



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashtra )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750

email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com)

[www.shriyotiba.com](http://www.shriyotiba.com)

**Form Fee Rs. 1180/-**

## **E- Tender**

### **APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITOR AND TAX CONSULTANT for the F.Y.2023-24 , 2024-25 & 2025-2026.**

**Website: - <http://mahatenders.gov.in>**

**ISSUING OFFICE:**

Devasthan Management Committee, Western  
Maharashtra, Kolhapur 2402/ 2 Apana Bank Building,  
Shivaji Peth Kolhapur 416012

Ph. No. – (0231) 2626147/2626750

**Web** - [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com)

**Email** – [dmckolhapur@gmail.com](mailto:dmckolhapur@gmail.com)



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashta )  
2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750 email-dmckolhapur.gmailcom  
visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com) [www.shriyotiba.com](http://www.shriyotiba.com)

## **TENDER NOTICE**



**DEVASTHAN MANAGEMENT COMMITTEE  
WESTERN MAHARASHTRA, KOLHAPUR**  
2402, 'A' ward Apana Bank Building, Shivaji peth, Kolhapur  
Ph-0231- 2626147 / 2626750

**E-Tender Notice for appointment of Chartered Accountant Firms for Internal Audit**

Devasthan management committee, western Maharashtra, Kolhapur. Invites Online Tenders (e-tender) from reputed & experienced Firm for Following work.

No	Name
1	Chartered Accountant Firms for <b>Internal Auditor And Tax Consultant</b> service for F Y 2023- 24 to 2025- 2026

For the details of Tender document, interested bidders should visit <http://mahatenders.gov.in/tenders>

Tender submission would be online and the deadline to submit the proposals is 18/07/2023 before 14.00 Hrs.

Sd/-  
**Secretary**  
Devasthan management committee  
Western Maharashtra Kolhapur

Audit Nivida- Internal Audit



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashtra )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750

email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com)

[www.shriyotiba.com](http://www.shriyotiba.com)

On behalf of the **DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA, KOLHAPUR** , the undersigned invites on line e-tenders for the following work -

Sr. No.	Particulars of works	EMD (Rs.)	Tender Form fee (Rs.) + % GST	Validity(days)
1.	<b>APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITDOR And Tax Consultant for the F.Y. 2023-24, 2024-25 &amp; 2025-2026</b>	50000	1180	120 days

Complete bidding process will be online (e-tendering). All the notifications & detail terms and conditions regarding, this tender notice here after will be published online on web site [www.mahatenders.gov.in](http://www.mahatenders.gov.in).

**Tenderer should upload and rate as he desire in Commercial Envelope (In PDF) Format**

**Note: Bidder has to select the payment option as online to pay the tender fee as applicable. The tender form fee and EMD should be paid via online mode only.**

The tender form fee and EMD should be paid via online mode. The tender fee and EMD should be paid separately .The Tender form fee and EMD should be accept in the form of online payment .

**Note:- the online payment should be on dated before closing of the said tender date. Failing to do so DMC reserve rights to reject the said bidder.**

(.....)

**Secretary**

**Devasthan management committee  
western Maharashtra ,Kolhapur**

Audit Nivida- Internal Audit



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashta )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750

email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com)

[www.shriyotiba.com](http://www.shriyotiba.com)

**TENDER SCHEDULE**

1. Date of Publishing:- 03 /07 /2023
2. Document Download / Sale Start Date :- 03 /07 /2023 from 11.00AM
3. Document Download / Sale End Date: - 18/07/2023 up to 14.00 PM
4. Bid Submission Start Date :- 03 /07 /2023 from 11.00 A M
5. Bid Submission End Date: - 18/07 /2023 up to 14.00 PM
6. Bid opening Date (Technical Date) :-20 /07 /2023 at 15.00 PM (If Possible)

(.....)

**Secretary**

**Devasthan management committee  
western Maharashtra ,Kolhapur**



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashtra )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750 email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com) [www.shriyotiba.com](http://www.shriyotiba.com)

**TECHNICAL DOCUMENT**

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

1. (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) :

2. (a) Company Registration No. & Year :

(b) License Number (If Any) :

(Enclosure A & B)

3. Location of the office :

Telephone No :

Fax No :

Email :

Mobile No. :

**(B) COMPULSORY DOCUMENTS :**

1. Income tax Permanent Account No. and copy of the last filed return. (Enclosure No. 1)
2. Declaration letter stating that all the terms and conditions Of this tender are acceptable to the Tenderer (Enclosure no. 2)
3. Copy of the Tender conditions signed and sealed
4. Copy of the scope of work (which is annexed herewith ) duly signed and sealed
5. The details of the experience during the past three years to the various Trust/PSU/Government project in Maharashtra/other States. (Please submit proper evidence from respective organization's Enclosure No.3), in the following format.

