

**Shri. Subhash Nagap**  
**Assistant Director, Funds and Accounts,**  
**Mantralaya, Mumbai**  
**Email - ao[dot]cmrfmh[at]nic[dot]in**



**CHIEF MINISTER'S RELIEF FUND**  
**Office of Hon'ble Chief Minister Of**  
**Maharashtra, 6th floor, Main Building,**  
**Mantralaya Mumbai - 400032**  
**PH. No. - 022 22026948**

**No.CMRF-2020/Account/2018-19 &2019-20/2020**

**Date:13/08/2020**

To,

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**Subject: Invitation for Quotation for Preparation of Accounts of the "Chief Minister's Relief Fund" for the Financial Year 2018-19 & 2019-20**

**Dear Sir/Madam,**

The Chief Minister's Relief Fund (CMRF) is a Trust registered under the Bombay Public Trusts Act, 1950; managed by the State of Maharashtra under the chairmanship of the Hon'ble Chief Minister of Maharashtra who exercises overall supervision and control of the Chief Minister's Relief Fund.

1. The Government vide its resolution no CRF-2001/PC 117/2001/25 dated 15.11.2001 has set the objects of the Trust. Following are the Objectives of The Chief Minister's Relief Fund (CMRF):-
  - To assist affected persons in natural calamities in the State as well as in the rest of the country.
  - To extend financial or any other help to the heirs of persons who have died in communal riots and those people who have suffered injury and/or loss to their property.
  - To extend financial or any other help to the heirs of persons who have died or are injured in terrorist attacks. To extend financial or any other help to the heirs of persons who have died or are injured in terrorist attacks.
  - To extend financial or any other help to the patients suffering from diseases by providing for their treatment and/or surgery.
  - To extend financial or any other help to the heirs of those who have died in accidents. (Excluding motor/railway/airplane/ship accident).
2. Scope of Work:

<b>Brief Description of the Good Specifications</b>	<b>*Quantity</b>
<b>Preparation of books of accounts in tally accounting system:</b> <ol style="list-style-type: none"><li>1. Updating existing transaction with new accounting heads.</li><li>2. Making advance adjustment transaction monthly</li><li>3. Preparation of statement of sources &amp; application of funds.</li><li>4. Preparation of Receipts &amp; Payment Statement</li><li>5. Income &amp; Expenditure Account<ol style="list-style-type: none"><li>a) All expense entries are to be vouched with the vouchers &amp; proper expenses heads are to be created.</li><li>b) Correction of entries related to fix assets and their depreciation</li></ol></li></ol>	<b>2 Years -2018-19 &amp; 2019-20.</b> <b>Number of approx. entries to be entered are 70000</b>

Brief Description of the Good Specifications	*Quantity
<p><b>6. Preparation of Balance Sheet for Trust as per the applicable rules</b></p> <p><b>7. Other terms :-</b></p> <p>a) Ensure proper classification of expenses into Capital &amp; Revenue expenditure.</p> <p>b) Ensuring proper Grouping &amp; Accounting</p> <p>Providing printouts of the all the books of accounts after completion of tasks</p>	

3. The objectives of the maintaining the accounting system in tally are to improve the financial management. It has to be ensured that the overall financial management and arrangements including the system of internal controls as documented as per the GoM rules. It is expected that the process of account shall be in position to provide to trust management with timely information on financial management aspects of the trust, including internal controls and compliance with financing agreements, to enable follow-up action.
4. You are invited to submit your most competitive quotation for the following Services:-

Brief Description of the Services(Specifications)	Quantity
Preparation of books of accounts in tally accounting system as per the scope of work	<b>2 Years -2018-19 &amp; 2019-20.</b> Number of approx. entries to be entered are 70000

5. **Bid Price**
  - a) The contract shall be for the full quantity/delivery as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - b) All duties, taxes and other levies payable if any shall be included in the total price.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) The Prices shall be quoted in Indian Rupees only.
6. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.
7. **Validity of Quotation**  
Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.
8. **Evaluation of Quotations**  
The Chief Minister's Relief Fund (CMRF) office will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - (a) are properly signed; and
  - (b) confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together.

