



MMRDA

Mumbai Metropolitan Region Development Authority

NOTICE

**REQUEST FOR PROPOSAL FOR
APPOINTMENT OF EXPERIENCED
AUDITING FIRM
FOR SPECIAL AUDIT**

11th APRIL, 2018

**MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY,
MMRDA Office Building,
Bandra-Kurla Complex,
Bandra (East)
Mumbai- 400 051**



MMRDA

Mumbai Metropolitan Region Development Authority

CONTENTS

Chapter	Description	Page No.
I	Letter of Invitation	1
II	Detailed Notice	2
III	Guidelines for Submission of proposal for conducting Special Audit	3-5
IV	Annexure – I: Scope of Special Audit	6-7
V	Annexure - II: Eligibility of Firms for Submission of bids	8
VI	Annexure - III : Process of Submission of Bids	9
VII	Annexure – IV : Technical Bid	10-11
VIII	Annexure - V : Financial Bid	12
IX	Annexure – VI Declaration by Practising Chartered Accountant Firm	13

Chapter – I

Appointment of Special Auditor:

1. Letter of Invitation :

The Mumbai Metropolitan Region Development Authority invites applications from the Practicing Chartered Accountant Firms, who are willing to take up the following assignments:

- A. Provide opinion on whether MCA has violated the terms of the Lease Deed dated 05 March, 2004 / Supplementary Lease Deed dated 18 July 2005 executed between MMRDA and MCA?
- B. To conduct Special Audit of the accounts of Mumbai Cricket Association (“MCA”) and Shirke Infrastructure from the date of the Concession Agreement and submit report by calling for
 - i. Financial documents
 - ii. Income Tax returns
 - iii. Contract executed by MCA and / or Shirke Infrastructure with various agencies involved in running of the ICA and ICA facilities,
 - iv. Documents or correspondence exchanged between MCA and Shirke Infrastructure pertaining to Associateship Fees, User Charges, Annual Maintenance Charges, Sponsorship and Advertisement Charges or any other charges under Concession Agreement and
 - v. Correspondence exchanged with all Associates and complete details of number of Associates / Donors and the monies recovered from such Associates / Donors by MCA from time to time.
- C. Provide opinion on whether MCA and / or Shirke Infrastructure have used land and / or building, thereon for any commercial activity?
- D. Whether the present ICA facilities are within the scope of Clause 8(b) or nay other relevant clause of the Lease Deed and whether scope has not been extended by MCA and/or Shirke Infrastructure.
- E. The brief scope and description that should be part of the special audit to be submitted is enclosed as **Annexure I**.
- F. Timeline Information to Firm of Practicing Chartered Accountants regarding :-

Sr. No.	Parameters	Date
1.	Tender Release	11-04-2018
2.	Last date of submission of Bid	19-04-2018 at 17.00 Hrs
3.	Date of Bid Opening	20-04-2016 at 11.30 Hrs

Chapter – II

Detailed Notice

Request for proposal for conduct special audit of the accounts of MCA and / or Shrike Infrastructure.

Applications are invited for conducting special audit of the accounts of MCA and / or Shrike Infrastructure and Provide opinion on whether MCA has violated the terms of the Lease Deed dated 05 March, 2004 / Supplementary Lease Deed dated 18 July 2005 executed between MMRDA and MCA?

The Scope of the Audit/Investigation shall be as per **Annexure I** to this Letter.

The applicants are requested to confirm their eligibility as stated in **Annexure II** to this Letter prior to submission of bids. Any bids from ineligible firms shall immediately stand cancelled.

The terms and conditions for the Practicing Chartered Accountant Firms and the selection procedure are stated in this Letter. The process for submission of the bids is stated in **Annexure III** to this Letter.

It shall be the responsibility of the Practicing Chartered Accountant Firms to ascertain their eligibility, completeness and accuracy of their bid documents. No modifications, revisions, discussions or any form of communications in this respect will be entertained, in any manner.

You are requested to submit the completed proposal, duly signed and sealed envelopes before the last date to:

Mr. Madhav Nagargoje,
Financial Advisor,
Mumbai Metropolitan Region Development Authority
MMRDA Building (New),
4th Floor, Finance & Accounts Division,
Bandra Kurla Complex, Bandra (East),
Mumbai 400 051

Email: taxation@mailmmrda.maharashtra.gov.in
Tel.: 022 – 26594022

For, Mumbai Metropolitan Region Development Authority

Sd/-

Mr. Madhav S. Nagargoje,
Financial Advisor,

Chapter -III

Guidelines for Submission of Proposal for Special Audit

- a) Applications are invited from eligible Practicing Chartered Accountant Firms for conducting special audit of the accounts of MCA and / or Shrike Infrastructure and Provide opinion on whether MCA has violated the terms of the Lease Deed dated 05 March, 2004 / Supplementary Lease Deed dated 18 July 2005 executed between MMRDA and MCA?. The scope of work for the Audit/Investigation is attached as **Annexure I**.

