bidders.
- Tender document fees Rs. 20,000 (Twenty Thousand Rupees) shall be paid through Online mode.



## 7. Earnest Money Deposit (EMD)

1. All bidders to pay EMD of Rs. 1,59,000/- (One lakh fifty-Nine thousand Rupees)
2. EMD exemption for MSMEs (Micro, Small, and Medium Enterprises) - Bidders registered as MSMEs and holding a valid Certificate of Competency shall be exempted from submitting the Earnest Money Deposit (EMD) as per government resolution dated 01/12/2016 as per department of Energy and Labour.
3. EMD/ performance security will be forfeited if supplier fails to perform duty/withdraws offer / nonresponsive.

### 7.1. Signing of Bid

- Person or persons signing /submitting the Bid shall state in what capacity he is or they are signing/submitting the Bid.
- In the case of a Partnership Firm and Limited Liability Partnership firm, the names of all the partners shall be disclosed and the Bid shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The copy of the Partnership Deed along with Power of Attorney, Profit & Loss Account and Balance Sheet for previous 3 years shall be submitted along with the Technical Bid.
- The persons competent to sign/submit the Bid Form or any document forming part of the Bid on behalf of another or on behalf of a Firm shall be responsible to produce a proper Power of Attorney duly executed in his favor, stating that he has authority to bind such other person or the Firm as the case may be, in all matters pertaining to the contract. If the person so signing the Bid fails to produce the said Power of Attorney, his Bid shall be liable to be summarily rejected without prejudice to any other right of the Corporation under the Contract and Law. The "Power of Attorney" should be signed by all the partners in the case of partnership concern or Limited Liability Partnership firms.

### 7.2. Bid Opening

- Pre-Bid Meeting: For the benefit of the bidding firms, a pre-bid session will be held as mentioned.
- The Technical Offers of the Bids will be scrutinized and the bidders who have qualified for further evaluation will be intimated online through e-tendering system.

### 7.3. Prebid Meeting

Date- 26 /06 /2024 (Offline/ Online) and will intimate later with the separate corrigendum with meeting venue and details.

### 7.4. Bid Validity

Validity of the bid is 120 days.

## 8. Terms & Condition

### 8.1 General Terms and Conditions

1. The **FCS&CPD** reserves the right to accept or reject any of all applications without assigning any reason thereof.
2. The FCS&CPD reserves the right to change the scope of work or any terms and conditions.
3. The firm furnishing wrong information in the affidavit and submitting false Documents will be blacklisted/de-empaneled by the **FCS&CPD** and in addition the performance security amount shall be forfeited.
4. The Accepting Authority reserves the right to debar any/ all empaneled service providers from participating in next tender/tenders if in his opinion the conduct and performance of the service provider is not satisfactory, further, Accepting Authority in his discretion and upon facts and circumstance of each case, may impose penalty/fine as deemed fit.
5. The terms mentioned in this EOI are only illustrative and not exhaustive. The chosen service providers will be required to enter into contract as devised by the **FCS&CPD** to fully protect the **FCS&CPD's** interest and also the interest of prospective customers.
6. The **FCS&CPD** is not bound contractually or in any other way to any prospective bidder to this EOI and not liable for any cost or compensation incurred by the bidders to this EOI.

The service providers furnishing wrong information in the affidavit will be blacklisted/de-registered by the **FCS&CPD** & may impose penalty/fine as deemed fit.

## 9. Empanelment Validity Period

The CA audit agencies empaneled through this RFP process shall remain empaneled with FCS&CPD for a period 2 year from the date of empanelment. The empanelment may be extended for an additional period of 1 year and subject to satisfactory performance and mutual agreement between the empaneled agency and FCS&CPD.

### 9.1. Renewal of Empanelment

The empanelment of CA audit agencies may be renewed after the initial empanelment period, subject to the following conditions:

- The agency must have maintained a satisfactory performance record during the empanelment period, as evaluated by FCS&CPD
- The agency must submit an updated firm profile, including details of partners, staff strength, and relevant experience.
- The agency must provide evidence of continued registration with the Institute of Chartered Accountants of India (ICAI) and compliance with relevant regulations.
- The agency must pay the applicable empanelment renewal fees, if any.

### 9.2. Termination of Empanelment

The empanelment of a CA audit agency may be terminated by FCS&CPD in the event of:

- Non-performance or unsatisfactory performance, as per the evaluation criteria set by FCS&CPD.
- Breach of contract terms or violation of ethical standards.
- Misconduct, fraud, or any other unethical practices by the agency or its personnel.
- Failure to comply with relevant laws, regulations, or professional standards.
- Dissolution or bankruptcy of the agency.

## 10. Disqualification Conditions

1. Tenderer, who have been blacklisted or otherwise debarred by FCS&CPD or any department of Central or State Government or any other Public Sector Undertaking, will be ineligible during the period of such blacklisting or for a period of 5 years from the date of blacklist or debarment whichever is later.
2. Any Tenderer whose contract with FCS&CPD, or any department of the Central or the State Government or any other Public Sector Undertaking has been terminated before the expiry of the contract period at any point of time during the last five years, will be ineligible.
3. Tenderer who's Earnest Money Deposit and/or Security Deposit has been forfeited by FCS&CPD or any department of Central or State Government or any other Public Sector Undertaking, during the last five years, will be ineligible.
4. If the any of the partners of the Tenderer Partnership/LLP firm have been, at any time, convicted by a Court of an offence and sentenced to imprisonment for a period of three years or more, such Tendered will be ineligible.
5. While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as a director of a Company etc.) will render the Tenderer disqualified.

i. Note: - Self declaration should be submitted in this regard

## **11.Payment & Terms**

- Payment will be applicable as per the Government Resolution issued regarding this empanelment.
- Payments will be disbursed after submission & evaluation of audit reports.
- The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment.

