



MAHARASHTRA SMALL SCALE INDUSTRIES DEVELOPMENT CORPORATION LTD.

**(A Govt. of Maharashtra Undertaking)
"Krupanidhi", 9, Walchand Hirachand Marg, Ballard Estate,
Mumbai – 400001.**

QUOTATION FOR

**APPOINTMENT OF THE CHARTERED ACCOUNTANT FIRM ON
CONTRACT BASIS FOR FINALIZATION OF ACCOUNTS AND
INTERNAL AUDIT**

For FY 2024-25, 2025-26 & 2026-27

Name of Bidder :- _____

Address :- _____

Mobile No. :- _____

Email ID :- _____

TIME SCHEDULE OF THE QUOTATION

1.	QUOTATION No.	MSSIDC / FINANCE-QUOTATION/2025-26/			
2.	Name of Work	Finalization of Accounts and Internal Audit			
SCHEDULE OF QUOTATION ACTIVITY					
Sr. No.	Activities	Start		Expiry	
		Date	Time (hrs.)	Date	Time (hrs.)
1.	Publish Quotation	17/06/2025	10.00		
2.	Last date of Physical submission at MSSIDC Ltd., Mumbai mentioned below address.	-	-	24/06/2025	15.00
3.	Quotation opening (Technical) date	25/06/2025	15.00	-	-
4.	Quotation opening (Price) date	26/06/2025	15.00	-	-

NOTE: All quotations related activities (process) like bid submission and quotations opening shall be governed by the time schedule under the key dates mentioned in the above schedule. The venue for submission and opening of quotations will be at the Office of **Managing Director, MSSIDC Ltd., Head Office, Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai 400 001.**

Table of Contents	
1.	Technical Criteria (BID).
2.	Introduction & Objectives.
3.	Internal Audit FY 2024-25, 2025-26 and 2026-27 Scope of Work.
4.	Finalization of Accounts Scope of Work.
5.	Duties & Responsibilities.
6.	Submission of Quotation for Technical and Financial Bid.
7.	Security Deposit
8.	Opening of Technical and Financial Proposals.
9.	Quires by the Bidder
10.	Verification and Disqualification
11.	Documents
12.	Preparation and Submission of applications
13.	Process of Submission of Quotations – Instructions to Bidders
14.	Quotation submission due date
15.	Late Quotation /Bids
16.	Bid opening place
17.	Rejection of Quotation/ Bids
18.	Terms & Conditions

1) **Technical Criteria (BID)**

Pre – Qualification / Eligibility Criteria

The firm shall enclose following documents along with quotation –(All these documents shall be submitted in technical envelope)

a) Firm should have office in Mumbai / Navi Mumbai / Thane / Mumbai Metropolitan Region – Supported by Address proof.
b) 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.
c) Copy of GST Registration - Supporting document.
d) Team composition of firm shall have 2 Nos. of qualified Chartered Accountants – (Attach qualification certificate from ICAI).
e) 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.
f) Original tender document duly signed and seal on each page by the CA Firm.

Only those bidders who submit above document in technical bid and fulfilled the above-mentioned Pre–Qualification / Eligibility criteria be considered for opening of financial bid of their Quotation.

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 as Nodal Agency for implementation of MSSIDC is appointed Raising & Accelerating MSME performance (RAMP) scheme of Ministry of MSME Government of India. 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 and Internal Audit work **for FY 2024-25, 2025-26 & 2026-27.**

- 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 FY 2024-25, 2025-26 & 2026-27 - 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.
3. Sale invoicing and its accounting.
4. Collection from debtors and payment to SSI Units.
5. Rebate received from SSI Units.

ii) Manufacturing:

1. Stock Keeping & Physical Taking of Raw material, WIP, Finished Goods.
2. Maintenance of Stock Register & Cost Records.
3. Statutory compliance like excise, GST, IT, vat laws etc.
4. Product cost, Production overhead and its absorption.
5. Fixed Assets and calculation of its depreciation.

iii) Commercial Warehousing:

1. Agreement with tenant.
2. Tender process of leave & license of godown.
3. Billing register.
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, GST, IT etc.

iv) Emporium – Handicraft/ Exhibitions:

1. Purchase of materials.
2. Physical Stock verification.
3. Stock transfer.
4. Tenant Agreement.
5. Receipts from tenants.
6. Exhibitions.

