



आईएसओ 9001-2015 पत्तन
AN ISO 9001-2015 PORT



वसुधैव कुटुम्बकम्
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मुर्गांव पत्तन प्राधिकरण
MORMUGAO PORT AUTHORITY

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)
(MINISTRY OF PORTS, SHIPPING AND WATERWAYS, GOVT. OF INDIA)

वित्त विभाग

FINANCE DEPARTMENT

प्रशासनिक कार्यालय, हेडलेण्ड-सडा, मुर्गांव, गोवा - ४०३८०४

ADMINISTRATIVE OFFICE, HEADLAND-SADA, MORMUGAO, GOA- 403 804

Phone : (0832)2521130

E-Mail : facao@mptgoa.gov.in



FA/IA/80-C/2023

dt.16.02.2023

To,
M/S.

Sub: Quotation for conducting Statutory Audit of Pension & Gratuity
Trust Fund of MPA for F.Y. 2022-23,2023-24 & 2024-25.

Sir,

MPA is one of the 12 Major Ports in India . The Pension Fund & Gratuity Fund of the port as on 31.03.2022 is Rs.2319.61 Crores and Rs.116.68 Crores respectively. At the end of every F.Y. the Receipts & Payments, Income & Expenditure Investment Statement and Balance Sheet of the Pension Trust Fund and Gratuity Trust Fund is prepared separately.

Sealed quotations are invited from practicing Chartered Accountant to carry out Statutory Audit of **“Pension Trust Fund and Gratuity Trust Fund for the Financial Year 2022-23, 2023-24 & 2024-25”**.

Earnest Money Deposit : Rs. 1,000/-
Estimated cost of audit for 3 year : Rs. 24,000/-

The detailed scope of work, terms and conditions etc., are enclosed herewith at Annexure I, II & III. You are required to submit your offer for Statutory Audit to this Office on or before 27.02.2023.

In case you need any details, you may kindly contact Shri Raghunath Morajkar, Dy.CAO I,/Shri Noel D'mello Phone No.0832 2594405/2594406. You may also contact us through email communication at noel.dmello@mptgoa.gov.in / facao@mptgoa.gov.in

Yours faithfully

(Anant V.P. Chodnekar)
Financial Adviser &
Chief Accounts Officer

Terms & Conditions

1.	Description of service:	The Statutory audit of Pension & Gratuity Trust Fund for FY 2022-23.2023-24 & 2024-25 of Mormugao Port Authority.
2.	Address	Administrative Office, Headland Sada, Goa – 403 804
3.	GST reg.No.	GST number 30AAALM0293P1ZY
4.	Scope of Work	Certification of Receipts & Payments , Income & Expenditure and Balance Sheet of Pension Trust Fund and Gratuity Trust Fund.
5.	EMD	Earnest Money Deposit of Rs.1,000/- (One thousand only is payable by the bidder . The EMD to be preferably paid online through NEFT/RTGS. However bidder can also pay EMD in the form of Demand Draft drawn in favour of Mormugao Port Authority payable at Mormugao Harbour /Vasco-da-Gama which shall be enclosed alongwith Tender document. The earnest money deposited by the unsuccessfully bidder will be refunded within reasonable period of time without interest. The EMD of successfully dealer will be adjusted towards the security deposit and same will be refunded after successful completion of Audit .
6.	Requirement of submission of offer	<p>a. Charges/fees for conducting the work as per scope mentioned above shall be submitted as per Annexure-II.</p> <p>b. I) The firm/or the Partner shall have minimum 5 years experience in carrying out Statutory/Internal Audit. ii) The firm or the Partner should have carried out Statutory Audit or Internal Audit of any organization having turnover of Rs. 100 crores for at least one year during last 5 years.(Copy of work order for audit).</p> <p>c. Only practicing Chartered Accountant empaneled by C&AG or RBI can apply by quoting their registration number either with C&AG or RBI.</p> <p>d. The sealed envelope containing quotation should be superscribed "QUOTATION FOR Statutory Audit of Pension & Gratuity Trust Fund for FY 2022-23.2023-24 & 2024-25", Quotations shall be sent by Registered A.D. post or delivered by hand latest by 27/02/2023 15.00 hrs at Mormugao Port Authority, Finance Dept., 1st Floor, Administrative Office, Headland Sada, Goa 403 804. In case of any dispute or quoting of equal amount by parties, decision of the Port shall be final and binding upon the parties. Port reserves the right to accept or reject any/all tenders without assigning reason thereof.</p> <p><u>Details of quotation given below:</u> Last Date and time of acceptance of quotation: 27/02/2023 upto 3.00 pm. Date of opening of quotation : 28/02/2023 at 12.00 pm.</p> <p>The quotations will be opened in presence of quotationer/authorized representatives who wish to be present at their own cost.</p>
7.	Delivery	The audit report as per scope must be submitted within 30 days of receipt of work order through email.
8.	Payment	The payment will be made on receipt of duly certified bill in duplicate on completion of work. As the payment will be released by this office through ECS

		system, you are requested to furnish this office. A. Name and address of the branch of Bank. B. PAN No. C. IFSC Code No. of the Branch:. D. Type of Account. E. Account No.
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Signature of partner
With full address of the firm &
with rubber stamp.
Telephone No.

ANNEXURE – II

Sr.No.	Particulars	Audit Fee inclusive of all expenses (excluding GST)
1	Audit Fee for conducting Statutory Audit of Pension & Gratuity Trust Fund for FY 2022-23,2023-24 & 2024- 25 as per scope mentioned in Annexure-I	Figures _____ (Words _____)

Signature of partner
With full address of the firm &
with rubber stamp.
Telephone No. _____

ANNEXURE – III

LIST OF DOCUMENTS TO BE ATTACHED AND UNDERTAKING FROM TENDERER

Sr. No.	Description of Documents	Compliance Yes/No	Document Attached
1	Provide copy of Certificate of practice or firm registration.		
2	Attested Copies of Educational / Professional Qualifications.		
3	Proof of minimum five years experience in Internal /Statutory audit.		
4	Provide copy of Registration for empanelment by C&AG or RBI.		
5	Tender Document duly filled in, complete in all respects, signed and sealed on all pages by an authorized signatory.		

Supporting documents submitted by the tenderers should be certified true copies or the photocopies duly signed by authorized person of the firm, with tendering firm's seal. Tenderer shall submit the information in a tabulated format along with the supporting documents for each. Submitted documents should be clear, readable, and complete with page numbers, indicating total number of pages attached to each document. MPA has a right to verify/ authenticity of the said documents whenever felt necessary.

I/We hereby declare that I/We have read all the tender terms & conditions and confirm that I/We understood the same. All the terms & conditions are acceptable to us.

