TENDER DOCUMENT FOR

APPOINTMENT OF THE CHARTERED ACCOUNTANT FIRM ON CONTRACT BASIS FOR FINALIZATION OF ACCOUNTS, TAXATION AND INTERNAL AUDIT
### TIME SCHEDULE OF THE TENDER

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<tr>
<th>Sr. No.</th>
<th>Online Activities</th>
<th>Start Date</th>
<th>Time (hrs.)</th>
<th>Expiry Date</th>
<th>Time (hrs.)</th>
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<tr>
<td>1</td>
<td>Publish Tender</td>
<td>09.01.2020</td>
<td>09.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Document download / Sale</td>
<td>09.01.2020</td>
<td>09.15</td>
<td>20.01.2020</td>
<td>18.00</td>
</tr>
<tr>
<td>3</td>
<td>Physical Bid submission at MSSIDC Ltd., Mumbai</td>
<td>09.01.2020</td>
<td>09.15</td>
<td>20.01.2020</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>mentioned below address.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bid opening (Technical) date</td>
<td>21.01.2020</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bid opening (Price) date</td>
<td>23.01.2020</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All bid related activities (process) like tender download, bid submission and bid opening shall be governed by the time schedule under the key dates mentioned in the above schedule. The venue for submission and opening of tenders will be at the Office of **Chief Finance Officer, MSSIDC Ltd., Head Office, Krupanidhi, 9 Walchand Hirachand Marg, Ballard Estate, Mumbai 400 001.**
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1) **Technical Criteria (BID)**

**Pre – Qualification / Eligibility Criteria**

<p>| | |</p>
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</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Firm should have office in Mumbai / Navi Mumbai / Thane / Mumbai Metropolitan Region – Supported by Address proof.</td>
</tr>
<tr>
<td>b)</td>
<td>The firm should be registered with ICAI under provision of relevant act – The firm must be in operation for ten (10) continuous preceding years – Supported by CA Institute Registration Certificate.</td>
</tr>
<tr>
<td>c)</td>
<td>The firm should have minimum 5 Nos. of FCA partners - Supported by CA Institute Registration Certificate.</td>
</tr>
<tr>
<td>d)</td>
<td>Copy of GST Registration - Supporting document.</td>
</tr>
<tr>
<td>e)</td>
<td>The firm should have average Turnover of at least Rs.20 Lakhs in the last three preceding financial years 2016-17, 2017-18, 2018-19 submit copy of audited balance sheet or Turnover Certificate.</td>
</tr>
<tr>
<td>f)</td>
<td>Firm having experience of last two years in Company – Public Sector Undertakings, Banks, non–banking Financial Companies, Private Limited Companies, Public Limited Companies - Attach concerned work order copies.</td>
</tr>
<tr>
<td>g)</td>
<td>Team composition of firm having 2 Nos. of qualified Chartered Accountants – (Attach qualification certificate from ICAI).</td>
</tr>
<tr>
<td>h)</td>
<td>Should not have been debarred or blacklisted by any Central/ State Government or Governmental Agency for non-delivery or premature withdrawal or deviation / violation from contractual engagements – Copy of Declaration shall be submitted.</td>
</tr>
</tbody>
</table>

Only those bidders who fulfilled the above-mentioned Pre – Qualification / Eligibility criteria and who will submit required documents and information, shall be considered.

2) **Introduction and Objectives.**

➢ The Maharashtra Small Scale Industries Development Corporation Ltd (MSSIDC) is a Government of Maharashtra undertaking. The main objective of MSSIDC is to aid, counsel, assist, finance, protect and promote the interests of Small-Scale Industries. MSSIDC promotes and implements various schemes for development of Small Industries in the State. MSSIDC provides marketing assistance to Small Scale Industrial units under its marketing assistance scheme. MSSIDC is a nodal agency for Handicrafts in Maharashtra. MSSIDC provides training to the artisans and marketing support through its emporia located at New Delhi, Mumbai and Aurangabad.