7. Accounting of Income and their Expenses and Taxes.
8. Government grants for exhibitions and its expenses.
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.

vii) RAMP Scheme :

1. Various RFP finalized under RAMP
2. Implementation of Scheme as per RAMP guidelines of GOI of World Bank.

The Chartered Accountant Firm should verify all the Records, Documents, Files, Operational View etc. for above activities i.e. (i to vii) 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 monthly basis.
4. Verification of investments kept by corporation with nationalized & 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.
12. Verification of final/quarterly Trial Balance, Profit & loss Account in respect of HO including all Divisional Offices, Emporia.
13. Verification of revenue budget and capital budget.

Locations to be covered for Internal Audit

Sr. No.	Divisional Offices	Branch Offices
1.	Head Office	All sections / Department, at HO
2.	Amravati	Amravati
3.	Aurangabad	Aurangabad
4.	Nagpur	Nagpur
5.	Nanded	Nanded
6.	Pune	Pune
7.	Thane	Thane
8.	Kudal	Coir Manufacturing Activity
9.	Paithan	Paithani Production Centre
10.	WTC	Marathi Emporium
11.	New Delhi	New Delhi, TME

All accounting records are maintained at Divisional office Amravati, Aurangabad, Nagpur, Nanded, Pune, Thane, Kudal, Paithan, WTC, Delhi and Head Office.

4) Finalization of Accounts - FY 2024-25, 2025-26 & 2026-27 – Scope of Work

MSSIDC Ltd. will provide Tally Data from all the Books of Accounts maintained at HO. 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 of all Divisional/ Branches into HO Trial Balances and then prepare consolidation HO Final Trial Balance and Financial Statement.
3. Preparation of Balance Sheet and Profit & Loss Account, Cash flow, and Financial Statements of Corporation in advance excel format, prescribed in Schedule III as per the Companies Act, 2013 and accounting standard & certification of the same.
4. Calculation and accounting of Depreciation in Books of Accounts as per the Companies Act, 2013.
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.
8. Preparation of Standalone Financial statement of MSSIDC LTD i.e. preparation of Balance Sheet, Profit & Loss Account, Cash flow and other financial statements.
9. Preparation of Consolidated Balance Sheet of MSSIDC A/c with subsidiary company "Krupanidhi Ltd." i.e. preparation of Consolidated Balance Sheet, Profit & Loss Account, Cash flow and other financial statements.
10. Preparation of standalone Notes account of MSSIDC and consolidated of consolidated account of MSSIDC with subsidiary Krupanidhi to accounts with available records.
11. 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.

Time Line for completion of Internal Audit and Finalization of Accounts :

- FY 2024-25 – The CA firm should complete Internal Audit work within 90 days from submission of Tally Data and all accounting vouchers. Final report should be submitted within 15 days after completion of Internal Audit.
- FY 2025-26 – The CA firm should complete Internal Audit work after completion of FY 2025-26 and within 90 days from submission of Tally Data and all accounting vouchers. Final report should be submitted within 15 days after completion of Internal Audit.
- FY 2026-27 – The CA firm should complete Internal Audit work after completion of FY 2026-27 and within 90 days from submission of Tally Data and all accounting vouchers. Final report should be submitted within 15 days after completion of Internal Audit.

5) Duties & Responsibilities.

Duties & responsibilities of CA Firm for Internal Audit 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 vii and report accordingly.
- b. **Finalization of Accounts FY 2024-25, 2025-26 & 2026-27 :-** 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 after completion of Internal Audit of respective year within 15 days. CA firm should work as per scope of work given for Finalization of Accounts FY 2024-25, 2025-26 & 2026-27 as per Sr. No. 4 [1 to 11] and assist statutory, CAG auditor during the audit period.