9. **Award of contract**  
The Chief Minister's Relief Fund (CMRF) office will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
  - 7.1 Notwithstanding the above, The Chief Minister's Relief Fund (CMRF) reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - 7.2 The bidder whose bid is accepted will be notified of the award of contract by the The Chief Minister's Relief Fund (CMRF) prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order.
10. Service Period/ Duration of the contract: one year from issue of work order.

11. Eligibility Criteria:  
Individual or owner/ partner of firm must be a chartered accountant. He/she must submit copy of final examination certificate/ membership certificate/ certificate of practice /registration with ICAI/ Service tax registration certificate along with quotation.
12. Entire Payment shall be made within 15 days after tabled the accounts before Hon'ble Chief Minister. Assistant Director, Funds and Accounts would approve all the works.
13. Place of Work: CHIEF MINISTER'S RELIEF FUND, Government of Maharashtra Office of Hon'ble Chief Minister Of Maharashtra, 6th floor, Main Building, Mantralaya Mumbai - 400032
14. You are requested to provide your offer on or before Time 15.00 Date 31/08/2020
15. Quotations will be opened Time 15.30hours Date 31/08/2020
16. Any legal dispute arising out of this is subject to Mumbai jurisdiction only.
17. The authority reserves the right to accept or reject any or all bids without assign any reasons thereof.
18. Kindly quote lowest possible rates, no negotiation will be held.
19. We look forward to receiving your quotations and thank you for your interest in this project.

**Regards**

**Assistant Director, Funds and Accounts,  
Mantralaya, Mumbai  
Email - ao[dot]cmrfmh[at]nic[dot]in**

## FORMAT OF QUOTATION

**Should be on Chartered Accountant letter head**

To,  
Assistant Director,  
Funds and Accounts,  
CHIEF MINISTER'S RELIEF FUND  
Government of Maharashtra  
Office of Hon'ble Chief Minister Of Maharashtra,  
6th floor, Main Building, Mantralaya Mumbai - 400032  
PH. No. - 022 22026948/9892976555

**Subject: Submission of quotations for Preparation of books of accounts in tally accounting system.**

**Reference: your request for quotation dated / /2020**

Brief Description of the Services(Specifications)	Quantity	Quoted year wise lump sum rates in Rs. (inclusive of taxes)
Preparation of books of accounts in tally accounting system as per the scope of work	Year -2018-19 . Number of approx. entries to be entered are 30000	
Preparation of books of accounts in tally accounting system as per the scope of work	Year -2019-20. Number of approx. entries to be entered are 40000	

**Gross Total Cost :Rs. ....**

We agree to provide services to The Chief Minister's Relief Fund - Maharashtra (CMRF) office in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures ) (Rs. .... amount in words) within the period/place specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature & Stamp of Chartered Accountant**

Chartered Accountant Name  
Chartered Accountant Mobile/Landline Number  
Chartered Accountant email ID for communication

**Attachment:-**

- 1. Establishment certificate of the firm/individual CA registration certificate.**
- 2. Firm/CA PAN Copy**
- 3. GST Certificate copy (If applicable)**
- 4. Firm/CA Registration number with ICAI.**
- 5. copy of Previous Govt. / Public Sector audit undertaken.**

**Shri. SubhashNagap**  
**Account Officer, Funds and Accounts,**  
**Mantralaya, Mumbai**  
**Email - ao[dot]cmrfmh[at]nic[dot]in**



**CHIEF MINISTER'S RELIEF FUND**  
**Office of Hon'ble Chief Minister Of**  
**Maharashtra, 6th floor, Main Building,**  
**Mantralaya Mumbai - 400032**  
**PH. No. - 022 22026948**

**No.CMRF-2020/Account/2018-19 & 2019-20/2020**

**Date: 13/08/2020**

To,

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**Subject: Invitation for quotations for Statutory Audit and Income Tax return filling and related services.**

**Dear Sir/Madam,**

The Chief Minister's Relief Fund (CMRF) is a Trust registered under the Bombay Public Trusts Act, 1950; managed by the State of Maharashtra under the chairmanship of the Hon'ble Chief Minister of Maharashtra who exercises overall supervision and control of the Chief Minister Relief Fund.