➢ MSSIDC has to appoint an independent Chartered Accountant Firm on contract for accounting, taxation and internal audit work **for whole year.**
The Chartered Accountant firm shall render services to MSSIDC Ltd, Mumbai as may be required from time to time. Further, CA firm should have independent office in Mumbai having proper manpower so that work can be executed properly and as and when required.

The detailed scope of work to be provided by CA firm is as follows,

3) **Internal Audit F Y 2019-20 - Scope of Work.**

MSSIDC Ltd. will provide all files regarding marketing tenders, manufacturing, commercial warehouse, emporium handicraft exhibitions, legal & secretarial and HRD & Administration. After receipt of documents and files CA Firm will take following actions for Internal Audit :-

i) **Marketing:**
1. Tendering process – Open Tender etc.
2. Supply of material by units and purchase accounting.
4. Collection from debtors and payment to SSI Units.
5. Rebate received from SSI Units.

ii) **Manufacturing:**
3. Statutory compliance like excise, vat laws etc.
4. Product cost, Production overhead and its absorption.

iii) **Commercial Warehousing:**
1. Agreement with tenant.
2. Tender process of leave & license of godown.
4. Raising of rent invoices as per agreement & its booking.
5. Payment by tenants along with deductions.
6. Accounting of income, expenses and taxes.
7. Statutory Compliances like TDS, Service Tax etc.

iv) **Emporium – Handicraft/ Exhibitions:**
1. Purchase of materials.
2. Physical Stock verification.
3. Stock transfer.
4. Tenant Agreement.
5. Receipts from tenants.
7. Accounting of income and their expenses and taxes.
9. Receipts of government grant and their utilization with proper documentation.

v) **Legal & secretarial:**
   1. Legal files and their status as on date.
   2. Court cases

vi) **HRD & Administration:**
   1. Finalization of tenders – Repair work & other work
   2. Leave/LTC/Employee travelling.
   3. Advance for expenses.
   4. Payroll checking.
   5. Contract Payment.
   6. Fix assets register.
   7. Final Settlement.

The Chartered Accountant Firm should verify all the records, documents, Files, operational view etc. for above activities i.e. (i to vi) and report accordingly.

**Accounting Aspects:**

MSSIDC Ltd. will provide all accounting vouchers i.e. purchase, sale, receipts, payments, journals, travelling bills and debit/credit notes and required files/documents for verification of all records. After receipt of documents and files CA Firm will take following actions for Internal Audit :-

1. Verification of all accounting vouchers / transitions i.e. purchase, sale, receipts, payments, journals, travelling bills and debit/credit notes.
2. Verification of all bank payments, vouchers and documents.
3. Verification of cash/bank reconciliation statements on quarterly basis.
4. Verification of investments kept by corporation with public sector bank.
5. Verification of income tax, GST, professional Tax, E-TDS and PF & 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 physical inventories held at different places.
8. Verification of current assets, current liabilities, advances, deposits paid / receipts, debtors, creditors and its reconciliation.
9. Verification of age-wise debtors, creditors and advances classification on yearly basis.
10. Verification of monthly payroll system – salary, final settlement, gratuity, advance to employee, etc.
11. Verification of capital expenditure.


13. Verification of final/quarterly Trial Balance, Profit & loss Account in respect of HO including all Divisional Offices, Emporia.

14. Verification of revenue budget and capital budget.

**Locations to be covered for Internal Audit**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Divisional Offices</th>
<th>Branch Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Head Office</td>
<td>All sections / Department, at HO</td>
</tr>
<tr>
<td>2</td>
<td>Amravati</td>
<td>Amravati</td>
</tr>
<tr>
<td>3</td>
<td>Aurangabad</td>
<td>Aurangabad</td>
</tr>
<tr>
<td>4</td>
<td>Latur</td>
<td>Latur</td>
</tr>
<tr>
<td>5</td>
<td>Nagpur</td>
<td>Nagpur</td>
</tr>
<tr>
<td>6</td>
<td>Nanded</td>
<td>Nanded</td>
</tr>
<tr>
<td>7</td>
<td>Nashik</td>
<td>Nashik</td>
</tr>
<tr>
<td>8</td>
<td>Pune</td>
<td>Pune</td>
</tr>
<tr>
<td>9</td>
<td>Thane</td>
<td>Thane</td>
</tr>
<tr>
<td>10</td>
<td>Kudaal, Thane</td>
<td>Coir Manufacturing Activity</td>
</tr>
<tr>
<td>11</td>
<td>Paithan</td>
<td>Paithani Production Centre</td>
</tr>
<tr>
<td>12</td>
<td>WTC</td>
<td>Marathi Emporium</td>
</tr>
<tr>
<td>13</td>
<td>New Delhi</td>
<td>New Delhi, TME</td>
</tr>
</tbody>
</table>

