



MAHARASHTRA STATE WAREHOUSING CORPORATION

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Email: - financebranch.ho@mswc.in, fa@mswc.in,

Website: mswarehousing.com

No. MSWC/FIN/CA/670

Date: - 16/09/2025

To,

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Sub: -To outsource the work related to Module-I Internal Audit of Head Office, MSWC for F.Y. 2025-26.

Sir/Madam,

The Maharashtra State Warehousing Corporation is inviting sealed quotation for to outsource work related to Module-I Internal Audit of Head Office of MSWC for F.Y. 2025-26. The details are as below:

Sr. No.	Module No.	Scope of work as per	Description
1	Module-I	Annexure-A	Internal Audit of Head Office, MSWC for F.Y. 2025-26.

The brief details of task/scope of work to be carried out mentioned in **Annexure A**. The Eligibility Criteria of the Bidder is as mentioned in **Annexure B**, which may please be noted.

In view of above, it is requested to go through the objectives and scope of work at 'Annexure A', Eligibility Criteria of the Bidder is as mentioned in **Annexure B** and quote your fees (excluding taxes) for above mentioned Module for one year period i.e. for F.Y. 2025-26 in the prescribed format as per **Annexure-C** (enclosed herewith).

In Technical proposal, Bidder has to submit the copies of the documents proving his eligibility as per eligibility criteria of the Bidder.

The Financial proposal and technical proposal should be submitted in separately under a 'sealed cover' by SPEED POST or BY HAND and addressed to the General Manager (A&A) & F.A., Maharashtra State Warehousing Corporation, 583/B, Market Yard, Gultekdi, Pune-411037 on or before 24/09/2025. The bidder must clearly mention the Module name for which they are applying/bidding on the sealed envelope. If the envelope is not properly sealed, MSWC will assume no responsibility for the misplacement or premature opening of the proposal.

For all purposes, MSWC reserves all rights about work allotment.

The Financial proposals will be opened before the committee members & Appointment details will be communicated to you separately through email. Please adhere strictly to the time & date for submission of the sealed offers.

Thanking You.

Yours Sincerely

Encl- Annexure- A, B, C &

General Manager(A&A) F.A.

Annexure- A

Module-I – Internal Audit of Head Office

- **Objectives:**

MSWC proposes to appoint firms of Chartered Accountants as its Internal Auditors to conduct internal audit at HO and Field Offices [Eight Regions with warehousing centres and a Container Freight Station (CFS)].

The Internal Auditor at HO, would mainly be responsible for the following functions-

- i. To examine and report on the adequacy and effectiveness of the internal controls and suggest ways for their improvement.
- ii. To examine the adequacy and effectiveness of the quality of performance in carrying out the assigned responsibilities and suggest ways for their improvement.
- iii. To examine and report on whether the books of accounts and other records maintained are adequate enough and whether the financial reports are reliable & provide the results of the actual operations accurately and promptly.
- iv. To examine and report on whether the policies/guidelines/norms prescribed or financial procedures laid down by the management and the provisions of various applicable laws are being followed strictly/complied with.
- v. To examine and report on whether the resources have been deployed economically and efficiently.
- vi. To review the operations or programs to ascertain whether they are consistent with the established objectives and goals and whether the operations or programs are being carried out as planned.

- Scope of the Work

FINANCE & ACCOUNTS AUDIT

As part in the overall Internal Audit System of MSWC, the scope of work of the Internal Auditors would *broadly* cover (but not limited to) the following areas. Scope of Internal Auditor at Head Office up to finalization of accounts (Including FSD, SMART, RKVY etc.). The audit of all the processes with associated risk would be taken up on Quarterly basis

