



**MAHARASHTRA SMALL SCALE INDUSTRIES
DEVELOPMENT CORPORATION LIMITED**

(A Govt. of Maharashtra Undertaking)

CIN : U74999MH1962SGC012501

Krupanidhi, 9, Walchand Hirachand Marg,

Ballard Estate, Mumbai – 400 001.

TENDER INVITED FROM CHARTERED ACCOUNTANT FIRMS FOR
CONDUCTING MVAT AUDIT FOR FY 2013-14

Technical Bid : Envelope I
Commercial Bid : Envelope II

TENDER FORM – (PART I)

TENDER NO. : MSSIDC/FINANCE/MVAT AUDIT/2014-15/1

DATE OF OPENING OF : Dt. 12.08.2014 Time. 3.00 p.m.
ENVELOPE NO. 1

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

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

AUTHORIZED SIGNATORY OF THE TENDERER

TIME SCHEDULE OF THE TENDER

TENDER NO. : MSSIDC/FINANCE/MVAT AUDIT/2014-15/1
COST OF TENDER. : Rs. 500/-
SALE OF TENDER : From 28.07.2014 to 11.08.2014
DOCUMENT : Monday to Friday
Between 10.00 a.m. to 5.00 p.m. at
MSSIDC, Krupanidhi, 9,
Walchand Hirachand Marg,
Ballard Estate, Mumbai.

LAST DATE OF : DATE TIME PLACE
SUBMISSION : 11.08.2014 5.00 p.m. Above address

DATE OF OPENING OF : DATE TIME PLACE
TENDER :
(ENVELOPE NO. 1) 12.08.2014 3.00 p.m. Above address

(ENVELOPE NO. 2) : 12.08.2014 4.00 p.m. Above address

INVITATION TO TENDERER

1. Tenders are invited in the format prescribed by the Finance Controller, M.S.S.I.D.C Ltd., Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai – 400 001, for conducting MVAT Audit for the year 2013-14.

2. **PRE-REQUISITES CRITERIA:**

Sr. No.	Particulars	Minimum Criteria
i.	No. of years of Firm's experience as per ICAI Certificate	3 Years
ii.	Chartered Accountants associated with the Firm for not less than one year	2 CAs
iii.	Average annual Turnover of the Firm in last 3 Financial Years	15 Lacs
iv.	Firm's experience in Public Sector Undertakings preferably in Central, State and Semi Govt. Undertakings	3 Years
v.	Firm having experience in similar line i.e. MVAT Audit Work	2 Years

3. **SCOPE OF WORK:**

- i. Carry out audit as per MVAT Act within the time frame.
- ii. Submit MVAT Audit Report in Form No. 704 alongwith all information / tables shall be compiled including other compliance.
- iii. Uploading report on Sales Tax Department website.
- iv. Verification of all accounting vouchers / transactions i.e. Purchase, Sales, Receipts, Payments, Journals, etc.

4. **LOCATIONS TO BE COVERED:**

Sr. No.	Divisional Offices	Branch Offices
i.	Head Office	All sections including Marketing at HO
ii.	Amravati	Amravati, Akola, Buldhana and Yavatmal.
iii.	Aurangabad	Aurangabad, Beed and Jalna.
iv.	Latur	Latur and Osmanabad.
v.	Nagpur	Nagpur, Bhandara, Chandrapur, Gadchiroli and Wardha.

vi.	Nanded	Nanded and Parbhani.
vii.	Nashik	Nashik, Ahmednagar and Dhule
viii.	Pune	Pune, Kolhapur, Sangli and Solapur
ix.	Thane	Thane, Alibag, Ratnagiri and Sindhudurg.
x.	Marhati Emporuin, World Trade Centre	
xi.	Paithani Production Centre, Paithan	

5. PERIOD OF CONTRACT:

Till the completion of MVAT audit and its submission to the sales tax department.

6. SUBMISSION OF REPORT:

- i. In Form No. 704 along with all information / tables.
- ii. Signed hard copy, soft copy of the final working in Excel as well as PDF Format.

7. 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.

8. TERMS OF PAYMENT:

- i. 25% at the time of commencement of Audit
- ii. 60% will be released after submission of final report to the Management and its statutory filing.
- iii. Balance 15% after completion of the said work.

9. 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.

10. GENERAL TERMS:

- i. The CA firm should maintain confidentiality of the records of the Corporation.