Note – All accounting records are maintained at only Divisional offices.

**Time Line for completion:**

- F Y 2019-20 – The CA firm should complete Internal Audit work up to 30th April, 2020 and final report should be submitted by 15th May 2020.

4) **Matters related to GST & Income Tax. - Scope of Work.**

MSSIDC Ltd. will provide Consolidate Data for filing of GST Annual Return and GST Audit in the requisite format, provide annual data for filing of Income Tax return, MVAT, GST files etc. for requirement of duties and taxation matter. CA Firm will take following actions :-

1. **Annual GST Return and GST Audit** :- Annual GST return, put the place necessary sure to check Integrity of Data being received at Centralized Platform and provide time to time advice on other compliances to be undertaken by the MSSIDC under the GST regime and any other eventual queries that may arise along with timely implementation of any relevant circulars/notifications/amendments in MSSIDC during the engagement of the consultant. CA Firm should complete GST Audit and submit report to the management.

2. **Income Tax :-**

   a) Filing of Income Tax for Financial year 2019-20 which includes preparation of computation of Income periodical basis for payment of Advance Tax liability for self-assessment for income tax for Financial year 2019-20 (AY 2020-21) and
submission of income tax return before due date. The firm will also file revised income tax returns of earlier year if any.

b) Prepare and submission of online reply for various notices received from Income Tax Department from time to time for assessments.

c) Preparation of Grounds of appeal, statement of facts and filling of commissioner appeal (CIT) and Income Tax Tribunal Appeal (ITAT) and appearing before income tax authority.

3. Pending matter of Service Tax, Income Tax, MVAT and GST should be attended from time to time.

4. Suggestion/advice should be provided on the Duties & Taxation matters from time to time to MSSIDC.

5) **Finalization of Accounts - FY 2019-20 – Scope of Work**

MSSIDC Ltd. will provide Tally Data from all the Books of Accounts maintained at various locations. After receipt of Tally Data CA Firm will take following actions :-

1. To verify the classification made by MSSIDC and classify each and every account head.

2. Consolidation of Trial Balances into Divisional and all Divisional and all Divisional Trial Balances into HO Trial Balances and then prepare consolidation HO Final Trial Balance and Financial Statement.


5. Verification of working of inventory at the end of the year.

6. Advising in investment, creation of general fund, revolving fund and reserve fund from time to time.

7. Assist Statutory Auditor, CAG Auditor during their audit period and assist management in Board for presenting the Balance Sheet in Board Meeting.


9. Preparation of standalone and consolidated notes to accounts with available records.

10. Audit observation of The Accountant General, while preparing the Balance Sheet and Annual Accounts for any necessary adjustments are to be considered. Further the firm should have to attend this office during audit of the accounts for any clarification required by audit.
11. The above work is to be completed by 15th June, 2020 except statutory Audit and CAG Audit.

➢ **Time Line for completion:**

- F Y 2019-20 – The CA firm should complete the pending finalization of accounts by 15.06.2020.