- a) All transactions and accounting entries in books of accounts up to Finalization of Accounts in SAP till finalization of accounts and adoption in BOD.
- b) All the functions of respective branches of MSWC with respect of financial matters.
- c) All Payments to Govt. authorities/Service providers/contractors/consultants/Suppliers/ Vendors/ etc.
- d) Collection & Payment of All due Taxes, Advance Tax working data and calculation information.
- e) Payments of mobilization advance to contractors of any amount.
- f) Advances given and its adjustments.
- g) Different Financial Ratio Calculation as and when required by MSWC e.g. IRR, BEP, Net-Worth Certificate, financial ratio etc. as and when required for Annual Account.
- h) To undertake such activities and measures to comply with the observations of statutory auditors, Govt auditors etc.
 - i. To explain to the management even up to BOD with w.r.t. matters of Audit and Accounts.
 - ii. MIS Report for audit points and its compliances should be submitted timely.

Details of Scope of Work:

1. Internal Auditor must guide regarding points raised by Statutory & Govt. Auditors on accounts of MSWC and give solution or suggest rectification entry regarding that.
2. Ledger scrutiny and rectification of entries should be made every month.
3. Guidance for rectification vouchers & reversion entries to be made in **Tally & SAP/SAP HANA system.**
4. Compliance of Schedules viz. schedule M (Advances), Schedule N [other debit balances], EMD & SD etc. and other accounts.
5. Assist regarding compliance of queries raised by auditors regarding Accounting Standards.
6. Reconciliation of balances of sundry debtors, sundry creditors, loan & advances & various other debit/credit balances with books of accounts in SAP/SAP HANA/Tally.
7. Reconciliation of all Bank Accounts and work-related flexi/MOD of all banks
8. To prepare Cash flow & Fund flow statement as per AS 3
9. Verification and rectification of Receivables & Payables.
10. To assist for making entries of Provisions & Bad Debts etc.
11. To assist regarding applicability & provisions in Micro, Small & Medium Enterprises Development Act, 2006.
12. To assist regarding preparation of registers of Lease Deeds, Title deeds, Movable & immovable property registers, Deposits (FD) registers etc. & comprehensive fixed Asset register incorporating the asset details of the entire centers including Head Offices & RM verification of above register. To reconcile the same with books of Accounts in SAP.
13. To assist for preparing various Accounts heads / Ledger heads, Capitalization of Assets, Capitalization of Term loan etc.
14. To assist regarding preparation & maintenance of accounts as per Accounting Standards/IAS/ IFRS / through **Tally/SAP/SAP HANA entries.**
15. To assist any other matter/query raised by the Statutory Auditors/Govt. Auditors/Board of Directors/Tax Authorities etc.

16. To prepare & workout of I.R.R.ratios and financial viability of new constructions/project work etc. as and when required by MSWC.
17. Submission of Internal Audit Report quarterly on basis and within 15 days from end of audit.
18. To suggest the rectification of the errors of Omission, Commission & Principle Observed during the audit period & quarterly observed compliances made by concern & report to G.M. (A&A) & F.A.
19. Verification of Investments & Statutory dues paid & returns filed etc. Guidelines for investments from time to time in view of changes, Guidelines regarding timely payment of taxes.
20. Identify the deviations, deficiencies, irregularities & inconsistencies observed during the Financial Year & suggest corrective measures.
21. To give observation & suggestions for improvement of accounting system & internal control and rectification of entries in SAP.
22. Balance sheet shall be consolidated and frizzed before starting of Statutory Audit.
23. It is mandatory to auditor to attend Board of Directors meeting & Annual General Meeting and shall be answerable to queries raised by Statutory Auditors & BOD on behalf of MSWC
24. Term Loan -Repayment of Term Loan, Cash flow Analysis. Financial certifications as and when required for term loan purpose by banks or other institutions.
25. Net Worth Certificate as and when required by MSWC.
26. It is mandatory to internal auditor to assist at H.O. up to Finalization of Annual Accounts.
27. Provident Fund Audit at H.O.
28. Pension Fund Audit at H.O.
29. Gratuity Fund Audit at H.O.
30. Quarterly finalization of all accounting in SAP and submission of Report.
31. Provide Certified copy of Stock Certificate as and when required by MSWC.
32. Migration Audit of MSWC SAP to SAP HANA or any other ERP System

