

## E - TENDER NOTICE -031

Tender No:-MND/5/FINANCE/E-TENDER NO - 031 /2021-22

Date :-27/05/2021

On behalf of the Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai hereinafter referred as MRSDMM the undersigned invites online e-tenders for the following services.

Sr. No.	Particulars of works	EMD (Rs.)	Tender Fee (Rs.)	Validity of Tendered Rate
1.	APPOINTMENT OF CHARTERED ACCOUNTANT / FIRM AS STATUTORY AUDITOR FOR THE F.Y.2021-22 & INTERNAL AUDITDOR (CONCURRENT) THE F.Y. 2022-23.	Rs.75,000/-	4,500+810GST @ 18% = Rs5310/	180 days

1. Complete bidding process will be online ( e-tendering) in 2 envelope system (Technical and Commercial envelope). All the Notifications & detail terms and conditions regarding, this tender notice hereafter will be published online on web site **www.mahatenders.gov.in**
2. Bidding documents can be seen, downloaded & submitted on website **mahatenders.gov.in** from date 27.05.2021
3. **Bid submission last date- 28.06.2021**
4. **Bidder has to select the payment option as “offline” to pay the tender fee as applicable. The tender form fee (Not Refundable) and EMD should be paid via offline mode only.**  
**The tender Form fee and EMD should be paid separately by Demand Draft in favour of "Maharashtra Rajya Sahakri Dudh Mahasangh Maryadit " Payable at Mumbai.**  
**Note: Both Demand draft of EMD and Tender Fee should reach Mahanand Dairy Account department before dt 28.06.2021**
5. Technical Bids as well as Commercial bids will be opened online at Maharashtra Rajya Sahakari Dudh Mahaasnggh Maryadit Mumbai (Mahanand Dairy) Goregaon (East), Mumbai – 400 065.

Sr. No.	Particulars	Date and Time of Tender Opening
1.	APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS STATUTORY AUDITOR FOR THE F.Y.2021-22 & INTERNAL AUDITDOR (CONCURRENT) FOR THE F.Y. 2022-23.	Date:- 29.06.2021 (3.PM)

6. Tenderer should upload information and scanned copies in **PDF** format in Technical Envelope and clearly mentioned as Technical Offer and same should submit in original for verification at the time of Technical Bid opening.
7. Tenderer should up-load rate in **Commercial Envelope in specified Excel sheet.**
8. The Managing Director, Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit Mumbai (Mahanand Dairy) reserves the right to accept or reject any or all the tenders without assigning any reason.

(Sd/-)

Managing Director,

Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai

## NO. 1 TECHNICAL ENVELOPE

**A) 1. Name of the Tenderer :-**

(a) Registered address of the Tenderer :-

(b) Copy of the memorandum & Articles :-  
of Association of the Company or  
copy of the Deed of Partnership  
(as the case may be)  
(Enclose attested Copy)

(c) Company Registration No. & Year :-

(d) License Number (If Any) :-

(e) GST No :-

(Enclose attested copy of a,b,c, d & e)

**2. Address of the Main office :-**

Office Telephone Number :-

Mobile Number :-

Email ID :-

Website :-

Name of the Contact Person :- Mob:-

**Address of the Mumbai Office :-**

Office Telephone No :-

Mobile No :-

Email ID :-

Website :-

Name of the Contact Person :- Mob:-

Empanelment No. :-

(Enclose attested copy)

**(B) COMPULSORY DOCUMENTS :-**

1. Chartered Accountant/Company/Firm must be on Empanel List ( A class Category – Table – A) valid for the audit period prepared by the Registrar (Co-operative) and approved by the Maharashtra State Government/authorities to conduct Statutory Audit of Co-operative Societies under the provisions of Maharashtra Co-operative Societies Act 1960 Clause 81 and Rule 69 of Maharashtra Co-operative Societies Rules 1961. **(Enclose attested copy of the list)**
2. PAN number & Copies of last 3 years Income Tax Returns filed (Enclose attested copies)
3. Declaration letter stating that all the terms and conditions Of this tender are acceptable to the Tenderer (Enclosure no. 2)
4. Copy of the Tender conditions signed and sealed.
5. Copy of the scope of work (**ANNEXURE – A enclosed**) duly signed and sealed.
6. Details of the experience of 5 (five) years in the audit of Co-operative sector. (audit experience in manufacturing units will be preferable. Please submit valid documentary evidence i.e appointment letters, audit completion certificates of concern organization in the following format ( Enclosure No. 3)

Sr. No.	Name of the Organization	Period of Service	Rate per Year ( Rs.)
1			
2			
3			
4			
5			

**Note: If any of the documents from the compulsory documents mentioned above is not furnished in the Technical Envelope, the tender will be treated as invalid.**

**C) ADDITIONAL DOCUMENTS:**

1. Annual Turnover of the last three years.  
(Certified by the Chartered Accountant (Enclosure No.4).

**NOTE: All the original documents of which copies have been attached to the Technical Bid should be made available for verification at the time of opening of technical tender.**

SIGNATURE OF THE AUTHORISED SIGNATORY

RUBBER STAMP

SEAL  
DATE:

**LIST OF ENCL :-**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### **Registration for E-Tendering -**

For participating in the tender, online vendor registration is mandatory. Online vendor registration is already open on this site [http:// mahatenders.gov.in](http://mahatenders.gov.in). The agency has to get registered online by up-loading following documents / information.