6) Submission of Quotation-Technical and Financial Bid

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

7) Security Deposit

The Bidder who has been awarded the contract shall furnish a Security Deposit of **Rs.10,000/- (Rs. Ten Thousand only)** By DD in the name of MSSIDC Ltd.

8) Opening of Quotation 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 the schedule of quotation. If there is any change in the date, the same will be reported separately to the bidder.

9) Queries by the Bidder

Any queries or request for additional information if required you can contact mail the following officer up to 20/06/2025, 11.00am.

Chief Finance Officer

Address: MSSIDC Ltd,
9, Krupanidhi Building,
Walchand Hirachand Marg,
Ballard Estate,
Mumbai – 400001

Mob. No.: 96733 78601.

E-Mail : mssidcfince@gmail.com

10) 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.

11) Documents:

Technical Cover

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

Financial Cover

The Financial Proposal in enclosed Format to be submitted in seal envelope at MSSIDC Ltd., Mumbai. The bidder should quote amount of each work separately [Envelope -2]

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

12) 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 submitted physically in two Bid / Envelope System at given address in point no. 10.

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

- (A) The Tenders shall be submitted in physical form in two Bid/Envelope System process only. All documents shall be submitted in technical bid and the financial bid in given format in Financial bid.
- (B) The Technical Bid envelop shall be name as “Technical bid for quotation of Appointment of The Chartered Accountant Firm On Contract Basis For Finalization of Accounts And Internal Audit For FY 2024-25, 2025-26 & 2026-27” due on 24/06/2025” and financial bid envelop shall be name as “Financial Bid for quotation of The Chartered Accountant Firm On Contract Basis For Finalization of Accounts And Internal Audit For FY 2024-25, 2025-26 & 2026-27” due on 24/06/2025. The both the envelope i.e. technical and financial shall put in one envelop called main envelop name as “main envelop for quotation of The Chartered Accountant Firm On Contract Basis For Finalization of Accounts And Internal Audit For FY 2024-25, 2025-26 & 2026-27” due on 24/06/2025.
- (C) Quotation forms shall be issued manually from Head Office or bidder may download from MSSIDC Ltd web site.
- (D) The Bidders are required to submit quotation physically as above at the Head Office of MSSIDC on following address :-

MSSIDC Ltd.,
9, Krupanidhi, Walchand Hirachand Marg,
Ballard Estate, Mumbai 400 001

on or before schedule date and time of submission of tender.

14) Quotation Submission Due Date

- 1) Bids should be submitting quotation in physical form in two Bid/Envelop system due date and time 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.

15) Late Bids :

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

16) Bid Opening place :

The bid will be opened on the due date on time at the Head office on following address :-

MSSIDC Ltd.,
9, Krupanidhi, Walchand Hirachand Marg,

Ballard Estate, Mumbai 400 001.

Any changes in date of opening will be informed to bidder.

17) Rejection of Quotation /Bids :

- a) 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.
- b) 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.

18) TERMS & CONDITIONS :

• **PERIOD OF CONTRACT:**

The appointment will be for three FY i.e. 2024-25, 2025-26 & 2026-27. The work of one Financial Year shall be completed within 90 days after submission of Tally data by this office for respective year.

• **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 for each year.
- b) **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:**

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.

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 bidder fails to perform the work as per schedule or if there is any recovery due from the bidder after awarding contract.

(To be forwarded on the Letterhead only)
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 AND FINALIZATION OF
ACCOUNTS”.**

Professional Fee

Particulars	Fee per year (in Rs.)
Internal Audit – F.Y. 2024-25, 2025-26 & 2026-27	
Finalization of Accounts – F.Y. 2024-25, 2025-26 & 2026-27	
Total	
Total in word :	

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, the rate quoted in words will be accepted.
3. This cost is inclusive of professional fees, 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 the Professional Fee.

Date: _____

Authorized Signature of CA Firm

Seal / Stamp of the Firm.

**APPOINTMENT OF THE
CHARTERED ACCOUNTANT FIRM
ON CONTRACT BASIS FOR
FINALIZATION OF ACCOUNTS AND
INTERNAL AUDIT**

For FY 2024-25, 2025-26 & 2026-27