Applicable for both -Internal Audit of H.O. & Regions

1. The major issues to be covered are adherence to the contractual obligation by the concessionaire, consultants, control over the pre-construction activities, payments towards the change of scope, consultants pay out, payment of grant. The Internal auditors may verify submission of the relevant documents by the concerns at Centres/RMs/HO. & Accounting of Grant received and expenses made out of grants of FSD, RKVY etc and new projects if any. Accounting of any unspent grants at the time of finalization of accounts.
2. Monitoring the systems and procedures adopted in functioning and provide suggestions on a continuous basis for their improvement. Follow up previous Internal Audit Reports, while conducting current internal audit as regards compliance and action taken.

Checking of tax deducted at source (TDS), GST, I-Tax, Labor Cess, Royalty, Stamp duty etc., including with-holding tax in respect of the depositors, contractors, etc., before deposit of the same at HO as per the due dates. For Field Offices, this shall be covered as part of the post audit of the transactions. Any other assignment instated of above

Not with standing anything mentioned above, all the aspects mentioned in the Policy guidelines the Internal Audit will be covered during each audit. Internal Auditor will give its findings on each of the points covered in the all guidelines.

During the course of audit, provide specific advice/guidelines, including updating on accounting and taxation matters, as also advising on the Accounting Standards issued by ICAI that are applicable to MSWC.

3. Need based special audit, transaction audit, Migration audit etc. of MSWC Audit review of collection system and suggest measure for improvement. The execution of these items will be at the discretion of MSWC.
4. Training to officers and staff of MSWC on maintenance of Books of Accounts, SAP entries, Standard Operating Procedures, adherence of Accounting Standard, MSWC Act, Rules and regulations, Income Tax, Value Added Tax & Service Tax etc. as per training programme fixed by MSWC. The execution of these items will be at the discretion of MSWC.
5. In addition to need based special audit as referred above, specific audit of any particular aspect may also be entrusted by MSWC to Internal Auditor.
6. MSWC reserves the right to disqualify any bidder based on any grounds it deems appropriate, without any obligation to inform or justify the same.
7. Matter relating to any dispute or difference arising out of present tender document, and subsequent contract based on the tender document shall be subject to exclusive jurisdiction of courts at Pune only.

Annexure- B

Eligibility Criteria for Appointment of Bidder

Bidder should fulfil eligibility criteria mentioned as below:

1. Minimum 5 years of Firm's Existence in Pune from date of establishment/incorporation of Firm.
2. CA Firm should have at least 1 Partner and 1 paid CA at Pune.
3. At least One Partner/ paid CA should have minimum 5 years of experience in Practice.
4. Minimum Five years of experience in Statutory Audit / Internal Audit/ as a consultant or 3 years experience should be in Warehousing Sector.
5. Experience of Internal audit/ Statutory Audit/as a Consultant in SAP/SAP HANA System with PSU/Gov./Public Limited Company, which turnover is minimum 300 Crores.
6. Average Turnover of the Firm should be Minimum Rs.30 Lakh during the preceding 3 Financial Years.
7. Empanelment with C&AG.
8. Experience in working with SAP/SAP HANA system, Migration Audit.

Annexure- C

Financial proposal for the work as per scope of work mentioned as Annexure- 'A' -

(Amount Rs.)

Work details	Fees per Annum (inclusive of all overhead) (for F.Y. 2025-26) (Excluding all taxes)
Module-I Internal Audit of Head Office	

Note: - Taxes, as applicable, at the time of payment shall be paid extra.

We undertake to perform the work as described in the Scope of work within all stipulated time limits.

Place:

Date:

Authorized Signatory

(Signature & seal of the Authorized signatory)