



**Maharashtra Tourism Development Corporation Ltd.,
Head Office, Mafatlal, House, H.T Parekh Marg, 169
Backbay Reclamation, Church Gate, Mumbai 400 020.
Phone 022-41580933**

E-Tender Notice No:- MTDC/HO/ACCOUNT/Internal Auditor/2024

E-Tender for following work are invited by the Managing Director, MTDC Ltd, Mumbai from eligible Contractors as mentioned in Detailed Tender Notice for below mentioned works.

Name of the Work: Appointment of Internal Auditor for MTDC All Locations for Period 2024-2025 and 2025-26

E Tender Time Table

1	RFP Document Download Start and Bid Submission Expiry Date & Time	From 16.07.2024 at 18:00 PM to 26.07.2024 at 18:00 pm
2	Date of Bid Opening	29.07.2024 (03.00PM)(if possible)
3	Corrigendum	Corrigendum/Further, notices in regards to above tender will be given Online only.

For Details refer to -: <http://mahatenders.gov.in> & <http://mtdc.co>

-Sd-
Managing Director,
MTDC Ltd., Mumbai.

Signature Not Verified

Digitally signed by AKHILESH RAMANUJ SHUKLA
Date: 2024.07.16 16:54:12 IST
Location: Maharashtra-MH

Government of Maharashtra



**Request for Proposal
Appointment of Internal Auditor for MTDC All Locations for Period 2024-2025 and 2025-26**

Date: 16th July 2024

Maharashtra Tourism Development Corporation Ltd.

Office Address: -Mafatlal House 1st Floor H.T.Parekh Marg 169 Backbay Reclamation
Churchgate Mumbai: -400020

www.mtdc.co

E-Tender Notice

Appointment of Internal Auditor for MTDC All Locations for Period 2024-2025 and 2025-26

Tender Reference No: - MTDC/HO/ACCOUNT/Internal Auditor/2024

Maharashtra Tourism Development Corporation (MTDC) is a registered company under the Companies Act and is fully owned by Government of Maharashtra. MTDC has a clear mandate from government to promote tourism in the state through systematic development of tourism on commercial lines. MTDC has, since its inception, been involved in the development and maintenance of the various tourist locations of Maharashtra.

A firm will be selected via the procedure described in this E Tendering process.

<https://mahatenders.gov.in> and www.mtdc.co

Last date Submission: 26/07/2024 18:00pm

Bidder Should Submitted hard copy to mtdc head office at Account Branch Last date

Submission: 26/07/2024 18:00pm

Managing Director

Maharashtra Tourism Development Corporation Ltd.

**Office Address: -Mafatlal House 1st Floor H.T.Parekh Marg 169 Backbay Reclamation
Churchgate Mumbai: -400020**

Tel : 022-41580998

Sd/-

Managing Director,

Maharashtra Tourism Development Corporation Ltd.