## 12. Confidentiality

1. The Service Provider shall treat all information, documents, reports, data and other material provided or disclosed to them (collectively referred to as "Confidential Information") as strictly confidential and shall not disclose such Confidential Information to any third party, except with the prior written consent of the FCS&CPD.
2. The Service Provider shall use the Confidential Information solely for the purpose of providing the Services and shall not use or exploit the Confidential Information for any other purpose whatsoever.
3. The Service Provider shall take all necessary precautions to ensure that all Confidential Information is properly protected against unauthorized access, use, disclosure, or loss.
4. The Service Provider shall ensure that its employees, agents, and representatives who have access to the Confidential Information are bound by appropriate confidentiality obligations.
5. The confidentiality obligations shall survive the termination or expiration of the agreement between the Service Provider and the FCS&CPD.
6. The Service Provider acknowledges that the unauthorized disclosure or use of Confidential Information may cause irreparable harm to the FCS&CPD and agrees that monetary damages may not be an adequate remedy. Therefore, the FCS&CPD shall be entitled to seek injunctive relief or other appropriate legal remedies to prevent or restrain any such unauthorized disclosure or use.
7. The confidentiality obligations shall not apply to information that:  
is or becomes publicly available through no fault of the Service Provider;  
is rightfully received by the Service Provider from a third party without any obligation of confidentiality is already known to the Service Provider prior to its disclosure by the FCS&CPD; or is required to be disclosed by law or by an order of a court or government authority, provided that the Service Provider gives prompt written notice to the FCS&CPD of such requirement and cooperates with the FCS&CPD in seeking a protective order or other appropriate remedy.
8. The confidentiality clause emphasizes the importance of maintaining the confidentiality of information provided by the FCS&CPD and outlines the obligations of the Service Provider in this regard. It covers the use, protection, and non-disclosure of Confidential Information, as well as exceptions to the confidentiality obligations.

### **13. Intellectual Property Rights**

1. Definition: For the purposes of this clause, "Intellectual Property Rights" shall mean all patents, trademarks, service marks, designs, copyrights, trade secrets, and other intellectual property rights, in all nations and territories worldwide, and all applications for the same.
2. Ownership: All Intellectual Property Rights in any materials, including but not limited to reports, data, software, designs, utilities, tools, models, systems, and other methodologies and know-how, provided by the FCS&CPD to the Service Provider in relation to the Services shall remain vested in the FCS&CPD or the respective owners of such rights.
3. Pre-existing Intellectual Property Rights: The Service Provider shall retain exclusive ownership and rights to any pre-existing Intellectual Property Rights that may be incorporated into the deliverables or materials provided as part of the Services. However, the Service Provider shall grant the FCS&CPD a non-exclusive, perpetual, irrevocable, royalty-free license to use, reproduce, modify, and distribute such pre-existing Intellectual Property Rights for the purposes of the Services and any related activities.
4. Newly Created Intellectual Property Right: All Intellectual Property Rights created or developed by the Service Provider, either solely or jointly, in the course of providing the Services shall be owned by the FCS&CPD. The Service Provider hereby assigns and agrees to assign all such Intellectual Property Rights to the FCS&CPD.
5. Deliverables and Materials: The Service Provider shall ensure that all deliverables, materials, and work products provided to the FCS&CPD as part of the Services are free from any third-party Intellectual Property Rights infringement claims.
6. Indemnification: The Service Provider shall indemnify, defend, and hold harmless the FCS&CPD, its officers, employees, and agents from and against any and all claims, suits, actions, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to any actual or alleged infringement of Intellectual Property Rights by the Service Provider in connection with the Services.
7. Survival- The provisions of this clause shall survive the termination or expiration of the agreement between the Service Provider and the FCS&CPD.
8. This Intellectual Property Rights section covers the definition of Intellectual Property Rights, ownership of pre-existing and newly created Intellectual Property Rights, deliverables and materials, indemnification obligations, and the survival of these provisions beyond the termination or expiration of the agreement.

## 14. Termination

Termination for Convenience: The FCS&CPD may, at any time, terminate the agreement with the Service Provider for convenience by giving a written notice of at least 30 (thirty) days to the Service Provider. In such an event, the FCS&CPD shall pay the Service Provider for the Services rendered and accepted up to the effective date of termination.

1. Termination for Breach: Either party may terminate the agreement by giving a written notice of at least 15 (fifteen) days to the other party in the event of a material breach of the agreement by the other party, provided that such breach is not cured within the notice period.
2. Termination for Insolvency: The FCS&CPD may terminate the agreement immediately by giving written notice to the Service Provider if the Service Provider becomes insolvent, files for bankruptcy, or enters into liquidation or dissolution proceedings, whether compulsory or voluntary.
3. Termination for Non-Performance: The FCS&CPD may terminate the agreement by giving a written notice of at least 15 (fifteen) days to the Service Provider if the Service Provider fails to perform the Services to the satisfaction of the FCS&CPD, and such non-performance is not remedied within the notice period.
4. Consequences of Termination: Upon termination of the agreement, the Service Provider shall: Immediately cease all work related to the Services, except as may be reasonably necessary to protect the interests of the FCS&CPD; Promptly return all Confidential Information, documents, materials, and other property belonging to the FCS&CPD; Cooperate with the FCS&CPD in transitioning the Services to another service provider or to the FCS&CPD itself; Submit all deliverables and work products completed up to the date of termination; Refund any advance payments or fees paid by the FCS&CPD for Services not rendered or accepted.
5. Survival: The termination of the agreement shall not affect the rights and obligations of the parties that are intended to survive such termination, including but not limited to indemnification, confidentiality, and intellectual property rights.
6. No Compensation: The Service Provider shall not be entitled to any compensation or damages from the FCS&CPD in the event of termination, except for the payment of fees for Services rendered and accepted up to the effective date of termination.