1. The Government vide its resolution no CRF-2001/PC 117/2001/25 dated 15.11.2001 has set the objects of the Trust. Following are the Objectives of The Chief Minister's Relief Fund (CMRF):-
  - To assist affected persons in natural calamities in the State as well as in the rest of the country.
  - To extend financial or any other help to the heirs of persons who have died in communal riots and those people who have suffered injury and/or loss to their property.
  - To extend financial or any other help to the heirs of persons who have died or are injured in terrorist attacks. To extend financial or any other help to the heirs of persons who have died or are injured in terrorist attacks.
  - To extend financial or any other help to the patients suffering from diseases by providing for their treatment and/or surgery.
  - To extend financial or any other help to the heirs of those who have died in accidents. (Excluding motor/railway/airplane/ship accident).

## **2. Objectives**

The essence of audit policy is to ensure adequate independent, professional audit assurance that the funds received by implementing agencies were used for the purposes intended, that the annual project financial statements are free from material misstatement, and that the terms of fund release were complied with in all material respects.

The objective of the audit of the Financial Statement (FS) is to enable the auditor to express a professional opinion as to whether

(1) The FS give a true and fair view of the sources and applications of project funds for the period under audit examination;

(2) The funds were utilized for the purposes for which they were provided,

(3) The procurement procedure has been followed as per the norms; and

(4) In addition, where applicable, the auditor will express a professional opinion as to whether the Financial Management Reports submitted by management may be relied upon

The books of account that provide the basis for preparation of the FS of the trust are established to reflect the financial transactions of the trust and are maintained.

## **3. Audit Standards**

The audit will be carried out in accordance with the Auditing Standards promulgated by the Institute of

Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit/loan proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned so as to have a reasonable expectation of detecting material misstatements in the project financial statements.

#### **4. Audit Scope**

##### **A) In conducting the audit, special attention should be paid to the following:**

- All funds/donations have been used in accordance with the conditions of the relevant legal provisions and only for the purposes for which the funds/donations was provided.
- Effective financial management systems, including internal controls, were in operation throughout the period under audit examination. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities; and integrity, controls, security and effectiveness of the operation of the computerized system; and
- All necessary supporting documents, records, and accounts have been kept in respect of all transactions including expenditures reported
- Accounts have been prepared in accordance with the accounting principles and give a true and fair view of the financial position of the project at the year end and of resources and expenditures for the year ended on that date; and
- Goods and services financed have been procured in accordance with the procurement norms
- Tax audit of the trust for the Audit Period.

##### **B) Financial Statements**

1. Financial Statements should include:
  - Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet or the financial statements as per the conditions specified in the Bombay Public Trusts Act, 1950
  - Reconciliation of Claims to Total Applications of Donations/Funds
2. Other Statements or Schedules which will include:
  - An annexure separately listing cumulative trust expenditures;
  - A detailed list of assets created or purchased
3. Management Assertion: Management should sign the project financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that Trust funds/donations have been expended in accordance with the intended purposes as reflected in the financial statements.

##### **C) Statements Of Expenditures And Financial Management Reports**

In addition to the audit of the FS, the auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective. In particular, these expenditures should be carefully examined for eligibility by reference to the relevant GoM norms. Where ineligible expenditures are identified, these should be separately noted by the auditor.