I. SCOPE OF WORK

(I) SERVICES PERTAINING TO INTERNAL AUDITOR

1. The firm should carry-out Internal Audit of transactions at Head office and Regional Offices on a quarterly basis. Further, the firm should audit the accounting records maintained at units under the jurisdiction of Regional Offices ensuring the audit of each unit at least once in year. The firm should also ensure 50% coverage for revenue expenses and cent percent coverage for all other areas including revenue generating activities, Scrutiny of all revenue generating activities & its accounting.
2. The firm should examine the revenue/ income of each activity and also compare the quarterly Income & Expenditure with Budget statement and give Guidelines to the Corporation.
3. The firm should examine the expenditure of various projects which are sanctioned by central/ state Govt. and also examine that the expenditure is properly debited to concerned scheme/ projects and should submit the Grant Utilization report to the Management.
4. The firm should audit all transactions of Deccan Odyssey Train project maintained at Head office / Dadar office.
5. GRs issued by the Central / State Governments for Grants-in-Aid for undertaking various works.
6. Internal circular instructions issued for various departments.
7. Directives issued in the Board Resolution & agenda notes.
8. Implementation of amended provisions of Companies Act 2013 and various other Acts applicable.
9. To review overall performance of the Company.
10. To suggest the recommendations to resolve the queries where ever there is operational & system deficiencies in the operational procedures of the company.
11. Vouching and Scrutiny of all expenses.
12. Along with the Internal Audit of various Regional Offices and units coming under their jurisdiction, the firm should certify the trial balances prepared by the accounting staff concerned, on a quarterly basis.
13. It will be binding on the firm as internal auditor to submit last quarterly, Internal Audit report of the Head office as well as units & Regional Offices before 10th June to the Management.
14. The firm as Internal Auditor should also monitor & verification the compliance of the Internal Auditor, Statutory Audit & Gov. Audit queries and informs the management about the same.
15. The audit staff will be entitled only for expenses on account of stay where MTDC Resort is available, Expenses as A/c of Travelling & Food will be borne by the audit firm/company.
16. The firm should depute one qualified person at Head Office during all working days for pre audit of the transactions above 5000/- in addition to scope of work mentioned above.
17. Properly preparation and approvals of petty cash and expense vouchers
18. Updation of Tally books with cash and monthly reconciliation with cash books.
19. Analysis of cash collections vis-a-vis Cash deposit into banks and review of daily cash balances as per Head office instructions at all units.
20. Reporting of suspicious cash transactions at units to Regional office and Head Office in audit report.
21. Review of bank books of all respective units for audit period for all bank accounts operated at units.
22. Verification & Compliance of all accounting vouchers/transitions i.e. purchase, sale, receipts, payments, journals, travelling bills and debit/credit notes.
23. Review of Investment Register.
24. Review of Tender papers for awarding of Works Contracts.
25. Any other records suggested by the management.
26. Verification & Compliance of all bank payments, vouchers and documents.
27. Verification & Compliance of cash/bank reconciliation statements.
28. Verification & Compliance of investments kept by corporation with public sector bank.
29. Verification & Compliance & checking of TDS & Statutory payment via: Goods and Service Tax, Luxury Tax, Professional Tax, Income Tax, Entertainment Tax and EPF on monthly basis is being deducted wherever applicable as per the provisions of Income Tax Act and same is being deposited on time.
30. Verification of collection of all customer KYC's at the time of arrival with occupancy register.
31. Review of all details being captured in Occupancy register with proper revenue figures and approvals by Unit Manager.

32. Verification of 100 % of Credit vouchers prepared to book income on daily basis for revenue to be recognized in books.
33. Verification of attendance of employees and contractual workers hired from Attendance Register.
34. Ensure approvals of attendance register and cross check attendance of contractual workers with their monthly bills.
35. Verification of all major and minor balances of advances lying in books and seeking explanation for the same and reporting in audit report.
36. Verification and reporting of un-reconciled ledger balances outstanding since long period in books of accounts and in-depth review of the same with suggestions for adjustment or settling the same.
37. Verification of all security deposits paid and received with the underlying vouchers and linking to the Agreements or work orders for their justification.
38. All other party accounts shall be reviewed for their debit or credit balances outstanding since more than 90 days and detailed analysis shall be done for the same and reported.
39. Physical verification of fixed assets and its registers in the prescribed format maintained by Divisional Office, Head Office, Emporia, etc.
40. Verification of physical inventories held at different places.
41. Verification of current assets, current liabilities, advances, deposits paid /receipts, debtors, creditors and its reconciliation.
42. Check whether amount of Account Receivable is properly adjusted or not by carrying out account reconciliation and balance confirmation on periodic basis.
43. Check whether number of Accounts Payable are properly adjusted or not by carrying out account reconciliation and balance confirmation on periodic basis.
44. Check whether bank reconciliation statements are being prepared on monthly basis and there are no un-reconciled entries pending in the reconciliation statement since a long time and fixed deposit receipts are kept under safe custody.
45. Whether proper records are kept for Fixed Assets, Souvenir and Fixed Asset register, Souvenir register is kept updated at all times and ensures that the Fixed Assets are physically verified at periodic intervals.
46. Ensure that there is adequate insurance cover for all the assets, cash in hand and in transit, covering all types of risks, policies are in force.
47. Review status of Income tax Assessments and the future action plan of Management and Income Tax return and Advance tax installments are paid in time.
48. Verification of age-wise debtors, creditors and advances classification on yearly basis.
49. Verification of monthly payroll system salary, final settlement, gratuity, advance to employee, etc.
50. Verification of capital expenditure.
51. Verification of Income Tax / Sales tax Cases, assessment order and their status.
52. Verification of final/quarterly Trial Balance, Profit & loss Account in respect of HO including all Divisional Offices.
53. Verification of revenue budget and capital budget.
54. Ensure that received receivable from lease on regular basis, & Agreement of Lease properties should be held on record with proper documentation.
55. Verification of Indirect Expenses & income and scrutiny of trial balance on quarterly basis.
56. Review of all the material contracts/ agreements/ MOUs
57. Whether the Ledger Accounts are periodically reconciled in MTDC Books on regular basis.
58. Check the Status of Legal Cases updating on regular basis and whether that reviewed by the legal cases.
59. Status of Lease Premium Receivable from different RO's and Security Deposit and Refund.
60. Review of Purchase entry & purchase return entry made by the Head Office and Regional Office.
61. Check whether the invoices are issued by the supplier are original or not, and also check whether the invoices passed for the payment stamp are made on them or not.
62. Check whether travel booking is made by Agent is Proper or Not.
63. Check whether payment is released after showing GST amount on portal or not.
64. Ensure that Periodic Ledger Reconciliation of Indirect Taxes in MTDC, Head Office on regular basis.
65. Whether the basic Information Technology controls are being identified and complied with.
66. Whether the Labour Welfare Fund returns & Payment have been processed as per the liability created in the book on the monthly basis.
67. Review of Lease rent tracker and Lease rent collected and Lease rent outstanding for the respective units of Region.