## 15. Dispute Resolution

1. In the event of any dispute, controversy, or claim arising out of or relating to the agreement or the breach, termination, or invalidity thereof, the parties shall endeavor to resolve such dispute amicably through negotiations between their authorized representatives.
2. If the dispute cannot be resolved through negotiations within a period of 30 (thirty) days from the date of commencement of such negotiations, either party may refer the dispute to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in Mumbai, Maharashtra, and the language of arbitration shall be English.
3. The arbitration tribunal shall consist of a sole arbitrator appointed by mutual agreement between the parties, or in case of failure to agree, the arbitrator shall be appointed in accordance with the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding upon the parties.
4. During the pendency of any arbitration proceedings, the parties shall continue to perform their respective obligations under the agreement, except in the event of termination of the agreement.
5. The arbitration award shall be final and binding upon the parties, and the parties agree to be bound thereby and to act accordingly. The costs of arbitration shall be borne by the parties as per the decision of the arbitrator.
6. The provisions of this clause shall survive the termination or expiration of the agreement.

Subject to the above arbitration clause, the courts at Mumbai, Maharashtra, shall have exclusive jurisdiction over any disputes arising out of or relating to the agreement.

### a) Force Majeure

- i. Neither party shall be liable for any failure or delay in the performance of its obligations under the agreement to the extent that such failure or delay is caused by events beyond its reasonable control, including but not limited to acts of God, war, riots, civil disturbances, government actions, fire, earthquakes, floods, explosions, epidemics, pandemics, quarantine restrictions, or any other causes beyond the control of the parties ("Force Majeure Event").
- ii. The party affected by the Force Majeure Event shall promptly give written notice to the other party of the occurrence of such Force Majeure Event and provide details of the nature, extent, and potential duration of the Force Majeure Event. The affected party shall use reasonable efforts to mitigate the effects of the Force Majeure Event and resume performance of its obligations as soon as practicable.
- iii. If the Force Majeure Event continues for a period of more than 60 (sixty) days, either party may terminate the agreement by giving a written notice to the other party, without any liability or penalty, except for any obligations accrued prior to the occurrence of the Force Majeure Event.
- iv. During the period of the Force Majeure Event, the parties shall continue to perform their respective obligations under the agreement to the extent reasonably practicable and not affected by the Force Majeure Event.
- v. The provisions of this clause shall survive the termination or expiration of the agreement.

## 16. Amendment

At any time prior to the deadline of submission of EOI documents, the FCS&CPD may for any reason, whether at its own initiative or in response to the clarification requested by a prospective service provider, modify the bid document by issuance of addendum. The addendum will be uploaded on the e-Procurement Portal and will be binding on the prospective service providers. The prospective service providers shall download the same from the website and incorporate the same in the EOI.

### 16.1. Applicable Law and its jurisdiction

The contract shall be governed as per Indian law and shall be subject to jurisdiction of courts in Maharashtra.

### 16.2. Interpretations

In case of any ambiguity or dispute regarding interpretation of any clause of this document, Accepting Authority's interpretation will be treated as final and binding.

### 16.3. Dispute resolution and legal jurisdiction

As per the government Resolution dated 20<sup>th</sup> June 2024 from Food Civil Supplies and Consumer Protection Department.

### 16.4. Arbitration

In case of any dispute relating to empanelment of Service Providers including the interpretation of any of the clause/clauses of the tender is not settled as per above, then the matter shall be referred to the sole arbitrator i.e. JOINT/ DEPUTY SECRETARY of the FCS&CPD or any other officer appointed by him and such arbitrator will be governed by the provisions of the Arbitration and Conciliation Act, 1996 or any amendments made in the same from time to time.

### 16.5. Nodal officer

For further clarification/details of Expression of Interest (EOI) contact to Joint/ Deputy Secretary, Food Civil Supplies and Consumer Protection Department, Mantralaya, Mumbai, Maharashtra

Address for communication – Joint/ Deputy Secretary, Food, Civil Supplies and Consumer Protection Department, Government of Maharashtra  
2nd Floor, Annex Building, Mantralaya, Madam Kama Road, Nariman point, Mumbai, Maharashtra -400032 Email- [napu16b.mhpds@gov.in](mailto:napu16b.mhpds@gov.in)

## 17. Formats & Annexures

Annexure 1: Proposal covering letter.

(Company Letterhead)

[Date]

To,  
Deputy Secretary,  
Food, Civil Supplies and Consumer Protection Department,  
Government of Maharashtra  
2nd Floor, Annex Building, Mantralaya,  
Madam Kama Road, Nariman point,  
Mumbai, Maharashtra -400032

Ref: Expression of Interest from Reputed, competent, and professional Empanelment of External Agency of CA & CMA for the physical Verification of Inventory and Internal Audit as per checklist at various Godowns of Civil and Food Supplies and Consumer Protection Department

Dear Madam/Sir,

Having examined the EOI, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the EOI for the Project.