6) **Duties & Responsibilities.**

Duties & responsibilities of CA Firm for Internal Audit, Taxation Matter and Finalization of Accounts work Will be:-

a. **Internal Audit:**- CA Firm should verify all the records documents files operations view as well as accounting aspects per scope of work for internal audit i. e. i to vi and 1 to 14 and report accordingly.

b. **Matters related to GST, Income Tax :-** CA Firm should done GST Audit and File GST Annual return before due date of filing. Filing of Income Tax Return, Preparation of Grounds of Appeal for Income Tax and MVAT, Service Tax matter and file appeal as well as attending Appeal cases of Income Tax and MVAT. Preparation and filing of online reply for various notices received from Income Tax, Service Tax authorizes. Also suggestions/advice should be provide on duties & taxation matters from time to time.

c. **Finalization of Accounts – FY 2019-20 :-** CA Firm should prepare Balance Sheet, Profit & Loss Account and financial statements of Corporation in advance excel format, prescribed in schedule III as per companies Act, 2013 of accounting standard up to 15.06.2020. CA firm should work as per scope of work given for Finalization of Accounts FY 2019-20 as per Sr No. 5 [ 1 to 12] and assist statutory, CAG auditor during the audit period.

7) **Submission of Technical and Financial Bid**

Bidders will be required to submit their technical and financial offers (“the Bids”) in two Bid / Envelope System physically at MSSIDC Ltd. office, Mumbai.

8) **Earnest Money Deposit**

The Bidder is required to deposit, along with its Bid, an Earnest Money Deposit of Rs.10,000/-(Rs Ten Thousand only) by Demand Draft only.

9) **Security Deposit**

The Bidder who has been awarded the contract shall furnish a Performance Security amount to the tune of 5% of Professional Fee offered in the tender. The EMD paid of the successful firm will be converted into security deposit and balance amount of security deposit will be paid by the firm.

10) **Opening of Technical and Financial Proposal**

The technical and financial Bid will be opened at ‘MSSIDC Ltd., 9, Krupanidhi Building, Walchand Hirachand Marg, Ballard Estate, Mumbai, on the date given in schedule of tender. If there is any change in the date, the same will be informed separately to the tenderer.
11) Queries by the Bidder

Any queries or request for additional information if required you can contract mail the following officer up to 15.01.2020, 11.00am:

Chief Financial Officer

Address: MSSIDC ltd,
   9, Krupanidhi Building,
   Walchand Hirachand Marg,
   Ballard Estate,
   Mumbai – 40000
Phone No.: 22615443/9324350219.
E-Mail: vijaygaware68@gmail.com

12) Verification and Disqualification

1) The Department reserves the right to verify all statements, information and documents submitted by the Bidder in response to the Bidding Documents and the Bidder shall, when so required by the Department, make available all such information, evidence and documents as may be necessary for such verification.

2) The Bidder has been disqualified / restricted from bidding by any of the Departments / agencies of Govt. of India or Govt. of any state in India should be disqualified.

13) Documents

Technical Cover

The Technical Criteria and other documents to be submit in seal envelope at MSSIDC Ltd., Mumbai. [Envelope -1]

Financial Cover

The Financial Proposal in enclosed Format to be submit in seal envelope at MSSIDC Ltd., Mumbai. [Envelope -2]

Note : Envelope 1 & 2 are submit in the one big envelope.

14) Preparation and Submission of Application.

1) The Bidder shall provide all the information sought under this Bid. The Department will evaluate only those Bids that are received in the proper order and are complete in all respects. No conditional/incomplete bid will be accepted under any circumstances

2) The Bid shall be submit physically in two Bid / Envelope System at given address in point no. 11.

15) Process of Submission of Bids - Instructions to bidders.

(A) The Tenders shall be submitted in physical form in two Bid/Envelope System process only.

(B) The Tender form will be available online only. No tender form shall be sold/issued manually from any of the office of the MSSIDC.
(C) The tender document will be uploaded / released on MSSIDC website www.mssidc.maharashtra.gov.in. MSSIDC Ltd. call the Tender in physical form in two Bid/Envelope System. The tenderer is required to download the tender document from this website as per the schedule of activities for online tender document download.

(D) The tenderer is required to download the tender document within the schedule of activity for online tender document download. After expiry of the date and time for tender document download, the Corporation shall not be responsible for any failure on the part of tenderer for not downloading the document within the scheduled time even though he has paid the cost of the tender to the Corporation. In such case, the cost of the tender paid by the tenderer shall not be refunded.

