

**MAHARASHTRA SMALL SCALE INDUSTRIES  
DEVELOPMENT CORPORATION LIMITED**

(A Govt. Of Maharashtra Undertaking)  
Krupanidhi, 9, Walchand Hirachand Marg,  
Ballard Estate, Mumbai – 400 001.

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TENDER INVITATION FROM CHARTERED ACCOUNTANTS' FIRM FOR  
APPOINTMENT OF INTERNAL AUDITOR FOR FY 2013-14 & 2014-15

Technical Bid : Envelope I  
Price Bid : Envelope II

TENDER FORM – (PART I)

TENDER NO. : MSSIDC/F&A/2014-15/3

DATE OF OPENING OF : Dt. 31.12.2014 Time. 4.00 p.m.  
ENVELOPE NO. 1

NAME & ADDRESS OF : M/s. ....  
TENDERER .....  
.....  
.....

MONEY RECEIPT NO..... DATE..... Rs. 500/-

This is PART – I of the Tender Documents set and should be submitted in  
ENVELOPE NO. 1 duly SIGNED, STAMPED AND SEALED.

**FOR AND ON BEHALF OF MSSIDC LTD.**

**Authorized Signatory**

TIME SCHEDULE OF THE TENDER

TENDER NO. : MSSIDC/F&A/2014-15/3  
COST OF TENDER. : Rs. 500/-  
SALE OF TENDER DOCUMENT : From 20.12.2014 to 30.12.2014  
On any working day between  
10.00 a.m. to 4.00 p.m. at  
MSSIDC's above referred Head  
Office.

DUE DATE OF SUBMISSION : DATE TIME PLACE  
31.12.2014 3.30 p.m. MSSIDC  
HO,  
Mumbai.

DATE OF OPENING OF TENDER  
ENVELOPE NO. 1 : DATE TIME PLACE  
31.12.2014 4.00 p.m. MSSIDC  
HO,  
Mumbai.

ENVELOPE NO. 2 : DATE TIME PLACE  
31.12.2014 4.30 p.m. MSSIDC  
HO,  
Mumbai.

**AUTHORIZED SIGNATORY OF THE TENDERER**

## **Procedure for Submission of Tender**

1. The Tender set is divided into two parts i.e.
  - Part – I (Technical information & Scope of work – this should be put into sealed Envelope No. 1 along with authorized signatory on each page).
  - Part – II (Price bid – this should be put into sealed Envelope No. 2 along with authorized signatory on each page).

**(Both the Bids should be put into separate Envelope i.e. Envelope 1 & Envelope 2 respectively)**

2. Following documents should be submitted in the Envelope No. 1:
  - Security Deposit.
  - A copy of Pan Card
  - Company/Firm Profile
  - Company/Firm incorporation certificate
  - Experience certificate having provided the services to Government Undertaking /Organization/Offices.
  - Certificates of pre-requisite criteria mentioned in Technical Bid.
3. After opening of the Tender Part 1 i.e. Technical Bid and analyzing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidder's Tender Part 2 i.e. Price Bid will be opened.
4. MSSIDC reserves right to accept/reject any Tender without assigning any reason.

**AUTHORIZED SIGNATORY OF THE TENDERER**

**A. PREAMBLE:**

“The Maharashtra Small Scale Industries Development Corp. Ltd.” (MSSIDC) having its Registered Office at Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai-400 001 and carrying out its business through Divisional Offices and Head Office to appoint Chartered Accountants Firms for Internal Audit for FY 2013-14 & 2014-15.

**B. PRE-REQUISITES CRITERIA:**

Sr. No.	Particulars	Minimum Criteria
1.	No. of years of Firm's experience as per ICAI Certificate	3 Years
2.	Chartered Accountants associated with the Firm for not less than one year	3 CAs
3.	Average annual Turnover of the Firm in last 3 Financial Years	20 Lacs
4.	Firm's experience in Public Sector Undertakings preferably in Central, State and Semi Govt. Undertakings	3 Years
5.	Firm having experience in similar line i.e. Internal Audit Work	3 Years
6.	Team composition i.e. Qualified Chartered Accountants and Articles	2 5

**C. RECORDS TO ASSESS:**

Total accounting records / vouchers of all Divisions/HO (including Districts) are approximately 50,000 numbers of each year.