1. Blank Tender Documents will neither be issued manually nor be sent by post or courier, Blank tender documents can be view, download by registering online on website <http://mahatenders.gov.in> from above mentioned dates. Tender fee & EMD amount has to be paid by Demand draft only. (offline only)
2. Tenders (Technical Bid & Commercial Bid) duly filled in as per the procedure stipulated in the tender document and duly signed with digital signature will be received online up to above mentioned date. It is advisable to submit the digitally signed tenders in advance of due date and time so as to avoid last minute trafficking of server. Technical bid will be opened on-line on the date mentioned above. After opening of Technical Bid and its scrutiny, the Commercial Bid submitted by the tenderer that have been qualified in Technical Bid will be opened on the same day if possible or the date of opening of the Commercial Bid will be intimated to the tenderer subsequently. In case, the submission date happens to be as Public Holiday, the immediate next working day will be the date of opening in lieu of the date mentioned. The physically submitted offer will not be considered.
3. In Technical Bid, Tenderer has to submit the copies of the documents proving his qualification as per qualifying criteria of the Tender.
4. The full tender and it's all pages shall be signed and sealed by the tenderer on every page and shall be submitted online.
5. Bid shall be treated as invalid if scanned copies as mentioned above are not submitted on-line along with the Bid.
6. Technical Bids will be opened online on above mentioned date & time on website ["http://mahatenders.gov.in"](http://mahatenders.gov.in) in the office of **The General Manager (F) & F.A., Maharashtra Rajya Sahakari Dudh Mahasangh Maraydit, Mumbai -400 065**. Agency or his authorized representative may remain present.
7. The guidelines to download the tender documents and on-line submission of bid and procedure of tender opening can be downloaded from website <http://mahatenders.gov.in>.
8. It is mandatory to submit tender on-line. Only on-line tender will be considered. The tenders will not be accepted after due date and time of submission. Further MRSDMM does not accept any responsibility for inability to use and / or for any delay in service provided by the website.
9. The right to reject any or all tenders without assigning any reasons what so ever is reserved by the Corporation.

**ANNEXURE - A****Scope & Quantum of Statutory Auditor & Internal Auditor****A) Statutory Audit (Financial Year 2021-22)**

The scope and period for conducting Statutory Audit for the financial year 2021-22 of MRSDMM, Mahanand Dairy and its units are as under :-

1. The Scope of the Statutory Audit will be as per Maharashtra State Co-op. Act 1960 Clause 81 & the provisions of Maharashtra Co-op.Societies Rules 1961.
2. The Scope specified separately for the Statutory Audit of Dairy Federations by Joint Register of Co-op Societies (Dairy) will be applicable.
3. The period for Statutory Audit and submitting audited financial statements, audit report will be from May-2022 to 31<sup>st</sup> Aug.2022

Statutory Audit fee plus Gst at prevailing rates will be paid after the receipt of Statutory Audit Report. No other remuneration / fee will be admissible other than statutory audit fee quoted in the tender except outstation traveling & out of packet expenses which will be reimbursed at actual.

**B) Concurrent Internal Audit (Financial Year 2022-23)**

The period for conducting Concurrent Internal Audit for the financial year 2022-23 of MRSDMM and Mahanand Dairy and its units commencing from 1<sup>st</sup> April, 2022 and audit fee is govern by as per G.R.dated 03.02.2016 for the Internal Audit of Co-op. societies on the following scope of work.

- 1) You will have to carry out continuous and concurrent audit work and also carry out audit of Annual accounts and issue necessary audit certificates in time.
- 2) To check all transactions namely :-
  - a) Verification of all payments including vouching and authenticity.
  - b) Checking of all purchases and sales with relevant bills and invoices.
  - c) Checking of ledgers, Cash Books, Journal Vouchers,, Salary and wages, Pay rolls, Milk Quantity Accounts and other financial records including Bank Reconciliations.
  - d) Verification & review of stock and stores periodically and physical verification of stock.
  - e) Checking & Verifications of milk & milk Product Accounts & other related records Process section.
  - f) Checking & Verifications of all accounting records in respect of MRSDMM and Mahanand Dairy, Goregaon and also Checking & Verification of tender documents of all types of purchases.

- g) Verification & Checking of all transaction related to Share Capital, State & Central Govt. Schemes/Projects funds implementing by MRSDMM
- h) Verification and checking of all accounting records of units situated at Vashi (Navi Mumbai) Pune, Nagpur Latur ,Vaibhavwadi and Skim Milk Powder Plant at Varvand –Pune.
- i) To give the advice to update the Accounting Systems from time to time.
- j) To give the financial advice for new projects undertaken by MRSDMM.
- k) Periodical review of all accounting systems.
- l) To advice and provide inputs in the implementation of new computerization system ERP and to check, verify and authentication of output of Data in ERP System.
- m) To give advice for Tax matters namely I.T.GST,GST-TDS etc.
- n) To act as a member of Tender opening committee of MRSDMM.
- o) Verification of Age-wise debtors / Creditors and advance classification on yearly basis.

At present, MRSDMM has the following Units / Plants:

- 1. Goregaon, Mumbai**
- 2. Vashi unit) & Aseptic plant**
- 3. Nagpur**
- 4. Pune**
- 5. Vaibhavwadi**
- 6. Latur**
- 7. Skim Milk Powder Plant at Varvand ( Pune )**

Inernal Audit fee plus Gst at prevailing rates will be paid after the receipt of Quarterly Audit Report. No other remuneration / fees will be admissible other than Inernal Audit fee quoted in the tender except outstation traveling & out of packet expenses which will be reimbursed at actual.

(Sd/-)

Managing Director  
Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit,Mumbai  
(Mahanand Dairy)