- ii. COST OF TENDER FORM: Rs.500/- **[Non-refundable] by way of D.D. drawn in favour of MSSIDC, Mumbai.** Cost of tender form should be deposited to this office prior to bid submission and the Money Receipt of cost of tender forms should be attached as a mandatory document.
- iii. **EARNEST MONEY DEPOSIT** : The Tenderer is required to deposit Rs.5000/- **as Earnest Money** in the form of Demand Draft only drawn in favour of **M.S.S.I.D.C. Ltd. payable at MUMBAI and same should be deposited with the tender document with technical bid.**
- iv. Earnest money of the successful tenderer will be liable to be forfeited in the event of refusal or delay on his part in depositing initial security deposit and signing the agreement within 7 (seven) days, of the issue of letter of award of the work.
- v. **SECURITY DEPOSIT:** The amount of security Deposit shall be 2% of the accepted value (The EMD paid shall be adjusted towards part of Security Deposit). The security Deposit is to be deposited by the successful bidder with M.S.S.I.D.C.Ltd. within 7 (seven) days of intimation to him about the acceptance of the tender by MSSIDC in the form of Demand Draft, failing which earnest money deposited with tender shall be forfeited. Amount of the earnest money deposited with the tender can be converted into initial security deposit at the request of the tenderer.
- vi. Tender documents can be obtained from MSSIDC Limited, Krupanidhi Building, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai., from 10.01 hrs to 17:00 hrs from 28.07.2014 to 10.08.2014.
- vii. The tender document shall be submitted on or before 11.08.2014 till 17:00 hrs. Tenders received after 17:00 hrs will not be entertained.
- viii. Rates quoted must be inclusive of all costs, taxes and charges, including Service tax, etc. as applicable. MSSIDC will not entertain any claim whatsoever in this respect.
- ix. The tender shall remain valid for acceptance by MSSIDC, for a period of 60 days from the date of opening of tender, excluding court/ litigation period.
- x. M.S.S.I.D.C does not bind itself to accept the lowest or any tender, or to assign any reason for rejecting a tender thereof and also reserves the right of accepting the whole or part of the tender and the tenderer shall in such an event be bound to perform the contract at the same rates quoted in the tender for the various posts he has quoted his rates.
- xi. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing in any form should be liable for rejection/disqualification/ blacklisting.

- xii. The tendering firms, in case the tenderer is a partnership firm, should upload the tender signed by all the partners. In the event of absence of signature of any partner, it must be signed on his behalf by a person holding power of attorney authorizing him to do so and such power of attorney should be uploaded along with the tender.
- xiii. The tender shall be submitted as sealed tender only. The same shall be dropped in the tender box.

11. OPENING OF TENDER :

- i. The technical bid of the tender shall be opened in the office of **M.S.S.I.D.C Ltd., MUMBAI** in the presence of the authorised officers of MSSIDC. Tenderer or their authorised representatives should be present at the time of opening on 12.08.2014 at 3:00 Hrs. No separate notice/ information/ invitation for tender opening will be given.
- ii. Tenders will not be considered for opening of Envelope No. II i.e. Price / commercial Bid in the event of incomplete tenders w.r.t. the compulsory documents specified in tender document.

12. IMPORTANT TIME SCHEDULE:

ISSUE OF LETTER OF INTENT	Within two days from the date of opening of tender [Commercial Bid].
PAYMENT OF INITIAL SECURITY DEPOSIT	Within 7 days of the issue of letter of intent/order.
ISSUE OF APPOINTMENT ORDER	On the date of payment of security deposit, signing the agreement and completion of interview of candidate
DATE OF COMMENCEMENT	Within 3 days of accepting the appointment order

NOTE: All bid related activities (process) like sale of tender document, bid preparation and submission, bid opening etc., shall be governed by the time schedule under the key dates mentioned in the above schedule. The venue for opening of tenders will be in the Office of Finance Controller, MSSIDC Ltd., Head Office, Mumbai.

13. LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID - ENVELOPE NO. I:

Following compulsory documents should be attached along with dully filed tender document:

- i. Money Receipt issued by MSSIDC towards cost of tender.
- ii. Demand Draft for EMD in favour of "MSSIDC Limited" payable at Mumbai.
- iii. Firms Registration Number/ Certificate issued by ICAI.
- iv. PAN Card.
- v. Last 3 years turnover: i) 2010-11, ii) 2011-12 & iii) 2012-13
- vi. Firms profile along with details of experience for similar type of work.
- vii. Undertaking on the letter head of tenderer mentioning unconditional acceptance of all tender conditions. Conditional tender shall be liable for rejection.

(on the letter head)

COMMERCIAL BID

Basic Rate	Service Tax	Total

The rates quoted are inclusive of all incidental expenditures, applicable taxes, and no other tax, service charges will be levied over and above the above mentioned rates.

AUTHORIZED SIGNATORY OF THE TENDERER

*** should be send in a dully sealed envelop II**