

**Government of Maharashtra**



**Request for Proposal  
Appointment of Internal Auditor for MTDC All Locations**

Date: 16<sup>th</sup> March 2024

**Maharashtra Tourism Development Corporation Ltd.**

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

[www.mtdc.co](http://www.mtdc.co)

**E-Tender Notice**

**Appointment of Internal Auditor for MTDC All Locations**

**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](http://www.mtdc.co)**

**Last date Submission: 22/03/2024 18:00pm**

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

**Last date Submission: 21/03/2024 18:00pm**

**Managing Director**

**Maharashtra Tourism Development Corporation Ltd.**

**Office Address: -Mafatlal House 1<sup>st</sup> Floor H.T.Parekh Marg 169**

**Backbay Reclamation Church gate Mumbai: -400020**

**Tel : 022-41580998**

Sd/-

Managing Director,

Maharashtra Tourism Development Corporation Ltd.

## **I. SCOPE OF WORK**

The Management of MTDC has decided to create a panel of reputed CA firms for various accounts and taxation related works of the Corporation for the period of 2 financial years (2024-2025, 2025-2026 ). The scope of work for empanelment is as follows:

1. Dealing with all type of Tax matters, whether direct or indirect.
2. Tax audit under Income Tax Act.
3. M-VAT / CGST, SGST, IGST working, returns and GST Audits.
4. The firm should examine the expenditure of Travelling Allowance, Dearness Allowance as per Govt. norms (As per GR). Ensure approval to air tickets by head office.
5. The firm should examine the expenditure was made within the power delegated by head office.
6. You should verify of audit compliance of earlier audit reports of Internal Audit/ Statutory audit.
7. Preparation of Asset Register as per companies Act.
8. Internal audit work and accounts ledgers (Trial Balance) to be reconciled of the corporation.
9. Control Account with be Reconciliation for Head Office & R.O. & Units.
10. Any other matter related to Accounting, Auditing, Recovery and Financial matters services Provided Etc. as incidental & instructed by corporation.

## **II. 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 or working MTDC 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 shall be called for presentation to the Management.

There shall be 60% marks for technical qualification and 40% marks for presentation.

By adding the marks of technical qualification and presentation final selection shall be done. MTDC reserve the right to select or reject of all offers / submissions.

**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	1000/-
2	Earnest Money Deposit(EMD)	0/-

## 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	<b>Request for Proposal</b> <b>Appointment of Internal Auditor for MTDC</b> <b>All Locations</b>
3.	Tender Document Download Start / Expiry Date& Time	<b>Start Date: 16.03.2024 at 09:00am</b> <b>Expiry Date: 22.03.2024 at</b> <b>6:00pm</b> Please visit the below mentioned e-Tendering website <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> <a href="http://www.mtdc.co">www.mtdc.co</a> <b>Bidder Should Submitted hard copy to mtdc</b> <b>head office at Account Branch</b> <b>Last date Submission: 21/03/2024 18:00pm</b>
4.	Last date for submission of bids	<b>On 22.03.2024 at 6:00 pm</b>
5	Last date of Hard Copy Offline Submission	<b>21.03.2024 6.00PM</b>
6	Date of Bid Opening	<b>26.03.2024 at 3.00 PM</b>

## 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> 5  
[www.mtdc.co](http://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](http://www.mtdc.co)
- b) Bidder Should Submitted hard copy to mt dc head office at Admin Branch
- c) Last date Submission: 21/03/2024 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 excluding 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.

Name of the Regional Office	2024-2025	2025-2026
Head Office, Mumbai		
Deccan Odyssey, Mumbai		
R.O.Ratnagiri		
R.O. Nashik		
R.O. Nagpur		
R.O.Amravati		
R.O.Aurangabad		
R.O. Pune		
Total		

## 10. MTDC All Location List :-

Reginal Office	Units / HR
<b>Head Office</b>	Head office and Deccan Odyssey Train
	Elephanta Resort and Restaurant
	Kharghar Resort and Restaurant
	Titwala Resort
<b>R.O. PUNE</b>	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
<b>R.O. RATNAGIRI</b>	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
<b>R.O. NASHIK</b>	Bhandardara Resort And Restaurant
	Hotel Shirdi Resort and Restaurant
	Gangapur Resort and Gangapur Dam Club And Restaurant
	Boat Club Nashik Restaurant
<b>R.O. NAGPUR</b>	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
<b>R.O. AMARAVATI</b>	Chikhaldara Resort and Restaurant
<b>R.O. AURANGABAD</b>	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**

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**Maharashtra Tourism Development Corporation**