(E) As the tenders are invited, tenderers are required to submit physically in two Bid / Envelope System as per the schedule given.

(F) Tenderers are requested to go carefully through the process of tender given on the website of www.mssidc.maharashtra.gov.in to avoid disqualification of their tender on any ground.

(G) Any amendment to the tender will be placed on the MSSIDC LTD website. The tenderer will not be communicated separately regarding the amendment. The tenderer should download the amendment. The signed and sealed copy of amendments shall be uploaded during uploading of technical bid as it is being a part of technical documents. However, if the tenderer fails to upload these amendments then it will be presumed that the tenderer has quoted his/ her rates by taking the note of these amendments.

16) Bid Submission Due Date

1) Bids should be submit tender in physical form in two Bid/Envelop system due date in the manner.

2) The MSSIDC may, in its sole discretion, extend the Bid Submission Due Date by issuing an Addendum uniformly for all Bidders.

17) Late Bids

Bids received by the MSSIDC after the specified time on the Bid Submission Due Date shall not be eligible for consideration and shall be summarily rejected.

18) Rejection of Bids

1) Notwithstanding anything contained in this Bid, the Department reserves right to reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Department rejects or annuls all the Bids, it may, in its discretion, issue a fresh Bid and invite all eligible Bidders to submit fresh Bids there under.

2) The Department reserves the right not to proceed with the Bidding Process or to modify the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.
19) TERMS & CONDITIONS:

• PERIOD OF CONTRACT:

The appointment will initially be for one-year period.

• 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:

a) Internal Audit – 50% of the total professional fees quoted for carrying out internal audit will be released after completion of audit and 50% will be released by submission of final report to the management.

b) Duties and Taxation – The professional fees will be released after completion of entire assignment i.e. Completion of One Year period.

c) Finalization of Accounts – 50% of the total professional fees quoted for carrying out finalization of accounts will be released after completion of Audit and balance 50% will be released after completion and submission of final report to the management.

• 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., Mumbai.

• EXTENTION:

a) If work is not completed within the said period due to some unavoidable circumstances, in that case, 60 days period may be extended after reviewing the performance of the work and with the approval of management.

b) After completion of the contract period, the management can extend further work (new assignment) for FY 2020-21 for One Year period after viewing earlier performance.
- **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.

- **Termination of Contract**

  a) Managing Director, MSSIDC, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory by giving 15 days notice.

  b) The Security Deposit paid will be forfeited if the tenderer fails to perform the work as per schedule or if there is any recovery due from the tenderer after awarding contract.
COMMERCIAL BID
ENVELOP II

APPOINTMENT OF THE CHARtered Accountant FIRM ON CONTRACT BASIS FOR FINALIZATION OF ACCOUNTS, TAXATION AND INTERNAL AUDIT FY 2019-20
Format of the Financial Proposal

To,
The Managing Director,
Maharashtra Small Scale Industries Development Corporation
Mumbai

Re: Financial Quote for “APPOINTMENT OF THE CHARTERED ACCOUNTANT
FIRM ON CONTRACT BASIS FOR INTERNAL AUDIT, TAXATION AND
FINALIZATION OF ACCOUNTS”.

Professional Fee

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount (In Rs)</th>
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<tbody>
<tr>
<td>Internal Audit – F.Y. 2019-20</td>
<td></td>
</tr>
<tr>
<td>Taxation</td>
<td></td>
</tr>
<tr>
<td>Finalization of Accounts – F.Y. 2019-20</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total in word</strong></td>
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</table>

Note – Total value (consolidated) will be taken into consideration for financial evaluation.

1. No conditional proposals will be accepted.

2. In case of discrepancy in figures & words, rate quoted in words will be accepted.

3. This cost is inclusive of professional fee, travel, and boarding and lodging, communication and all other out of pocket expenses.

4. The Financial Proposal shall be exclusive of GST which shall be paid in addition to Professional Fee.

Date: Authorized Signature of CA Firm

Seal / Stamp of the Firm

Note: Submission of financial proposal in the technical bid (part -I) will be rejected.