1. Timeline Information for Practicing Chartered Accountant:

Sr. No.	Parameters	Date
1.	Tender Release	11-04-2018
2.	Last date of submission of Bid	19-04-2018 at 17.00 Hrs
3.	Date of Bid Opening	20-04-2016 at 11.30 Hrs

2. Payment:

- 2.1 The payment shall be paid on submission of report and acceptance of the report by MMRDA.
- 2.2 No advance shall be paid for the assignment.
- 2.3 Offer is called on Fixed / Lumpsum price. No travelling allowance/ halting allowance shall be paid to the audit firms for carrying out the assignment. However, GST and applicable statutory levies shall be paid as applicable from time to time in addition to basic fees. No additional fees will be paid on account of delay / extension period.
- 2.4 Payment to the auditors shall be subject to deduction of tax at source at appropriate rates as applicable.

3. Periodicity of Special Audit:

The period of Special Audit shall be from the date of Lease Deed executed between MMRDA and MCA i.e. 05th March, 2004 to 31st March 2018.

4. Report Submission:

The Audit/Investigation Report should be submitted within 3 months from the date of appointment.

5. Dispute:

In case of any dispute arising during the execution of the contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of the dispute remaining unresolved, decision of the Metropolitan Commissioner of MMRDA shall be final and binding on both parties of the contract.

6. Terms and Conditions – General

- i. MMRDA reserves the right to cancel the request partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.
- ii. MMRDA reserves the right to cancel or reject any or all the bids without assigning any reasons thereon.
- iii. MMRDA also reserves the right to modify the terms and conditions, and also to cancel the bid process at any stage without assigning any reasons.
- iv. The last date for submission of bids is 19th April 2018 at 17.00 Hours.
- v. Bidders have the option to send the proposal by **hand delivery** so as to reach MMRDA before the bid deadline.
- vi. The firms will be evaluated on the basis of assessment of their eligibility, experience.
- vii. The Financial Bids, of only those Bidders who qualify in the Technical Evaluation, will be opened.
- viii. MMRDA shall not undertake any correspondence with the bidders in any way, except to issue the RFP and modification to the RFP, if any and Pre-Bid meeting and clarification, if any. While Bidders are free to submit their queries, MMRDA will respond in the form of modifications to the RFP, if any.
- ix. The bid shall remain valid for a period of 90 days from the date of submission of the bid.
- x. MMRDA takes no responsibility for misplacement of bids by the Company, if the same are not enclosed properly or not delivered to the correct address.
- xi. The bidders shall be responsible for all the costs associated with preparation, submission and delivery of bids, including any clarifications thereon.
- xii. Bidders are not required to pay any fees/EMD for participating in this tender/bid.
- xiii. All pages of the bid document must be signed by the Partner or an Authorised Signatory of the Practising Chartered Accountant Firm.
- xiv. Conditional Bids will be disqualified.
- xv. Any financial quotation received in response to this RFP which is linked to assets, turnover or revenue of MMRDA would disqualify the bid.
- xvi. The bidders should note that they shall abide (in true intent and spirit) by the terms and conditions of this letter. If the responses contain any conditions, put in by the bidders, such responses will be disqualified and will not be considered for the selection process.
- xvii. MMRDA reserves the right to amend/modify the attachments to this RFP partly/fully at its sole discretions at any stage without assigning any reason to any participating bidders.
- xviii. Practising Chartered Accountant Firm shall nominate a Nodal Officer of the rank of Partner / Principal / Director, immediately on the award of the work / contract for timely and smooth interaction.
- xix. Last date for submission of Technical Bid and Financial Bid:

Technical bid and Financial Bid formats are enclosed as Annexure – IV and Annexure – V respectively. The Technical Bid and Financial Bid duly signed on each page should be submitted in separate envelopes super scribed as **‘Technical**

Bid' and 'Financial Bid' for Offer for Conducting Special Audit and both the envelopes should be enclosed in another envelope which shall be super-scribed with “**Appointment of Special Auditor**” and must reach us on or before 19th April 2018 by 17.00 hrs at the following Address (**by hand delivery**).