68. To verify the price fixation and vendor selection process for the major expenses like housekeeping, printing and stationary, laundry, repairs and maintenance, staff welfare, grocery and food consumables.
69. Every year a consolidated summary presentation should be prepared and submitted to management
70. In case required the firm shall make presentation before the MD/Audit committee internal audit observation should verify every month's receipt of HO Units, R.O. and consolidation with HO.
71. Should verify of 100% entries the online\ offline occupancy of resorts room in connection with the room charges collected and verify occupancy register with income register and tally account
72. Should verify the cash collection at unit level and its proper & timely deposition to the bank accounts & Whether Cash verification is carried out at regular intervals, Cash transactions to ascertain that the expenses are reasonable, supported by proper bills, properly authorized, etc.
73. Should audit the electric consumption in reference with occupancy status and with earlier year.
74. Should verify the Repairs and maintains expenditure in reference with the occurrence, Frequency of expenditure, repetition of expenditure, etc.
75. Should verify the manpower deployment in connection with occupancy of rooms, attendances register salary paid & requirements per season.
76. Verify the consumption of fuel (diesel/gas/petrol) with occupancy, electrify unit's consumption etc.
77. Verify the consumption of consumable of resort with occupancy & with earlier year expenditure.
78. Verify the revenue of restaurant with occupancy & material used in restaurant.
79. Verification & Compliance with GST (Input Credit and Output Payable) for payment, remittance, reconciliations and Filing of Monthly a (GSTR-1, GSTR-2B, GSTR-3B, GSTR-7) and Annual Returns within due date and on timely basis.

The Qualifying• Criteria for CA Firms is a follows:

1. The firm should have minimum 10 years existence including experience of working in public sector undertakings and at least two companies with turnover of more than 20 cores.
2. The average turnover of the firm should be more than 50 lacs for last three financial years.
3. The firm should have minimum two partners.
4. The staff strength of firm should be more than 30.
5. At least one partner of firm should have experience of minimum 20 years.
6. The firm should have been registered with CAG.
7. The firm should be registered in the district where MTDC has Head Office & Offices.
8. Firms having associates / employees located in multiple districts with capability to work all over Maharashtra would be preferred.
9. At least one qualified C.A. should be present all time at the head office.
10. Experience in Tourism Sector will be given Weightage.
11. All the firms should apply to MTDC along with the attested copies of document listed below in prescribed format (as given in Annexure A) :
 1. Copy of Registration with the Institute of Chartered Accountants
 2. Last three years financial statements as a proof of turnover.
 3. Name of partners along with address and telephone no.
 4. Work Experience details.
 5. Other documents related to qualifying criteria.

All the bids of the firms shall be opened by the committee appointed by the management. After opening the bids the technical evaluation shall be done. Those firms which are technically qualified their final bid will be open.

III. MTDC also reserves right to assign work to any firm of Chartered Accountants.

IV . TENDER FEE & EMD

Sr.No	Information	Details
1	Tender Fee	5000/- + 18% GST = 5900/- (Non-Refundable)
2	Earnest Money Deposit(EMD)	

1. Bidding Schedule

The summary of various activities with regard to this invitation of bids are listed in the table below:-

Sr. No	Items	Description
1.	Tender reference No.	MTDC/HO/ACCOUNT/Internal Auditor/2024
2.	Name of the Project	Request for Proposal Appointment of Internal Auditor for MTDC All Locations for Period 2024-2025 and 2025-26
3.	Tender Document Download Start / Expiry Date & Time	Start Date: 16.07.2024 at 18:00pm Expiry Date: 26.07.2024 at 6:00pm Please visit the below mentioned e-Tendering website https://mahatenders.gov.in www.mtdc.co <u>After filling the online e-tender, the bidder should submit the hard copy along with the necessary documents at head office at Account Branch</u> Last date Submission: 26/07/2024 18:00pm
4.	Last date for submission of bids	On 26.07.2024 at 6:00 pm
5	Last date of Hard Copy Offline Submission	26.07.2024 6.00PM
6	Date of Bid Opening	29.07.2024 at 3.00 PM