We attach hereto our response (Pre-qualification, Technical and Commercial) as required by the EOI, which constitutes our Proposal.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Department, Government of Maharashtra is true, accurate, verifiable, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Department in its evaluation and selection process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the evaluation and selection process, we are liable to be dismissed from the selection process or be terminated during the Contract, if selected to sign and execute the Contract.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document but for the suggestions provided by us along with our Proposal as per Annexures of RFP and agree to abide by this Bid up to completion of works.

The suggestions provided by us are subject to review by the Department during the proposal review Stage and the Department reserves the right to reject the suggestions made as indicated in this RFP.

We hereby declare that in case the Contract is awarded to us, we shall submit the Performance Bank Guarantee in the format prescribed in the Annexure 6 of this RFP within 14 Days of issuance of the Letter of Intent (LoI) to us.

We agree that Department is not bound to accept any Bid received. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the Bid.

It is hereby confirmed that I / We are entitled to act on behalf of our company / corporation / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of <Month and Year>

(Signature)

(In the capacity of) (Name)

Duly authorized to sign the Bid for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

Annexure-2 Format for Company Profile

1. Name of the Firm	
2. Legal Status	(Partnership/Private Limited/LLP/Others)
3. Registration Details	(Registration No., Date, etc.)
4. Year of Establishment	
5. Registered Office Address	
6. Contact Details	(Address, Phone, Email)
7. Brief Description of the Firm	
8. Organizational Structure	
9. List of Partners/Directors	
10. List of Key Professionals	(With qualifications and experience)
11. GST Registration	
12. PAN Card	

Dated this Day of <Month and Year>

(Signature)

(In the capacity of) (Name)

Duly authorized to sign the Bid for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

Annexure-3 Format for Financial Information

1. Annual Turnover for the last 3 financial years	
2. Net Worth for the last 3 financial years	
3. Copies of Audited Financial Statements for the last 3 financial years	(Attach files)

Dated this Day of <Month and Year>

(Signature)

(In the capacity of) (Name)

Duly authorized to sign the Bid for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

### Annexure-4 Format for Details of Past Experience

For each individual similar past performance format

1. Name of the Project/Service	
2. Client Name and Address	
3. Project/Service Description	
4. Duration of the Project/Service	(Start and End Date)
5. Value of the Project/Service	
6. Role and Responsibilities	
7. Any other relevant information	

Dated this Day of <Month and Year>

(Signature)

(In the capacity of) (Name)

Duly authorized to sign the Bid for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

## Annexure-5 Prebid Queries

### Request for Clarification

Bidders requiring specific points of clarification may communicate with the Department during the specified bid submission period using the following format:

BIDDER'S REQUEST FOR CLARIFICATION							
Name of Organization submitting query / request for clarification.				Full formal address of the Organization including phone, fax and email points of contact.			
				Office Tel:			
				Mob:			
				Email:			
Sr. No.	RFP Reference (Section Number Only)	RFP Reference (Page Only)	RFP Reference Number	Content of RFP requiring clarification	Points of clarification required		
1.							
2.							
3.							
4.							

Dated this    Day of <Month and Year>

(Signature)

(In the capacity of) (Name)

Duly authorized to sign the Bid for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder



## Annexure 6: Performance Bank Guarantee (PBG)

### (Format 1: PBG against Total Contract Value)

For Contract Performance Bank Guarantee

Ref: \_\_\_\_\_

Date:

Bank Guarantee No.: \_\_\_\_\_

To,  
Joint/ Deputy Secretary,  
Food, Civil Supplies and Consumer Protection Department,  
Government of Maharashtra  
2nd Floor, Annex Building, Mantralaya,  
Madam Cama Road, Nariman point,  
Mumbai, Maharashtra -400032  
Phones:  
E-mail:

Dear Sir,

PERFORMANCE BANK GUARANTEE – For <Project Name>

WHEREAS

M/s. (name of Bidder), a company registered under the Companies Act, 1956, having its registered and corporate office at (address of the Bidder), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated ..... (herein after, referred to as "Contract") with you for Project of "Request for Proposal for Supply, Installation and Maintenance of EWS Machines on rental basis at Fair Price Shops (FPS) across Maharashtra." in the said Contract.

We are aware of the fact that as per the terms of the Contract, M/s. (name of Bidder) is required to furnish an unconditional and irrevocable Bank Guarantee in your favor for an amount of 3% of the Total Contract Value, and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake to pay any and all amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

- In the event of our constituent committing any breach / default of the said Contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of 3% of the Total Contract Value i.e.,..... <in words> without any demur.
- Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) /

breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

- This Performance Bank Guarantee shall continue and hold good till six months after completion of the Contract Period, subject to the terms and conditions in the said Contract.
- We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract until 6 months after the completion of Contract Period.
- We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights:

- i. Requiring pursuing legal remedies against the Department; and
- ii. For notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to 3% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association / Constitution of our bank and the undersigned is / are the recipient of authority by express delegation of power/s and has / have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out

the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

Our liability under this Performance Bank Guarantee shall not exceed 3% of the Total Contract Value. This Performance Bank Guarantee shall be valid only from the date of signing of Contract to six months after the End of Contract Period; and

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before 6 months after the completion of Contract Period.

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated ..... this ..... day ..... 2024

Yours faithfully,

For and on behalf of the ..... Bank,

(Signature)

Designation

(Address of the Bank)

Note:

This guarantee will attract stamp duty as a security bond. A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.

