

**MORMUGAO PORT TRUST
FINANCE DEPARTMENT**

FA/IA/80-C/2021/349

dt.02.03.2021

QUOTATION NOTICE

MPT is one of the 12 Major Ports in India . The Pension Fund & Gratuity Fund of the port as on 31.03.2020 is Rs.1932.41 Crores and Rs.122.23 Crores respectively. At the end of every Financial Year the Receipts & Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the Pension Trust Fund and Gratuity Trust Fund are 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 2020-21 & 2021-22** ”.

Earnest Money Deposit	: Rs. 1,000/-
Estimated cost of audit for 2 years	: Rs. 20,000/-

The details of the terms and conditions, scope of work, etc., are enclosed herewith at **Annexure I, II & III**.

Sealed quotation duly completed should reach the office of the FA&CAO, Mormugao Port Trust, Headland Sada - 403804 by 15.00 hours on 22.03.2021 and quotations will be opened at 15.30 hours on the same day in the presence of such bidders/authorized representatives who wish to be present at their own cost.

In case you need any details, you may kindly contact Shri Milind Desai, Dy.CAO, Phone No. 2594407. You may also contact us through email communication at milind.dessai@mptgoa.gov.in.

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

Headland Sada.
Date: 02.03.2021

Terms & Conditions

1.	Description of service:	Statutory audit of Pension & Gratuity Trust Fund for FY 2020-21 & 2021-22 of Mormugao Port Trust, Administrative Office, Headland Sada, Goa 403 804 having GST number 30AAALM0293P1ZY.
2.	Scope of Work	Certification of Receipts & Payments Accounts, Income & Expenditure Accounts and Balance Sheet of Pension Trust Fund and Gratuity Trust Fund.
3.	EMD	Earnest Money Deposit (EMD) of Rs.1,000/- (Rupees One Thousand only) is payable by the bidder . EMD to be preferably paid online through NEFT. However, bidder can also pay EMD in the form of Demand Draft drawn in favour of Mormugao Port Trust payable at Mormugao Harbour/Vasco-da-Gama which shall be enclosed along with Tender document. EMD deposited by the unsuccessful bidder will be refunded within reasonable period of time . The EMD of successful dealer will be adjusted towards the security deposit and the same will be refunded along with the payment of audit fee.
4.	Minimum Eligibility Criteria	1) The auditor shall have minimum 5 years experience in carrying out statutory/Internal Audit. 2) The auditor must 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. 3) Only practicing Chartered Accountant empanelled by C&AG or RBI can apply by quoting their registration number either with C&AG or RBI.
	Requirement of submission of offer	1) Charges / fees for conducting the audit as per the scope mentioned above shall be submitted as per Annexure-II . 2) The sealed envelope containing quotation should be superscribed, “ QUOTATION FOR STATUTORY AUDIT OF PENSION & GRATUITY TRUST FUND FOR FY 2020-21 & FY 2021- 22 ”. Sealed quotation duly completed should reach the office of the FA&CAO, Mormugao Port Trust, Headland Sada - 403804 by 15.00 hours On 22.03.2021. 3) 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 .
4.	Delivery	The audit report as per scope must be submitted within 30 days of receipt of work order through email.
5.	Payment	The payment will be made on receipt of invoice on completion of work. As the payment will be released by this office through ECS system, you are requested to furnish the following. A. Name and address of the branch of Bank. B. PAN No. C. IFSC Code No. of the Branch:. D. Account No. & type of Account.

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

ANNEXURE – II

PRICE BID

Name of the Bidder/Bidding firm:

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 2020-21 & 2021-22 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	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	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. MPT 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.

.....
(Signature of the Tenderer)

Full Name & Address of the Company/Professional.
Seal of the Company.
Strike out whichever is not applicable.