An audit report on the financial statements should be prepared in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. Those standards require an audit opinion to be rendered related to the financial statements taken as a whole, indicating unambiguously whether it is unqualified or qualified and, if the latter, whether it is qualified in certain respects or is adverse or a disclaimer of opinion. In addition, the audit opinion paragraph will specify whether, in the auditor's opinion, the funds/donations were utilized for the purposes for which they were provided.

The financial statements and the audit report should be received by the state government within 1 month after completion of the audit for the fiscal year. The auditor should also submit the two copies of the audited accounts and audit report to the trust.

#### D) Management Letter

In addition to the audit report on the financial statements, the auditor may prepare a management letter containing recommendations for improvements in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including matters such as the following:

- ✦ observations on the accounting records, systems, and controls that were examined during the course of the audit
- ✦ deficiencies or weakness in systems and controls, together with specific recommendations for improvement
- ✦ the status of recommendations from previous management letters, including any issues which remain to be addressed and any issues which recurred
- ✦ any other matters that the auditor considers pertinent.

The auditor should supply copy of the management letter together with the audit report on the financial statements. In the event that no management letter is issued, the auditor should supply a written advice to that effect together with the audit report on the financial statements.

#### E) Period, Timing And Sample Coverage of Statutory Audit

The statutory audit will be done on Yearly basis for financial years i.e. Financial Year 2018-19 & 2019-20.

Brief Description of the Services (Specifications)	Quantity
Statutory Audit of the Trust for the Financial Year 2018-19 & 2019-20.	2 Years -2018-19 & 2019-20.

The audit will be carried out on a yearly basis. Coverage for Financial Year 2018-19 & 2019-20. is as under:

**E-1) Timing:** The audit would be carried out annually and the report should be provided to the Trust latest by 30<sup>th</sup> September, to facilitate approval and placement before the Bodies of the trust or any other committee delegated by the GoM.

**E-2) Period of Appointment:** The auditor will be appointed for a period of one year for the financial year 2018-19 & 2019-20 and may be further extended as per the performance of auditor and need of Trust for one more year. In no case, one audit firm will be appointed as statutory auditor for more than Three continuous financial years.

**E-3) Review of the audit report-** audit report may be reviewed to assess whether auditor delivered all reports and documents specified in the contract, in the form and manner and within the time period as specified; Assess whether the reports and documents are easily understandable or not; Has the auditor satisfied the expectations of service quality, such as adequacy, applicability, effectiveness, innovativeness and impartiality; to examine whether auditors are covering the scope of work and achieving the objectives of assignment set forth in the description of service mentioned.

**E-4) Audit Review Committee:** The audit committee at Trust office in Mantralaya will keep a watch on the audit objections raised by the auditor and take actions for the speedy settlement of the objections by timely follow up. Audit Committee will be set up immediately after the selection of the audit firm.

The Audit Committee will provide an update to the Hon'ble Principal Secretary, CMO.

Audit scope will also include the filing of Income Tax Returns for the trust as per the provisions of the law.

#### 5. Bid Price

- a) The contract shall be for the full quantity/delivery as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - b) All duties, taxes and other levies payable if any shall be included in the total price.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) The Prices shall be quoted in Indian Rupees only.
6. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

## 7. Validity of Quotation

Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.

## 8. Evaluation of Quotations

The Chief Minister's Relief Fund (CMRF) office will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together.

## 9. Award of contract

The Chief Minister's Relief Fund (CMRF) office will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, The Chief Minister's Relief Fund (CMRF) reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the The Chief Minister's Relief Fund (CMRF) prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order.

10. Service Period/ Duration of the contract: one year from issue of work order.

11. Eligibility Criteria:

Individual or owner/ partner of firm must be a chartered accountant & must be on C&AG panel. He/she must submit copy of final examination certificate/membership certificate/ certificate of practice /registration with ICAI/ Service tax registration certificate along with quotation.

12. Assistant Director, Funds & Accounts will approve all the works.

Sl. No.	Brief Description of the Services(Specifications)	Quantity	Tentative schedule.	Payment
1	Statutory Audit of the Trust for the Financial Year 2018-19 & 2019-20 and filing Income Tax Returns.	2 Years - 2018-19 & 2019-20.	Within 1 month after submission of audit report and filling of IT returns for the trust.	