**18. Other Relevant Annexures**

## Bid Preparation Annexure-A

Sr. No.	Documents Required	Submitted/Not Submitted	Page Number
1	The firm should be registered with ICAI / ICMAI for at least 2 years.	Copy of self-attested registration certificate from ICAI/ICMAI is required.	
2	Firm should have at least one office in Maharashtra.	Address details	
3	Average Annual turnover should be minimum of Rs. 10 lacs during last 3 financial years FY 2020-2021, 2021-2022, 2022-23	Copy of Annual Accounts report, P&L A/C and Balance sheet is required	
4	Minimum paid employee strength should be 2	HR certificate with employee details	
5	The firms should have minimum experience of conducting Inventory Audit in at least three Central/State/PSUs or its branches/Division/Sub Division during the preceding three years (during 2020-2021, 2021-2022, 2022-23),	Certificates from concerned PSUs or appointment letter from the concerned PSUs to be attached	
6	PAN details of Firm/LLP	Copy of the Permanent Account Number of the firm/LLP	
7	GST registration details of the firm	Copy of Goods & Services Tax (GST) registration number of the firm/LLP.	
8	There should be no legal suit /Criminal case pending or contemplated against the CA or CMA firm on the ground of moral turpitude or for violation of any law in force.  (Submission of false, fabricated, untrue data and documents shall be treated as disqualification.)	Self-declaration	
9	Firm should not be blacklisted or otherwise debarred by FCS&CPD or any department of Central or State Government or any other Public Sector Undertaking	Self-declaration	

**19. List of Godowns with Storage Capacity**

Sr.No.	Division	District	Godowns available for storage	
			Number	Capacity in (M.T.)
1	Kokan	Mumbai	7	5481
2		Thane	15	8080
3		Palghar	21	11650
4		Raigad	38	21690
5		Ratnagiri	23	14490
6		Sindhudurg	17	9660
7	Nashik	Nashik	35	47930
8		Dhule	20	13480
9		Nandurbar	26	17820
10		Jalgaon	34	29690
11		Ahmednagar	38	39060
12	Pune	Pune	21	25330
13		Satara	34	23350
14		Sangli	29	19430
15		Solapur	47	42340
16		Kolhapur	23	20550
17	Aurangabad	Aurangabad	17	20626
18		Jalna	10	16400
19		Parbhani	16	11280
20		Hingoli	10	10340
21		Beed	35	34060
22		Nanded	39	23790
23		Osmanabad	23	17700
24		Latur	24	22860
28	Amravati	Amaravati	40	21650
29		Yavatmal	36	23360
30		Wardha	16	11250
		Akola	22	15920
		Buldhana	31	17230
		Washim	16	12720
31	Nagpur	Nagpur	41	37277
32		Bhandara	19	14090
33		Gondia	13	12210
34		Chandrapur	31	21420
35		Gadchiroli	33	20600
<b>Total</b>			<b>900</b>	<b>714813.5</b>

## 20. Auditor Observations

### शासकीय धान्य गोदामाची सविस्तर तपासणीसाठी प्रश्नावली

तपासणी दिनांक :-

गोदामाचे नाव :-

#### प्रश्नावली

1) गोदाम शासकीय आहे किंवा भाड्याचे ,भाड्याचे असल्यास, अ) भाडे रक्कम ? :-	
ब) मालकाने आवश्यक त्या दुरुस्त्या केल्या आहेत काय ? :-	
2) अ) चोरी किंवा भुरटी चोरी इत्यादी पासून गोदाम सुरक्षित आहे काय ? ब )चौकीदारांची संख्या	
3) गोदामाची क्षमता :- अ) गोदाम क्षमतेच्या तुलनेने धान्य पर्याप्त रितीने साठविले आहे काय ?	
4) शौचालय आणि पिण्याच्या पाण्याची सुविधा गोदामात उपलब्ध आहेत काय ? :-	
5) गोदाम जंतुविरहीत करण्यासाठी किटकनाशकासहित :- आवश्यक त्या यंत्रसामुग्रीचा पुरवठा केलेला आहे काय ?	
नसल्यास,ते प्राप्त करून घेण्यासाठी कोणती :- कार्यवाही करण्यात आली आहे ?	
6) धान्य स्वच्छ करण्यासाठी चाळणीच्या संचाचा पुरवठा केला आहे :- किंवा नाही ?	

नसल्यास तो प्राप्त करून घेण्यासाठी काय कार्यवाही केली आहे ? :-	
<b>7) गोदामात उंदराचा उपद्रव आहे काय ? असल्यास कोणते नियंत्रक :-</b>	
उपाय अंगीकारले आहेत ?	
<b>8) गोदामात cctv यंत्रणा बसविलेली आहे काय ?</b>	
<b>9) गोदामाचे FIRE SAFETY AUDIT झाले आहे काय ?</b>	
<b>Fire devices installation. Date Expiry</b>	
<b>10) गोदामात वीज उपलब्ध आहे काय</b>	
<b>11) गोदामात DUNNAGE PALETS आहेत काय ? असल्यास प्रकार व त्याचा वापर होत आहे काय ?</b>	

(2)

<p align="center"><b>धान्याचे नमूने पोत्यातून काढून ते खालील संदर्भाच्या अनूषंगाने तपासणी</b></p>
---

1. धान्य स्वच्छ आहे काय?	
2. धान्य किड्यांमुळे खराब झाले आहे काय?	
3. धान्याचा ऱ्हास होऊ नये (प्रत घसरू नये )म्हणून कोणते उपाय योजले आहेत ?	
4. धान्य चांगल्या स्थितीत राहण्यासाठी धान्य साठ्यास औषध फवारणी :-	
व धुरीकरण करण्याची वेळीच सावधगिरी घेतली आहे काय ?	
5. धान्याची प्रतवारी बरोबर केली आहे काय ?	
:	
6. नियमाप्रमाणे धान्य (पोती) थर्पीना लावलेली आहेत काय ?	
7. धान्याच्या सर्व थर्पीना बिनकार्ड लावलेली आहेत काय ?	
8. बिनकार्ड बरोबर लिहिलेली आहेत काय ? आणि शिल्लक साठा अचुक काढला आहे काय ?	
9. धान्य थर्पीनांच्या खाली योग्य स्थैर्यभार (डनेज)वापरलेले आहे किंवा नाही ? जागा सोडली आहे काय ?	



