



MAHARASHTRA STATE SECURITY CORPORATION

(Government of Maharashtra Undertaking)

32nd Floor, Centre-1, World Trade Centre, Cuffe Parade, Mumbai-400 005

Tel. No. (022)22151824 / 22151847 / 1670 Fax No. (022) 2215 1867.

E-Mail : info.mahasecurity@maharashtra.gov.in

NOTICE INVITING QUOTATION FOR INTERNAL AUDITOR

The Corporation invites sealed Expression of interest from **Certified Chartered Accountant Firms** for **Internal Audit** of **Maharashtra State Security Corporation** for the period one year (**F.Y. 2021-2022**) having 3 - 5 years of experience in conducting Internal Audit/ Audit as per the **detailed scope of work** given on the website www.mahasecurity.gov.in. & on www.maharashtra.gov.in Interested chartered accountant firms may submit their sealed quotation on or before 19/ 04 /2021 till 5:00 P.M. at the above-mentioned address.

For more details visit the aforesaid website.

(Final rights are reserved with MSSC.)

S/d
DGP/MD
MSSC, Mumbai

Appointment of Internal Auditor



Maharashtra State Security Corporation
(State Corporation of Govt. of Maharashtra)
32nd Floor, /Centre 1, World Trade Centre, Cuffe Parade, Mumbai-400 005

Tel. No. (022) 022161838/1670, Fax 22151867

1) Introduction

Maharashtra State Security Corporation (MSSC) - is a Security Corporation established by Government of Maharashtra under Maharashtra State Security Corporation Act, 2010 with the purpose of raising a Security Force and for providing better protection and security to the State Government and Central Government offices, Undertakings, Institutions, including Private Sector establishments.

MSSC is headed by an officer of the rank of Director General of Police from Indian Police Service cadre as the Vice Chairman and Managing Director. Special Inspector General of Police and Deputy Inspector General of Police and Superintendent of Police are also working in this Corporation on deputation. MSSC came into existence to provide security to vital installations and important Govt./Pvt. establishment, so as to reduce the burden on police force, aftermath 26/11/2008 terrorist attack on Mumbai. MSSC commenced its operations in the year 2011-12 with 2 clients and at present Corporation is having 207 clients with the annual estimated turnover as on 31.03.2021 as Rs. 245 crores.

2. Address for submission of Expression of Interest –

The Managing Director,
Maharashtra State Security Corporation (MSSC),
32nd Floor, Centre 1, World Trade Centre,
Cuffe Parade, Mumbai-400 005

3. Important Dates –

1. Commencement of submission of Expression of Interests : 22.03.2021
 2. Last date of submission of Expression of Interests : 19.04.2021
- (Note – Expression of Interest received after last date of submission will not be considered in any circumstances)

4. Instructions -

Please read the following instructions carefully before mailing the Expression of Interest form:

- a) The Interested Chartered Accountant (CA) Firms applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- b) No equivalent qualification shall be acceptable for the post.
- c) Interested Chartered Accountant (CA) firms within MMRDA area will be preferred.
- d) Pre-requisites are minimum and mere qualification and possession of the same

does not entitle the candidate to be called for selection process. Considering the experience, the Interested CA firms will be shortlisted for selection process.

- e) The Interested firms should have adequate Knowledge of “Marathi, Hindi and English”.
- f) If any false/incorrect information furnished by the CA firm is detected at any stage of recruitment process, his/her application will not be considered.
- g) If the CA firm knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company’s service without any notice or assigning any reasons whatsoever. This may also lead to prosecution.
- h) The decision of the Corporation in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.
- i) The selection in MSSC is done strictly as per merit in a systematic way. Canvassing in any form will disqualify an application.
- j) The Corporation reserves the right to cancel the Advertisement fully or partly on any grounds and such reason of the Corporation will not be notified or intimated to the Interested firms.
- k) Format of Expression of Interest (**Annexure-I**) with detailed terms and conditions is available on <http://mahasecurity.gov.in/Careers.php>. All items of the application must be filled in according to instructions given for filling the application form.
- l) No TA/DA will be admissible for Applicants for attending the selection process including Personal Interview at the Registered Office of MSSC.
- m) MSSC reserves the right to modify /alter /restrict /enlarge / cancel the selection process, if need arises, without any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. **The right to accept/reject any or all application(s) received is reserved with MSSC without assigning any reason thereof.**
- n) Selected CA firm will be appointed as Internal Auditor in MSSC for F.Y. 2021-2022.
- o) Selected CA firm services can be terminated by MSSC with **one-month notice**. If CA firm wishes to leave the services of MSSC, he / she shall give prior **30 days’ notice**.