13. Place of Work: CHIEF MINISTER'S RELIEF FUND, Government of Maharashtra Office of Hon'ble Chief Minister Of Maharashtra, 6th floor, Main Building, Mantralaya Mumbai - 400032

14. You are requested to provide your offer on or before Time 15.00 Date 31/08/2020

15. Quotations will be opened Time 15.30hours Date 31/08/2020

16. Any legal dispute arising out of this is subject to Mumbai jurisdiction only.

17. The authority reserves the right to accept or reject any or all bids without assign any reasons thereof.

18. Kindly quote lowest possible rates, no negotiation will be held.

19. We look forward to receiving your quotations and thank you for your interest in this project.

Regards

(Shri. SubhashNagap)  
Account Officer, Funds and Accounts, Mantralaya,  
Mumbai Email - ao[dot]cmrfmh[at]nic[dot]in



## FORMAT OF QUOTATION

**Should be on Chartered Accountant letter head**

To,  
Assistant Director,  
Funds and Accounts,

CHIEF MINISTER'S RELIEF FUND  
Office of Hon'ble Chief Minister Of Maharashtra,  
6th floor, Main Building,  
Mantralaya Mumbai - 400032  
PH. No. - 022 22026948/9892976555

**Subject: Submission of quotations for Income Tax return filling and related services. Reference: your request for quotation dated     /     /2020**

Sl. No.	Brief Description of the Services(Specifications)	Quantity	Quoted year wise lump sum rates in Rs. (inclusive of taxes)
1	Statutory Audit of the Trust for the Financial Year 2018-19.	1 Year -2018-19.	
2	Statutory Audit of the Trust for the Financial Year 2019-20.	1 Year - 2019-20.	

**Gross Total Cost :Rs. ....**

We agree to provide services to The Chief Minister's Relief Fund (CMRF) office in accordance with the technical specifications for a total contract price of Rs. ....(amount in figures ) (Rs. .... amount in words) within the period/place specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature & Stamp of Chartered Accountant**

Chartered Accountant Name  
Chartered Accountant Mobile/Landline Number  
Chartered Accountant email ID for communication

**Attachment:-**

1. Establishment certificate of the firm/individual CA registration certificate.
2. Firm/CA PAN Copy
3. GST Certificate copy (If applicable)
4. Firm/CA Registration number with ICAI.
5. Copy of Previous Govt. / Public Sector audit undertaken.

**Shri. SubhashNagap**  
**Account Officer, Funds and Accounts,**  
**Mantralaya, Mumbai**  
**Email - ao[dot]cmrfmh[at]nic[dot]in**



**CHIEF MINISTER'S EARTHQUAKE**  
**RELIEF FUND-MAHARASHTRA**  
**Office of Hon'ble Chief Minister Of**  
**Maharashtra, 6th floor, Main Building,**  
**Mantralaya Mumbai - 400032**  
**PH. No. - 022 22026948**

**No.CMRF-2020/Account/2018-19 & 2019-20/2020**

**Date: 13/08/2020**

To,

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**Subject: Invitation for quotations for Statutory Audit and Income Tax return filling and related services.**

**Dear Sir/Madam,**

The Chief Minister's Earthquake Relief Fund-Maharashtra (CMERF) is a Trust registered under the Bombay Public Trusts Act, 1950; managed by the State of Maharashtra under the chairmanship of the Hon'ble Chief Minister of Maharashtra who exercises overall supervision and control of the Chief Minister Relief Fund.

1. The Government vide its resolution no CCF-1093/CR-195/25 dated 06.10.1993, The Chief Minister's Earthquake Relief Fund - Maharashtra (CMERF) has been created for relief and rehabilitation of the people affected by the earthquake at Latur and Osmanabad district in 1993.