<p><b>10. धान्याचे छोटे छोटे साठे (संच) बन्याच कालावधीपासून पडून आहेत काय ? ते त्वरीत काढून टाकण्यासाठी कोणते उपाय योजले आहेत ? :-</b></p>	
<p><b>11. अ) झाडणे (स्विपिंग) हिशोबात बरोबर घेतलेले आहे काय ? :-</b></p>	
<p><b>ब) झाडणे (स्विपिंग) गोदामात वेगवेगळे ठेवलेले आहे काय ? :-</b></p>	
<p><b>क) ट्रकमधून धान्य उतरवून घेतेवेळी अथवा इतर :-</b></p>	
<p><b>प्रक्रियेमुळे गळालेल्या धान्याचा (ड्रॉपिंग) हिशोबात</b></p>	
<p><b>योग्य प्रकारे ठेवलेला आहे काय ?</b></p>	

(3)

<b>गोदामात खालील नोंदवहया योग्यप्रकारे ठेवलेल्या आहेत काय?</b>
--

अ) थप्पी नोंदवही (इ)																	
ब) बिनकार्ड (इ-2)																	
क) झाडणउप-उत्पादने नोंदवही(झेड-2) (स्विपिंग व बायोप्रोडक्ट )																	
ड) धान्य वाटप नोंदवही (एच)																	
इ) बारदाना /सुतळी व रिकामे खादयतेल डब्बे नोंदवही(एन)																	
ई) स्थैर्यभार (डनेज)नोंदवही जर वॅगन माधील धान्य थेट गोदामात उतरवुन घेत असल्यास																	
उ) इतर नोंदवहया उदा.																	
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>एफ</th> <th>जे</th> <th>एल</th> <th>डब्लयु</th> <th>ई</th> <th>ई-2</th> <th>एच</th> <th>जे (वजन पटटी रजि.)</th> </tr> </thead> <tbody> <tr> <td>एफ-1</td> <td>झेड-2</td> <td>एच-3</td> <td>के</td> <td>ई-1</td> <td>एन</td> <td></td> <td>टिपणवही</td> </tr> </tbody> </table>	एफ	जे	एल	डब्लयु	ई	ई-2	एच	जे (वजन पटटी रजि.)	एफ-1	झेड-2	एच-3	के	ई-1	एन		टिपणवही	
एफ	जे	एल	डब्लयु	ई	ई-2	एच	जे (वजन पटटी रजि.)										
एफ-1	झेड-2	एच-3	के	ई-1	एन		टिपणवही										
विहित नियतकालिके व विवरणपत्रे संबधित कार्यालयास नियमीतपणे विहित तारखेस पाठविली आहेत काय ?																	
अ) आवक जावक धान्याचे वजन घेताना व धान्याचे प्रमाणिकरण:- करताना कोणता तराजु - वजने वापरात आहेत ?																	
ब) तराजु चालु स्थितीत आहे किंवा नाही ?																	
क) वजने मुद्रांकित केलेली आहेत काय ?																	
असल्यास कोणत्या तारखेस ?																	

**वजनाची पध्दत :-**

अ) धान्य गोदामात आवक होतेवेळी शंभर टक्के वजनावर उतरुन घेतली जाते काय?	
प्रमाणिकरण केले जाते काय?	

ब) 50 ग्रॅम पर्यंतच्या धान्याचे वजन घेतले जाते काय ?	
क) स्वस्त धान्य दुकानदारांना धान्य देतेवेळी वजनाची कोणती पध्दत अवलंबिली आहे? :-	

<b>इतर त्रुटीबाबतची माहिती</b>
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गोदामाचे नाव :-

दिनांक :-

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1) उपलब्ध बारदानाची व बारदाने ज्या ज्या कारणाकरीता वापरले किंवा	
दिली जातात त्या सर्वांच्या नोंदी "एन" नोंदवहीत घेतल्या जातात काय ?	
2) गोदामात येणाऱ्या धान्याची माहिती संबंधितांकडे पाठविण्यात येते काय ?	
3) सिक्युरीटी अनामत(बंधपत्र) संबंधितांनी भरलेली आहे काय ?	
4) गोदाम तुटीची व स्वच्छता तुटीची किती प्रकरणे संबंधितांकडे सादर करावयाची शिल्लक आहेत ?	
5) क्किटकनाशकांच्या बाबतीत तारीखवार फवारणी केल्याबाबतच्या नोंदी दाखविणारे रजिस्टर आहे काय ? त्यात नोंदी घेतलेल्या आहेत काय ?	
6) "बेट" रजिस्टर ठेवलेले आहे काय ?	
"जे" रजिस्टर ठेवलेले आहे काय ? त्यामध्ये नोंदी घेतलेल्या आहेत काय ?	
7) "स्टॉक रजिस्टर" ला अनुक्रमणिका लावलेली आहे काय ?	
8) स्टॉक रजिस्टरमध्ये परमीट नंबर किंवा "एच" मधील नंबर दिले जातात काय ?	
9) गोदामाचे हिशोब कोणत्या तारखेपर्यंत तपासून झालेले आहेत ?	
10) सांप्रत गोदामात उपलब्ध नसलेल्या वस्तु "आर" फॉर्ममध्ये दाखविल्या आहेत काय ?	