Mr. Madhav S Nagargoje
Financial Advisor,
Mumbai Metropolitan Region Development Authority
MMRDA Building (New), 4th Floor,
Finance & Accounts Division,
Bandra-Kurla Complex, Bandra
(East) Mumbai 400 051

- xx. **Opening of Technical Bid:** Technical Bids will be opened on 20th April, 2018 at 11.30 hrs at the office of the Financial Advisor in the Office Address given above in the presence of applicants, who desire to be present there. The Technical Bids received after the specified date/ time, incomplete / unsigned open envelope or by fax, email etc. will not be considered and be rejected.
- xxi. **Opening of Financial Bid:** After evaluation of technical bids on predetermined criteria (mentioned in Chapter V), the Financial Bids of only qualified bidders will be opened in the presence of applicants who desire to be present there.
- xxii. Mumbai Metropolitan Region Development Authority reserve the right to cancel/ or extend the date of receipt / opening of Bid or withdraw the RFP notice without assigning any reasons. Whatsoever in such case the bidders shall not be entitled to any form of compensation from the Company.

Chapter - IV

Annexure I: Scope of Special Audit:

1. Provide opinion on whether MCA has violated the terms of the Lease Deed dated 05 March, 2004 / Supplementary Lease Deed dated 18 July 2005 executed between MMRDA and MCA?
2. To conduct Special Audit of the accounts of Mumbai Cricket Association ("MCA") and Shirke Infrastructure from the date of the Concession Agreement and submit report by calling for
 - i. Financial documents
 - ii. Income Tax returns
 - iii. Contract executed by MCA and / or Shirke Infrastructure with various agencies involved in running of the ICA and ICA facilities,
 - iv. Documents or correspondence exchanged between MCA and Shirke Infrastructure pertaining to Associateship Fees, User Charges, Annual Maintenance Charges, Sponsorship and Advertisement Charges or any other charges under concession agreement and
 - v. Correspondence exchanged with all Associates and complete details of number of Associates / Donors and the monies recovered from such Associates / Donors by MCA from time to time.
3. Provide opinion on whether MCA and / or Shirke Infrastructure have used land and / or building, thereon for any commercial activity?
4. Whether the present ICA facilities are within the scope of Clause 8(b) or nay other relevant clause of the Lease Deed and the scope has not been extended by MCA and/or Shirke Infrastructure.

GENERAL

- a) To scrutinize the Books of Accounts and other related records of MCA from 05th March 2004 to 31st March, 2018 as regards its BKC unit and submit the Certificate as regards Income and Expenditure Account of the BKC Unit on following matters-
 - i. The Income and Expenditure Account has been prepared / extracted from MCA Accounts as per reasonable principal of accounting.
 - ii. All the Income relating BKC Unit has been correctly recorded in / extracted from the main books of accounts of MCA.
 - iii. Whether the activities from which Income earned by the BKC unit are within the scope of MCA activities as stipulated by their Bye Laws.
 - iv. The activities from which Income earned by the BKC Unit are as per Lease Deed dated 5th March 2004 and Supplementary Lease Deed dated 18th July 2005 executed between MMRDA and MCA.

- b) In case the BKC Unit property is being allowed to be used by any third party/ Concessionaire, the Auditors should summon the Books of Accounts and other related record of the third party and give the certificate on following matters-
- i) Whether all the activities are carried out with concurrence of MCA and all related records have been properly kept?
 - ii) Whether share of MCA in the Income has been correctly calculated and passed on to MCA?
 - iii) Whether the third party/ Concessionaire has been commercially exploiting the MCA facilities and carrying out commercial activities from the MCA, BKC Unit
 - iv) Whether MCA is earning any commercial income from the third party / Concessionaire.
- c) Any other items, that may deemed fit during the course of the Special Audit.

Chapter – V

Annexure II: Eligibility of the Firms for submission of bids

Minimum Eligibility Requirements:

1. The Practicing Chartered Accountant Firm must be registered with ICAI and have an Office in Mumbai Metropolitan Region (MMR)
2. The Practicing Chartered Accountant Firm should be engaged in providing Audit and Consulting services.
3. The firm should have minimum of 3 Partners and suitable staff.
4. The firm should have a minimum of 15 years experience in the audit and consulting fields.
5. The firm should have experience of handling audit and assurance related matters for Government/Semi Government/PSU's/Companies/ Charitable Trust, etc.
6. The firm should have gross receipt of more than Rs. 25 Lacs for each of the last 3 completed financial year and prior to the date of submission of the bid.

