



**MAHARASHTRA STATE WAREHOUSING CORPORATION**

**583/B, Market Yard, Gultekadi, PUNE-411 037**

**Tel. 020-24262951,24206800,24206865**

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**Website: [mswarehousing.com](http://mswarehousing.com)**

**No. MSWC/FIN/CA/676**

**Date: - 16/09/2025**

**To,**

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**Sub: -To outsource the work related to Module-II - Internal Audit of Mumbai Region, MSWC for F.Y. 2025-26.**

Sir/Madam,

The Maharashtra State Warehousing Corporation is inviting sealed quotation for to outsource work related to Module-II Internal Audit of Mumbai Region of MSWC for F.Y. 2025-26.

The details are as below:

Sr. No.	Module No. & Name	Scope of work as per	Description
1	Module-II	Annexure-A	Module-II Internal Audit of <b>Mumbai Region</b>

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 and Region name for which you 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 Please adhere strictly to the time & date for submission of the sealed offers.

Thanking You.

Yours Sincerely

Encl- Annexure- A, B, C & I

**General Manager (A&A) & F.A.**

## **Annexure- A**

### **Module-II - Internal Audit of Field Offices**

- (i) Post Audit of all transactions and accounting entries, financial transactions including all cash and bank transactions and related records, procurement, etc. at the field offices as listed in **Annexure I**, However, depending upon actual number of Regions/Centres as may be confirmed by MSWC before audit (based on the increase and decrease in the number of Regions/Centres), the audit work shall be taken up by the Internal Auditors. The audit team visiting the Regional Offices/CFS for internal audit on a half yearly basis would cover the period till 30<sup>th</sup> September and 31<sup>st</sup> March. The internal audit shall be completed by November for the period April to September and by May for the period October to March.

At least, two post audits of each warehouse in a year as up to the Date of audit from the previous audit.

- (ii) The Field Offices Internal Auditors shall audit the following matters relating to management of completed sections named as Corridor Management Unit:
- Review the Monthly Audit reports submitted by the Centers & regions, rent, storage charges accounted at and Warehousing Centres and collected at centres or Regions.
  - Checking of monthly collections of rent, storage charges, rebate etc accounted, date of its deposit in bank, copy of bank statement and working of interest on user fee collection etc.
  - Assets verification on half yearly basis.
  - Identify process control weaknesses/gaps in the accounting system observed during the course of carrying out the work and suggest improvements.
  - Checking proper implementation of (a) Operations and Maintenance (O&M) contracts and (b) Supervision Consultancy contracts, (c) all activities related with warehousing business of MSWC., (d) Payment of all statutory deductions in due date.

#### **Recommending the course of actions that MSWC should consider in various cases and suggestions.**

The basic thrust of the MSWC is to provide warehousing facility as per Warehousing Corporation Act, 1962. Various books of accounts and reports are to be maintained at various levels by taking MIS or taking entries in accounts. Internal auditors may verify submission of the relevant documents by the authorised person of Head Office or Field office.

The internal auditor shall accordingly evaluate and will include such tests and controls as the auditor may consider necessary under the circumstances. In conducting the audit special attention should be paid to the following

1. Amounts received by Centre-In-charge should be immediately deposited in Bank Account of MSWC by next working day.
2. The monthly expenditure done by the Regional Manager should compared with budget provision and expenditure during the month, cumulative expenditure against the activity/sub-activity during the year should be reviewed in the internal audit with supporting documents.
3. The procurement procedure adopted for civil works, goods and consultancy services should be reviewed by the internal auditors and it should be ensured that correct procedures as per the procurement guidelines have been followed for each procurement.
4. It shall be ensured that the records of all procurement, agreements, work/purchase orders, invoices, receipts, stock registers etc are properly maintained, duly linked and retained. The auditor shall also review contract management and whether business standards for payment to contractors are being adhered to.
5. The auditor shall ensure the efficiency and timeliness of the funds flow mechanism at each and every level of MSWC.
6. The auditor shall ensure that all Centres and Regional Offices deposits & payments with various bank accounts are maintained as per the guidelines mentioned in Companies Act & as per MSWC policies and procedure only.
7. The auditor shall ensure that all necessary supporting documents, records, have been separately filed in respect of all Regional Offices and that clear linkages exist

between the supporting documents, accounting books and records and the monthly financial reports from the respective spending units and corresponding entries in SAP.

8. The internal auditor shall ensure that the adequate records are maintained regarding the assets created and assets acquired by the Corporation at all Centres & all Regional Offices including description, details of cost, identification and location of assets. Carry out physical verification at least once in year of the assets created and status of the utilization. The internal auditor shall check as to whether the terms and conditions of contract of building new infrastructure as well as assets purchased during the financial year have been adhered with respect to time and money.
9. Whether the accounting for the advances to line departments various employees or creditors are settled within due time and concern units/Centres/regional Office is properly recorded in the accounting books/SAP.