11) धान्य स्वच्छ करण्याची किती प्रकरणे सादर करावयाची आहेत ?	
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गोदामपाल  
/गोदामव्यवस्थापक

### रिकांमा बारदाना लेखा

दिनांक..... रोजी

गोदामात उपलब्ध असलेल्या

रिकांम्या बारदान्याची शिल्लक दर्शविणारा तक्ता.

अखेर वर्गीकरण झालेला रिक्त बारदाना.						तुकडा बारदाना (वजन)	वर्गीकरण न केलेला रिकांमा बारदाना		
100 किलो		75 किलो		50 किलो			100 किलो	75 किलो	50 किलो
उपयोगी	निरुपयोगी	उपयोगी	निरुपयोगी	उपयोगी	निरुपयोगी				

### जप्त जीवनावश्यक वस्तुंचा

(गोदामात उपलब्ध

असलेला जप्त माल दर्शविणारा तक्ता)

अ.क्र.	धान्याचा प्रकार	पोत्यांची संख्या	वजन	केव्हा पासुन पडून आहे	विल्हेवाटी संबधी कार्यवाही	शेरा

**गोदामात उपलब्ध असलेली उपउत्पादने भूसा/अखादय साठा वगैरे दर्शविणारा**

अ.क्र.	धान्याचा प्रकार	पोत्यांची संख्या	वजन	केव्हा पासुन पडून आहे	विल्हेवाटी संबंधी कार्यवाही	शेरा

धान्यासठ्या व्यतिरिक्त अनावश्यक वस्तुचा साठा :-

गोदामपाल / गोदामव्यवस्थापक

तपासणी अधिकाऱ्याची सही







**सुची**  
**गोदामात धान्य साठवणुकीकरीता लागणारे खालील साहित्य उपलब्ध आहे किंवा कसे हे तपासावे**

१. वजन काटे	
२. वजने (१०० ग्रॅम पासून १०० किलो पर्यंतची)	
३. टी पोड्स (लाकडी घोडा)	
४. हॉपर मशिन	
५. चाळणी संच	
६. सूप / सुपडी	
७. पोती	
८. सुतळी व दाभण	
९. परकी किंवा बांबू	
१०. सॅम्पल बॅग (धान्याच्या नमुन्याकरीता)	
११. ताडपत्री	
१२. गनी पोळ (वाळू भरलेली, बारदानांची वळकटी)	
१३. डनेज साहित्य (लाकडी चौकटी, बांबू चट्या, वगैरे)	
१४. शिडया	
१५. कीटक नाशके	
१६. उंदीर नाशके (अॅल्युमिनियम फॉस्फाईट)	
१७. फ्यूमिगेंट्स (अॅल्युमिनियम फ्रॉसफ्राईट)	
१८. उंदराकरीता पिंजरे	
१९. सायनोर्गॉसिंग इन्क्रिपमेंट (मास्क)	
२०. रोटरी डस्टींग मशिन	
२१. फवरणी पंप (स्प्रे पंप)	
२२. धुरीकरण आच्छादने	
२३. धान्य पृथःकरण साहित्य	
२४. अग्निरोधक आच्छादने	
२५. ब्रश, कुंचला	
२६. झाडू	
२७. गॉगल्स व रिस्पिरेटर्स	
२८. स्टॅकींग बोर्ड्स	
२९. घमेली	
३०. इन्मल प्लेट्स	
३१. कंदील	
३२. रॉकेल	

## 21. Observation as pr Questionnaire

Para	Cat	List Of PV Para	Observations						
		<b>Observations as per Questionnaire</b>							
1		What are the weighment facilities available in the depot? Do you consider them adequate?							
2		Have the scales and weights used in the depot been certified by the Weights & Measurement Department?							
3		Check the security and watch ward arrangements, give your comments. Are adequate firefighting equipment provided in the depot and whether the depot staffs is trained in operating the same?							
3		Which are the nearest Police/Fire Station(s) with Phone No. etc.							
4		What are your remarks about the general cleanliness of the depot?							
5		Was there any delay on the part of the depot personnel in furnishing the Stock Declaration? Indicate specifically the extent of the delay and the personnel responsible for this delay.							
		Details of Stock Declaration							
6		a) Sound Grains	<b>Commodity</b>	<b>Bags</b>	<b>Wt. in Qtls.</b>	<b>Agency</b>			
		Wheat							
		Rice							
		b) Substandard							
		c) Sweepings							
		d) Damaged grains			-				
7		Have you independently checked the correctness of the stock declaration w.r.t. stock books maintained] in the depot? What are the results of your check?							
8		What are your comments on the upkeep of the Godowns and stocks? Refer specially to the conditions of stacking and provision of alleyways and gangways and display of Stack Cards.							
9		What is the type of dunnage material used? Give your comments on the maintenance of dunnage material accounts. Is the dunnage adequate?							