Disqualifications:

Bids and bidders which fall under the following categories will not be qualified:

1. Incomplete bids and bids not in attached formats.
2. Bids received after due date and time.

Bidder makes any misrepresentation i.e. there are any material wrong information or makes a wrong statement or misrepresents fact or makes a misleading statement in its bid in any manner whatsoever in order to create circumstances for MMRDA to accept the bid.

Chapter - VI

Annexure III: Process of submission of bids

- The applicants will be required to submit the bids in the following formats in separate sealed envelopes marked “**Technical Bids –Offer for Conducting Special Audit**” and “**Financial Bids – Offer for Conducting Special Audit**” respectively and both the envelopes should be enclosed in another envelope which shall be super-scribed as “**Offer for Conducting Special Audit**” and must reach the concerned authority, prior to the last date for submission of bids.
- The last date for submission of bids is 19th April 2018 at 17.00Hours.
- The bid must be accompanied by all the relevant documents mentioned therein. MMRDA shall not be responsible for any missing documents or information.
- Both parts of the Bid may be under the letter head of the Company and duly signed and stamped by authorized signatory.
- The bids must be sent by “**Hand delivery**” marked to:

Mr. Madhav S Nagargoje
Financial Advisor,
Mumbai Metropolitan Region Development Authority
MMRDA Building (New), 4th Floor,
Finance & Accounts Division,
Bandra-Kurla Complex, Bandra (East)
Mumbai 400 051

Chapter - VII

Under the letterhead of the Firm

Annexure IV – TECHNICAL BID

Offer for Conducting Special Audit

Financial Advisor,
Mumbai Metropolitan Region Development Authority
MMRDA Building (New), 4th Floor,
Finance & Accounts Division,
Bandra-Kurla Complex, Bandra (East)
Mumbai 400 051

PART - A

1	Name of the Practicing Chartered Accountant Firm:	
2	Type of Entity (Partnership / LLP/ Company):	
3	Whether the Partnership Firm / LLP / Company is a Practicing Chartered Accountant Firm, Please Specify.	
4	Name of the Authorised Signatory/ Lead Partner:	
5	Date of Commencement of Firm:	
6	Registration Number of the firm with Institute of Chartered Accountants of India (Please attach documentary evidence)	
7	Details of Office(s): Address: Telephone No: E-Mail: Website: (Please give all addresses, if more than one)	
8	PAN Number	
9	GST Number	
10	Details of Internal/ Statutory/ Concurrent / Tax Audit Assignment of State Government/ Central Government/ Semi-Government Company/Authority/ Charitable Trust with copy of appointment letter of last 3 Years.	

11	Details of other Companies for which Internal/ Statutory/ Concurrent / Tax Audit Assignment has been undertaken (Other than Government) with Copy of appointment letter of last 3 Years.	
12	Annual Gross Receipts for last 3 Financial Years along with documentary evidence	
13	Brief Profile of Partners (Name, Qualification, Institute of Chartered Accountants of India Membership no. and Date of Certificate of Practice, Mobile No. with documentary evidence	
14	Manpower (Nos) A) Qualified Professionals : i) Partners ii) Others B) Articles :	
DECLARATION		
	All information provided by me/us herein above is correct, true and free from any misstatement or misinformation.	
	I/We have read all the terms and conditions of this bid and the instructions and accept them in total on all fronts.	

Signature:

Name and Designation of Authorised Signatory:

Stamp of Firm:

Date:

Place:

Chapter - VIII

Under the letterhead of the Firm

Annexure V – FINANCIAL BID

Offer for Conducting Special Audit

Financial Advisor,
Mumbai Metropolitan Region Development Authority
MMRDA Building (New), 4th Floor,
Finance & Accounts Division,
Bandra-Kurla Complex, Bandra (East)
Mumbai 400 051

PRICE BID

SCHEDULE OF RATES

Description Lump Sum Price (Rs.):	Fixed Amount (including all charges, out of pocket expenses, etc.). Exclusions: GST, duties and cess as applicable to the Firm
Total Amount for Special Audit	Rs.:
Amount in Words:	Rupees:
Note: The above quoted amount is exclusive of all taxes and duties.	

Signature:

Name and Designation of Authorised Signatory:

Stamp of Firm:

Date:

Place:

Chapter - IX

Annexure – VI Declaration

1. All the information provided by me/us herein above is correct.

2. I/We have no objection if enquiries are made about the work listed by me/us in accompanying sheets/annexure.

3. I/We have read all the terms and conditions of bid and the instructions and these are acceptable to me/us.

Signature: _____

Name and Designation of the Authorised Signatory: _____

Stamp of the Firm: _____

Date: _____

Place: _____