**D. SCOPE OF WORK:**

**I. ACTIVITY-WISE:**

**a. Marketing:**

1. Registration of Unit.
2. Tendering process – Rate Contract / Open Tender, etc.
3. Supply of material by units and purchase accounting.
4. Sale invoicing and its accounting.

5. Collection from debtors and payment to SSI Units.
6. Documentation controls.
7. Rebate received from SSI Units.

**b. Raw Material – Coal / Iron & Steel:**

1. Agreement of main producers.
2. Receiving delivery orders from main producers.
3. Issuing sale letter to SSI Units.
4. Lifting of material from main producers.
5. Rebate from main producers.
6. Accounting of sale / purchase and their commission.
7. Collection from debtors.

**c. Commercial Warehousing:**

1. Agreement with tenant.
2. Tender process of leave and licence of godown.
3. Billing registers.
4. Raising of rent invoices.
5. Payment by tenant.
6. Accounting of income and their expenses.
7. Payment of rent to lessors (MBPT/ CIDCO / MIDC / etc.).

**d. Emporium – Handicraft / Exhibition:**

1. Purchase of materials.
2. Physical stock verification.
3. Stock transfer.
4. Tenant agreement.
5. Receipt from tenant.
6. Exhibitions.
7. Accounting of income and their expenses.
8. Government grants for exhibition and its expenses.

**e. Legal & Secretarial:**

1. Legal files.
2. Court cases.
3. Board resolution.
4. Company Act compliance.

**f. HRD & Administration:**

1. Finalization of tenders – repair work.
2. Leave / LTC / employee travelling.
3. Contract payment.
4. Overtime.
5. Insurance policies.
6. Pay fixation.

7. Training.
8. Administrative payments.
9. Fixed assets register.
10. Final settlement.

**II. ACCOUNTING ASPECT:**

1. Verification of all accounting vouchers / transactions i.e. Purchase, Sales, Receipts, Payments, Journals, Travelling Bills and Debit / Credit Notes.
2. Verification of all bank payments, vouchers with documents.
3. Verification of cash/bank reconciliation statements on quarterly basis.
4. Verification of investments kept by Corporation with Nationalised Bank.
5. Verification of Income Tax, MVAT, CST, Service Tax, Professional Tax, E-TDS and PF and its returns.
6. Physical verification of fixed assets and its registers in the prescribed format maintained by Divisional Office, Head Office, Emporia, etc.
7. Verification of current assets, current liabilities, advances, deposit paid/received, debtors, creditors and its reconciliation on half yearly basis.
8. Verification of age-wise debtors, creditors and advances classification on yearly basis.
9. Verification of monthly pay roll system – salary, final settlement, gratuity, advance to employee, etc.
10. Verification of capital expenditure.
11. Verification of Income Tax / Sales Tax cases.
12. Verification of final/quarterly Trial Balance, Profit & Loss Account in respect of HO including all Divisional Offices, Emporia.
13. Review of pending Accountant General – Audit – III Paras and their timely compliance.
14. Verification of balance confirmation certificate of debtors.
15. Verification of revenue budget and capital budget.

The agency will provide suitable suggestions for improvement / strengthening of above activities.

**E. LOCATIONS TO BE COVERED:**

Sr. No.	Divisional Offices	Branch Offices
1	Head Office	All sections including Marketing at HO
2	Amravati	Amravati, Akola, Buldhana, Yavatmal

3	Aurangabad	Aurangabad, Beed, Jalna
4	Latur	Latur, Osmanabad
5	Nagpur	Nagpur, Bhandara, Chandrapur, Gadchiroli, Wardha
6	Nanded	Nanded, Parbhani
7	Nashik	Nashik, Ahmednagar, Dhule, Jalgaon
8	New Delhi	New Delhi, TME
9	Pune	Pune, Kolhapur, Sangli, Solapur, Satara
10	Thane	Thane, Alibag, Kalamboli, Ratnagiri, Sindhudurg
11	WTC	
12	Paithan	

**F. TERMS & CONDITIONS:**

- **PERIOD OF CONTRACT:**

Period of this Contract is FY 2013-14 & 2014-15.