SR. NO.	NAME OF THE ORGANISATION	PERIOD OF SERVICE
1		
2		
3		

**N.B. : 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.**



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashtra )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750 email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com) [www.shriyotiba.com](http://www.shriyotiba.com)

**C) Eligibility criteria:-**

- 1) The company or said firm must have 10 years of audit experience in Trust sector, self declaration should be attached in this regard.
- 2) The company or said firm must have Head office in Maharashtra & branch office at Kolhapur .
- 3) The company or said firm must have maximum 5 full time partners in their organization out of it minimum 2 partner should FCA.
- 4) The company or said firm must have minimum average turnover of Rs. 25 Lakhs during last three years.
- 5) The company or said firm must have at least 20 manpower in their organization.
- 6) The company or said firm must have at least experience of internal audit of one Devsthan Trust having annual Donations receipts of Rs. 10 Cr & above for at least 3 years. Letter of appointment must enclosed as a proof.
- 7) The company or said firm must have handled at least 10 audit ( Statutory/ Internal Audit) assignments of Trust or Govt Projects/PSU during last 5 years.
- 8) The company or said firm must empanelled with panel of Chartered Accounts maintained by CA&G.

**D) ADDITIONAL DOCUMENTS:**

1. Annual turnover of the firm for the last three years. :
- (Certified by the Chartered Accountant Enclosure No.4).
2. GST Registration No. :
3. Ca & G Panel No :

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

**SIGNATURE OF THE AUTHORISED SIGNATORY**

**RUBBER STAMP**

**SEAL**

**DATE:**

Audit Nivida- Internal Audit



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashtra )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750 email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com) [www.shriyotiba.com](http://www.shriyotiba.com)

**Scope & Quantum of Internal Auditor**

**A) Internal Audit & Tax Consultant (Financial Year 2023-24, 2024-2025,2025-2026)**

The scope and period for conducting Internal Audit for above mentioned period of **DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA ,KOLHAPUR** and it's sub offices for every quarter of every financial year.

**Internal Audit & Tax Consultant (Financial Year 2023-24, 2024-2025,2025-2026)**

- 1) Bidder will have to carry out internal audit work and also carry out audit of Annual accounts and issue necessary audit certificates in time.
- 2) To check all transactions namely.
- 3) To make compliance of Audit points of Statutory Audit Report.
- 4) To prepare Balance-Sheets for every financial Years.
- 5) Final Statement
- 6)
  - 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, journals, salary and wages, pay rolls, various donation Accounts and other financial records including bank reconciliations & relating accounting queries.
  - d) Verification & review of stock and stores periodically and physical verification of stock.
  - e) Compliances regarding TDS , salary professional tax returns, GST returns & income return of committee or any queries advice of IT department & bank.
  - f) Coordination with statutory auditors & CAG Auditors & help DMC for settling their queries.
  - g) To give the advice to update the Accounting Systems from time to time. & opinions on various tenders, tax and accounting related matters.
  - h) To advice & provide inputs in the implementation of new computerization system ERP and Checking, Verifying & Authentication of output Data in ERP System.
  - i) Consultation regarding investment.
  - j) Consultation regarding tender & policy.

In addition to this, you will be paid GST (as applicable) on audit fees as per prevailing rate. No other remuneration / fee will be admissible other than the fees mentioned above except outstation travelling and out of pocket expenses which will be reimbursed at actual. The payments of fees will be made yearly after receipt of the audit report.

(Sd/-)

(.....)

Secretary

Devasthan management committee  
western Maharashtra ,Kolhapur



**DEVASTHAN MANAGEMENT COMMITTEE WESTERN MAHARASHTRA KOLHAPUR.**

( Under Law and judiciary Department Government of Maharashta )

2402,A ward ,Apana Bank Building ,Shivaji Peth, Kolhapur 416012.

Tel:0231-2626147/2626750 email-dmckolhapur.gmailcom

visit us [www.mahalaxmikolhapur.com](http://www.mahalaxmikolhapur.com) [www.shriyotiba.com](http://www.shriyotiba.com)

**APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR FOR  
INTERNAL AUDITOR AND TAX CONSULTANT  
FOR THE F.Y. 2023-24, 2024-2025,2025-2026**

Website: - <http://mahatenders.gov.in>

**COMMERCIAL BID**

We, the undersigned, offer to provide the internal audit services for the above in accordance with your request for proposal and our financial proposal is as under-

No.	Work	Basic rate	GST	Total Amt. (Basic Rate + GST)
1	Internal Auditor And Tax Consultant F.Y. 2023-24, 2024-2025,2025-2026			
2	(If Desired) F.Y. 2026-2027			
3	(If Desired) F.Y. 2027-2028			

Place : .....

Date : .....

Authorized Signatories  
(Working Partner of the Bidder)  
Name, Membership No. of ICAI  
Name and Bidder/ Address and seal

**Note : Above from Shall be filled & uploaded in commercial offer without any correction / overwriting.**