## **2. Objectives**

The essence of audit policy is to ensure adequate independent, professional audit assurance that the funds received by implementing agencies were used for the purposes intended, that the annual project financial statements are free from material misstatement, and that the terms of fund release were complied with in all material respects.

The objective of the audit of the Financial Statement (FS) is to enable the auditor to express a professional opinion as to whether

(1) The FS give a true and fair view of the sources and applications of project funds for the period under audit examination;

(2) The funds were utilized for the purposes for which they were provided,

(3) The procurement procedure has been followed as per the norms; and

(4) In addition, where applicable, the auditor will express a professional opinion as to whether the Financial Management Reports submitted by management may be relied upon

The books of account that provide the basis for preparation of the FS of the trust are established to reflect the financial transactions of the trust and are maintained.

## **3. Audit Standards**

The audit will be carried out in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit/loan proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned so as to have a reasonable expectation of detecting material misstatements in the project financial statements.

#### 4. Audit Scope

##### A) In conducting the audit, special attention should be paid to the following:

- All funds/donations have been used in accordance with the conditions of the relevant legal provisions and only for the purposes for which the funds/donations was provided.
- Effective financial management systems, including internal controls, were in operation throughout the period under audit examination. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities; and integrity, controls, security and effectiveness of the operation of the computerized system; and
- All necessary supporting documents, records, and accounts have been kept in respect of all transactions including expenditures reported
- Accounts have been prepared in accordance with the accounting principles and give a true and fair view of the financial position of the project at the year end and of resources and expenditures for the year ended on that date; and
- Goods and services financed have been procured in accordance with the procurement norms
- Tax audit of the trust for the Audit Period.

##### B) Financial Statements

1. Financial Statements should include:
  - Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet or the financial statements as per the conditions specified in the Bombay Public Trusts Act, 1950
  - Reconciliation of Claims to Total Applications of Donations/Funds
2. Other Statements or Schedules which will include:
  - An annexure separately listing cumulative trust expenditures;
  - A detailed list of assets created or purchased
3. Management Assertion: Management should sign the project financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that Trust funds/donations have been expended in accordance with the intended purposes as reflected in the financial statements.

##### C) Statements Of Expenditures And Financial Management Reports

In addition to the audit of the FS, the auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective. In particular, these expenditures should be carefully examined for eligibility by reference to the relevant GoM norms. Where ineligible expenditures are identified, these should be separately noted by the auditor.

An audit report on the financial statements should be prepared in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. Those standards require an audit opinion to be rendered related to the financial statements taken as a whole, indicating unambiguously whether it is unqualified or qualified and, if the latter, whether it is qualified in certain respects or is adverse or a disclaimer of opinion. In addition, the audit opinion paragraph will specify whether, in the auditor's opinion, the funds/donations were utilized for the purposes for which they were provided.

The financial statements and the audit report should be received by the state government within 1 month after completion of the audit for the fiscal year. The auditor should also submit the two copies of the audited accounts and audit report to the trust.

##### D) Management Letter

In addition to the audit report on the financial statements, the auditor may prepare a management letter containing recommendations for improvements in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including matters such as the following:

- ✚ observations on the accounting records, systems, and controls that were examined during the course of the audit

- ✦ deficiencies or weakness in systems and controls, together with specific recommendations for improvement
- ✦ the status of recommendations from previous management letters, including any issues which remain to be addressed and any issues which recurred
- ✦ any other matters that the auditor considers pertinent.

The auditor should supply copy of the management letter together with the audit report on the financial statements. In the event that no management letter is issued, the auditor should supply a written advice to that effect together with the audit report on the financial statements.

**E) Period, Timing And Sample Coverage of Statutory Audit**

The statutory audit will be done on Yearly basis for financial years i.e. Financial Year 2018-19 & 2019-20.

Brief Description of the Services (Specifications)	Quantity
Statutory Audit of the Trust for the Financial Year 2018-19 & 2019-20.	2 Years -2018-19 & 2019-20.