- **SUBMISSION OF AUDIT REPORT:**

**a. FY 2013-14:** CA Firm will visit in the months of January, 15 to February, 15 to respective Division / Branch Offices and submit the Division / Branch wise report by 15.03.2015.

**b. FY 2014-15:** CA Firm will visit in the months of January, 15 to March, 15 to respective Division / Branch Offices and submit the Division / Branch wise report by 30.04.2015.

- **FORMAT OF REPORTING:**

The Format of Internal Audit Report will be designed in consultation with CA Firm, after finalizing and approving the same by the Management, the final report will be submitted by CA firm in the approved format only.

- **SECURITY DEPOSIT :**

The tender must be accompanied by Security Deposit of Rs 25,000/- by Demand draft of any Nationalized/ Scheduled bank drawn in favour of "M.S.S.I.D.C. Ltd.". If the work performed is not found satisfactory OR if there is any breach of terms & conditions of the tender, the amount of EMD will be forfeited.

- **SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:**

The CA firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the CA firm.

- **TERMS OF PAYMENT:**

**For FY 2013-14 :**

- i) 25% at the time of commencement of Audit
- ii) 60% will be released after submission of final report to the Management.
- iii) Balance 15% after approval of the Balance Sheet by the Board.

**For FY 2014-15:**

- i) 25% at the time of commencement of Audit
- ii) 60% will be released after submission of final report to the Management.
- iii) Balance 15% after approval of the Balance Sheet by the Board.

**G. PENALTY:**

Failure to carry out the work in stipulated period of work order, penalty at 1% per delayed week beyond stipulated time limit will be charged and penalty will be computed on the amount of delayed work, subject to maximum of 5% of the value of respective work order. If the work is delayed due to unavoidable circumstances on both sides in that case the authority to waive penalty will rest with Managing Director, MSSIDC Ltd.

**H. JURISDICTION:**

- a) In case of any conflicting concept or any difference of opinion in any point or in case of any dispute about this contract or interpretation of any of the clause/items/condition of this contract, the decision of the Managing Director, MSSIDC Ltd. will be final and binding on the CA firm.
- b) All litigations are subject to jurisdictions of Courts at Mumbai.

- c) The CA firm should maintain confidentiality of the records of the Corporation.
- d) Mutual agreement shall be executed by the CA firm to whom contract is awarded.

Managing Director, MSSIDC, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory.

**AUTHORIZED SIGNATORY OF THE TENDERER**

**MAHARASHTRA SMALL SCALE INDUSTRIES  
DEVELOPMENT CORPORATION LIMITED**

(A Govt. Of Maharashtra Undertaking)  
Krupanidhi, 9, Walchand Hirachand Marg,  
Ballard Estate, Mumbai – 400 001.

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TENDER INVITATION FROM CHARTERED ACCOUNTANTS' FIRM FOR  
APPOINTMENT OF INTERNAL AUDITOR FOR FY 2013-14 & 2014-15

Technical Bid : Envelope I  
Price Bid : Envelope II

TENDER FORM – (PART II)

TENDER NO. : MSSIDC/F&A/2014-15/3

DATE OF OPENING OF ENVELOPE NO. 2 : Dt. 31.12.2014 Time. 4.30 p.m.

NAME & ADDRESS OF TENDERER : M/s. ....  
.....  
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MONEY RECEIPT NO..... DATE..... Rs. 500/-

This is PART – II of the Tender Documents set and should be submitted in ENVELOPE NO. 2 duly SIGNED, STAMPED AND SEALED.

**FOR AND ON BEHALF OF MSSIDC LTD.**

**Authorized Signatory**

**PROFESSIONAL FEES**

<b>Particulars</b>	<b>Basic Rate</b>	<b>Service Tax</b>	<b>Total</b>
F.Y.2013-14			
F.Y. 2014-15			

The rates quoted are inclusive of all incidental expenditures.

**AUTHORIZED SIGNATORY OF THE TENDERER**