2. Validity OF Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

3. Costing of Bidding:

The Bidder Shall bear all Costs associated with the Preparation and Submission of its Bid and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Language Of Bid:

The Bid as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

5. Pre-bid Meeting: *Not Applicable*

6. Amendment in RFQ Document

At any time prior to the deadline for submission of quotation / bids, the Purchaser may amend the RFQ document by issuing corrigendum on <https://mahatenders.gov.in> www.mtdc.co

7. Submission of bid

- a) The bidder should submit the bid online on e-tendering Portal <https://mahatenders.gov.in> www.mtdc.co
- b) Bidder Should Submitted hard copy to mtdc head office at Admin Branch
- c) Last date Submission: 26/07/2024 18:00pm
- d) The bids submitted, shall comprise of the following 2 envelopes:
 - **Envelope 1:** Technical Bid
 - **Envelope 2:** Financial Bid in the form of BOQ

Modification and Withdrawal of Bids – Resubmission of bid by the agencies for any number of times before the final date and time of submission is allowed.

8. Technical bid: (Envelop 1)

The bidder has to upload following documents in the technical envelope.

- a) PAN Card copy
- b) GST registration certificate
- c) Technical Specification compliance sheet for items quoted.

9. Financial Bid:

- a) The bidder shall submit Financial Quote in BOQ Format.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be including GST.
- e) Rate should be inclusive of supply and installation
- f) Each Bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this RFQ.
- g) The Bidder shall submit financial quote for MTDC Region wise.
- h) For each financial year, Tender Evaluation Committee will determine the lowest bid (L1 bidder) as the preferred bidder for that financial year.
- i) If 2 or more bidders bid the same lowest bid amount (L1), bidders will be invited for negotiations to decide the preferred bidders based on those negotiations.

Name of the Regional Office	Audit Fees 2023-2024 With GST	Audit Fees 2024-2025 With GST	Audit Fees 2025- 2026 With GST
Internal Audit Head Office and Unit, Deccan Odyssey, Regional Offices & Units ANNEXURE 'A'	Rs. 20,00,000/- (Rs. Twenty Lacs Only) with GST		

10. MTDC All Location List :-

ANNEXURE 'A'

Reginal Office	Units / HR
Head Office	Head office and Deccan Odyssey Train
	Elephanta Resort and Restaurant
	Kharghar Resort and Restaurant
	Titwala Resort
R.O. PUNE	HR Bhimashankar Resort And Restaurant
	HR Karla Resort And Restaurant
	HR Koyana Resort And Restaurant
	HR Matheran Resort And Restaurant
	HR Mahabaleshwar Resort And Restaurant
	HR Malshej Ghat Resort And Restaurant
	HR Panshet Resort And Restaurant
	HR Sinhgad Resort And Restaurant
	I &B Kolhapur Resort
	HR Niranarsimhapur Resort And Restaurant
R.O. RATNAGIRI	HR Ganpatiphule Resort And Restaurant
	HR Harihareshwar Resort And Restaurant
	HR Tarkarli Resort And Restaurant
	HR Kunkeshwar Resort And Restaurant
	HR Velneshwar Resort and Restaurant
	House Boat Tarkarli
	Project Offie Oras
	IISDA And Restaurant
	Boat Club Ganpatipule Resort And Restaurant
R.O. NASHIK	Bhandardara Resort And Restaurant
	Hotel Shirdi Resort and Restaurant
	Gangapur Resort and Gangapur Dam Club And Restaurant
	Boat Club Nashik Restaurant
R.O. NAGPUR	HR Nagpur Resort And Restaurant
	HR Bodhalkasa Resort And Restaurant
	HR Tadoba Resort And Restaurant
	HR Sillari Resort And Restaurant
	HR Wardha Resort And Restaurant
R.O. AMARAVATI	Chikhaldara Resort and Restaurant
R.O. AURANGABAD	HR Sambhaji Nagar Resort And Restaurant
	Ajanta Tourist Resort Fardapur Resort And Restaurant
	Ajanta Foothill Restaurant
	Ajanta T- Point Resort And Restaurant
	Kalagram
	Ellora Restaurant
	HR Lonar Resort And Restaurant

***Note – During the contract period if numbers of resorts and restaurants are increased then no additional fee will be paid.**

Managing Director

Maharashtra Tourism Development Corporation