The audit will be carried out on a yearly basis. Coverage for Financial Year 2018-19 & 2019-20. is as under:

**E-1) Timing:** The audit would be carried out annually and the report should be provided to the Trust latest by 30<sup>th</sup> September, to facilitate approval and placement before the Bodies of the trust or any other committee delegated by the GoM.

**E-2) Period of Appointment:** The auditor will be appointed for a period of one year for the financial year 2018-19 & 2019-20 and may be further extended as per the performance of auditor and need of Trust for one more year. In no case, one audit firm will be appointed as statutory auditor for more than Three continuous financial years.

**E-3) Review of the audit report-** audit report may be reviewed to assess whether auditor delivered all reports and documents specified in the contract, in the form and manner and within the time period as specified; Assess whether the reports and documents are easily understandable or not; Has the auditor satisfied the expectations of service quality, such as adequacy, applicability, effectiveness, innovativeness and impartiality; to examine whether auditors are covering the scope of work and achieving the objectives of assignment set forth in the description of service mentioned.

**E-4) Audit Review Committee:** The audit committee at Trust office in Mantralaya will keep a watch on the audit objections raised by the auditor and take actions for the speedy settlement of the objections by timely follow up. Audit Committee will be set up immediately after the selection of the audit firm. The Audit Committee will provide an update to the Hon'ble Principal Secretary, CMO.

Audit scope will also include the filing of Income Tax Returns for the trust as per the provisions of the law.

**5. Bid Price**

- a) The contract shall be for the full quantity/delivery as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable if any shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be quoted in Indian Rupees only.

6. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

**7. Validity of Quotation**

Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.

**8. Evaluation of Quotations**

The Chief Minister's Earthquake Relief Fund-Maharashtra (CMERF) office will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) confirm to the terms and conditions, and specifications. The

Quotations would be evaluated for all the items together.

#### 9. Award of contract

The Chief Minister's Earthquake Relief Fund-Maharashtra (CMERF) office will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 7.1 Notwithstanding the above, The Chief Minister's Earthquake Relief Fund-Maharashtra (CMERF) reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the The Chief Minister's Earthquake Relief Fund-Maharashtra (CMERF) prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order.

10. Service Period/ Duration of the contract: one year from issue of work order.

#### 11. Eligibility Criteria:

Individual or owner/ partner of firm must be a chartered accountant & must be on C&AG panel. He/she must submit copy of final examination certificate/membership certificate/ certificate of practice /registration with ICAI/ Service tax registration certificate along with quotation.

12. Assistant Director, Funds & Accounts will approve all the works.

Sl. No.	Brief Description of the Services(Specifications)	Quantity	Tentative Payment schedule.
1	<b>Statutory Audit of the Trust for the Financial Year 2018-19 &amp; 2019-20 and filing Income Tax Returns.</b>	<b>2 Years - 2018-19 &amp; 2019-20.</b>	Within 1 month after submission of audit report and filing of IT returns for the trust.

13. Place of Work: CHIEF MINISTER'S EARTHQUAKE RELIEF FUND-MAHARASHTRA, Government of Maharashtra Office of Honourable Chief Minister Of Maharashtra, 6th floor, Main Building, Mantralaya Mumbai - 400032

14. You are requested to provide your offer on or before Time 15.00 Date 31/08/2020

15. Quotations will be opened Time 15.30hours Date 31/08/2020

16. Any legal dispute arising out of this is subject to Mumbai jurisdiction only.

17. The authority reserves the right to accept or reject any or all bids without assign any reasons thereof.

18. Kindly quote lowest possible rates, no negotiation will be held.

19. We look forward to receiving your quotations and thank you for your interest in this project.

**Regards**

**(Shri. SubhashNagap)**

**Account Officer, Funds and Accounts, Mantralaya,  
Mumbai Email - ao[dot]cmrfmh[at]nic[dot]in**