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10		Are the accounts of sweepings and spillage maintained in the prescribed manner?	
11		Are damaged grains stored separately and prompt action taken for their disposal?	
12		Has the sanctity of the stack been maintained as the Unit of Accounting? Violation of the sanctity of the stack as the unit of accounting should be specifically mentioned in the report.	
13		How many part-issued stacks are there on the date of the physical verification? Are you satisfied with the depot personnel's explanation for the existence/continuance of these part-issued stacks?	
14		Have the depot staffs carried out the instructions issued in accordance with the priorities laid down by the Quality Control staff? Specific cases of violations of priorities may be brought out in the report.	
15		Indicate the results of peripheral count of the stacks in the depot.	
16		Have you conducted weighment of the stocks in accordance with the random sampling method? The details and results of your weighment should be enclosed to the physical verification report.	
17		From the general state of accounts, maintenance of stacks and after a critical study of the results revealed by the random sampling method, do you consider selection of particular stack necessary for an intensive study? If your answer is 'Yes', how many stacks have you selected for cent percent weighment? Indicate the results of your weighment.	
18		How the instructions regarding weighment at the time of receipt and issue of foodgrains been observed by the depot staff? Cases where violation of the instructions have been noticed should be specifically brought out in the report.	
19		Was any difficulty felt by the PV Party regarding supply of labor and scales for the physical verification work?	

20	Has the depot staffs cooperated with the PV Party during physical verification? Specific instances of non-cooperation should be brought out in the report.	
21	Has the periodical physical verification of stocks {By the Manager (D), Area Manager and DGM (Region)} been duly carried out by the executive authorities and the results of such verification recorded in the relevant ledgers and registers? Failures to be brought out in the report.	
22	Have you physically verified gunny, jute twine, iron hoops category-wise? Indicate the results.	
23	Are you satisfied that empty gunny bags have been properly segregated as serviceable and unserviceable? (this is an important check because non-segregation leaves ample opportunities for malpractices)	
24	Have you verified consumable stores, technical articles etc. w.r.t. the maintenance of their accounts?	
25	Have you physically verified Dead Stock Article w.r.t.. their accounts? Indicate the results.	
26	Are there Dead Stock Articles/damaged stocks/unnecessary stores awaiting disposal? What is the latest position?	
27	Has the correctness of the entries filled in by the Godowns staff in the various proforma been verified independently by you w.r.t. the stock records? Have the stocks records been maintained in the prescribed manner?	
28	Have the Stocks record been maintained in the prescribed manner?	
29	Has the Register of Gate Passes as prescribed been maintained to check the incoming and outgoing stocks?	
30	Have you verified the Gate Pass Register and satisfied yourself that It is being maintained In the prescribed manner? Are the entries in the Gate Pass Register authenticated by the responsible official?	

Empanelment of External Agency of CA & CMA (FCS&CPD)

31		If the depot is served by a railway siding, have you verified the Register pertaining to arrivals, withdrawals, shunting times on the basis of which siding, shunting and demurrage charges are paid and what were the irregularities noticed?				
32		Are Work Slips issued in accordance with Para 30.2 of FCI Official Manual, Vol. I?				
33		Is the depot regularly sending storage loss/gain statements as and when the stocks are filled?				
34		Ascertain latest position of Storage/Transit Losses in respect of each commodity year-wise and action taken for their regularization.				
35		Is the depot maintaining agent-wise accounts in cases of local procurement?				
36		Are the periodical reports submitted properly and promptly by depot? Some reports may be selected at random and checked w.r.t. the stock records.				
37		Have the Godowns staffs furnished Fidelity Guarantee, as prescribed?				
38		Have you Verified the cash? Give the results of your verification	Denominati on	Count	Total	
			2000			
			500			
			200			
			100			
			50			
			20			
			10			
			5			
			2			
1						
39		Have you verified the petty cash and postage stamps?				

40		Is the depot maintaining the Analysis Register for the procured stocks at the time of receipt in the depot?	
41		Have you checked the Log Book maintained for opening and closing of the godowns?	
42		If it is a hired godown, what is the percentage of utilization of storage capacity for the 12 months? In your opinion, is the hired godown storage worthy?	
43		Have you scrutinized the Work Done Register? Have you selected at random some Work Slips with a view to ensure that the items mentioned in the Work Slips are for the work actually performed and in accordance with the terms of the contract?	
44		Has it been verified whether periodical dusting/spraying, fumigation etc. are carried out when required as per instructions?	
45		Have you verified the practice in the depot regarding safe custody of the duplicate keys?	
46		Have you discussed your report with the office-in-charge of the depot?	
47		MANAGEMENT OF DEPOT RECORD AND REPORTS Whether depot records are updated. a) Master Ledger b) Shed Ledger c) Stack Ledger d) Weighbridge Register e) Gate Entry Register	
48		QUALITY CONTROL AND SCIENTIFIC STORAGE 1) Whether QC records of depot are updated. a) Priority Register. b) Chemical Register. c) Fumigation Register. d) Airation Register. (CAP COMPLEX) e) Sample Register. 2) Whether TA wise/Mill wise Identity of stack has been maintained or not, STATUTORY PROVISION FOR WORKMENT'S WELFARE	
49		2) Whether TA wise/Mill wise Identity of stack has been maintained or not,	
50		STATUTORY PROVISION FOR WORKMENT'S WELFARE a) Contract labour register is being maintained,	

	<p>b) Whether wages to contract labour are being paid in presence of AM depot and proper record maintained.</p> <p>c) Whether EPF and ESIC is being deducted/deposited timely.</p> <p>d) Whether contractor is engaging labour as per license.</p> <p>e) Whether the extract of labour register showing days of attendance enclosed with wage bills of contractor and the labours mentioned in EPF challan are same as that of mentioned In labour register.</p> <p>f) Whether ESI contribution for all eligible workers is being remitted as per ESI act.</p>	
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स्वाक्षरी/-

Godown Keeper / Available Officer in  
charge of Godown

Signature  
(Auditor)