Review of systems for to be in place for monitoring the receipt of periodic financial reports & follow up on overdue reports are adequate. Exceptions should be identified and reported, along with corrective measures.

10. To review all financial reports are submitted in a timely manner & timely day to day entries are completed in SAP.
11. While conducting internal audit in a subsequent phase the auditor shall ensure that the compliance report on audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the Audit Report of the subsequent phase. Monthly MIS of the same.
12. Routine errors of omission or commission noted during the course of internal audit may be rectified through on the spot guidance for all kind of stock as well as financial entries as maintained at the centers /R.O. manually /through SAP/SAP HANA/or through tally.
13. The Internal Auditor will undertake minimum 2 audits in a year of each Centre.
14. Monthly Audit compliances follow up be taken and management review report be submitted by Auditor for the Region entrusted to them.
15. The Auditor will have to carry out audit of any Warehouse, Centers at any given time if asked by MSWC separately. Whatever may be time criteria.

In routine the auditors should submit half yearly reports to MSWC maximum within a period of 15 days after the end of each audit. The Internal audit program and sample coverage for each month will be drawn up by the internal auditor in consultation with MSWC. Coverage in each month will be decided following a risk-based approach taking into consideration factors such as quantum of expenditure, performance in terms of reporting, progress of work etc. and any other relevant factors that the auditor or the management deems relevant.

16. The auditors shall verify whether monthly expenditure done by Regional office is tallied with details given by concern centers in that region or not. Auditor has to take necessary rectifications and get it submitted duly checked & reviewed & inform to that particular R.O. & H.O.
17. The auditor shall assist to that concerned RM, Centre or H.O. office regarding applicable taxes time to time and its compliances. (TDS, WCT TDS, GST etc.) and monthly payments/collections of all relevant taxes.
18. The auditor shall check GST and other taxes information is submitted correctly or not.
19. Petrol pump and Agro-Logistic Park Audit.
20. CSD labor PF audit at Nagpur Region.
21. CFS system audit.
22. Ledger's scrutiny and rectification of entries made by all Regional Managers.
23. Balance sheet shall be consolidated and frizzed before starting of statutory audit and all reports be submitted before Statutory Audit.

### **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. 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 of MSWC, transaction 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, Standard Operating Procedures, adherence of Accounting Standard, MSWC Act, Rules and regulations, Income Tax, GST, I-Tax, Labor Cess, Royalty, Stamp duty etc., 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 jurisdiction of Regional Office from date of establishment/incorporation of Firm.
2. CA Firm should have at least 1 Partner and 1 paid CA in jurisdiction of Regional Office.
3. Atleast 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 as internal auditor.

**Annexure- C**

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

**(Amount Rs.)**

<b>Work details</b>	<b>Fees per Annum (inclusive of all overhead) (for F.Y. 2025-26) (Excluding all taxes)</b>
<b>Module-II Internal Audit of Mumbai Region</b>	

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)**

**Annexure- I**

<b>MUMBAI Region, P.L.6A Sactor 1,8/5, Shivkrupa Apts., Khanda Colony, New Panvel (W)</b>						
<b>Sl. No.</b>	<b>District</b>	<b>Taluka</b>	<b>Centers</b>	<b>No. Of Godowns</b>	<b>Capacity MT</b>	<b>Address</b>
1	Thane	Mumbai	Vashi Bond	1	1580	MSWC, Plot no 37, Sector no 18, APMC, Washi-400703
2	Thane	Mumbai	Vashi General	2	3015	MSWC, Plot no 37, Sector no 18, APMC, Washi-400703
3	Palghar	Palghar	Palghar	3	5000	MSWC, Nandore Naka, Palghar Thane - 401404
4	Raigad	Karjat	Karjat + Karjat (Anjap)	1	1450	MSWC, Dahivali, APMC Karjat Raigad
5	Raigad	Karjat	Panvel (Multi Story)	4	8100	MSWC, Truck terminal, Libra weighbridge, Kalmboli-410210
6	Raigad	Karjat	Panvel (Cold Storage)	1	5000	MSWC, Truck terminal, Libra weighbridge, Kalmboli-410210
7	Raigad	Kalamboli	Kalamboli Bond			MSWC, Opp.Track Turminal, Kalamboli, A/P- Kalamboli, Tal.-Kalamboli, Dist.-Raigad 41021
	Raigad	Kalamboli	Kalamboli			
8	Raigad	Taloja	Taloja Bonded	2	9558	MSWC, Plot no L4, MIDC, Taloja-410206
	Raigad	Taloja	Taloja General	6	16622	MSWC, Plot No L MIDC Area , Taloja, A/P- Taloja, Tal.-Taloja, Dist.-Raigad 410206