5. Inviting Applications for Appointment as Internal Auditor

Maharashtra State Security Corporation invites applications from reputed Chartered Accountant (CA) Firm(s) for appointment as Internal Auditor in the prescribed format as per the eligibility criteria mentioned below:

- The lead CA firm having 3 - 5 years of experience from the date of registration of the firm in carrying out Internal Audit and expertise in audit is must.
- Experience of working for a Government company, autonomous body, not for

profit organization shall be given preference.

6. Selection Process: -

1. The Interested CA firms will be shortlisted for selection process taking into consideration the previous experience in Internal Audit & expression of interest.
2. The selection process will consist of Personal Interview.
3. MSSC reserves the right to fix the standard and specifications for screening and calling the Interested firms for interview. Call Letters/intimation for Personal Interview to all eligible applicants/firms will be forwarded through e-mail ID mentioned in the Application Form.
4. Applicants will be required to produce following, at the time of attending the Personal Interview: -
 - i) Two Passport Size Color Photographs.
 - ii) Proof of Identification, such as Voter ID/ Aadhar Card/Passport/ PAN Card. In case of a CA firm necessary registration / certification is needed.
 - iii) Registration certificate with ICAI.
 - iv) Original Certificates related to Qualifications (CA membership) along with one set of Self Attested Copy.
 - v) Testimonials and documents related to experience etc.
5. Merely fulfilling the eligibility criteria will not confer any right on an application to be considered for selection. Depending upon the Expression of Interests received and the requirement, MSSC reserves the right to shortlist the Interested firms considering the experience and performance.
6. The result of selection will be displayed on the website of MSSC i.e., <http://mahasecurity.gov.in/Careers.php>
7. Selected Interested firm will be given appointment letter along with the agreement with scope of work thereon.

7. Application Submission:

S.No.	Information	Details
1.	Addressee and the address at which the application is to be submitted (IN SEALED ENVELOPES ONLY) during Office Timings.	To, The Managing Director (MSSC), Maharashtra State Security Corporation 32 nd floor, Centre 1, World Trade Centre, Cuffe Parade, Mumbai-400 005
2.	Date of issue of this Invitation	22.03.2021

3.	Last date and time for submission of Applications	19.04.2021, 17.00 Hrs.
4.	Personal Interview	

8. Scope of Work and Guidelines:

The scope of services will broadly include the following:

- ✓ **Verification of Internal Control System:** The Internal Auditor would understand and review of existing internal control system of various business and financial activities. The internal Auditor would comment on the adequacy of such Internal Control System, suggest improvement on such control system, report the discrepancies found.
- ✓ **Status of Accounting:** The accounts of MSSC are maintained on tally ERP 9 software. The Internal Auditor would verify and comment whether accounting entries are accurate or not. In case, there is ant back log in the accounting, the same needs to be reported in the Internal Audit Report. The Bank Reconciliation Statement (BRS) is prepared at least fortnightly and verified by the Internal Auditor. Any on account enteries or suspense should be informed.

- **Revenue from Operations:** MSSC draws it major revenue from supply of man power. The Internal Auditor would verify all the contracts with various clients and ensure that income is booked as per the contracts. The necessary reporting to this effect may be made in the Internal Audit Report. The Internal Auditor would comment on the existing system of revenue recognition, whether such system is in line with the accounting policy followed by MSSC and various accounting standards.

The Internal Auditor would review and comment upon the base documents for such revenue, its maintenance and retrieval, Authenticity, revenue leakage etc. The Internal Auditor would verify the taxes charged on such revenue like GST. Whether charged at proper rate? Whether charging mechanism is in line with the GST provisions etc.?

The Internal Auditor would verify the TDS on Income and respective accounting, Verification of invoice content, timing and dispatch of invoice, accounting of invoice, recovery of invoice etc.

- **Interest and Other Income:** This would include verification of existing system for recognizing such income, control mechanism, calculation, billing, recovery etc. There needs to be focus on flow chart of above activity, review of personnel involved, documentation in above activity, review of accounting/transaction software, verification of applicable indirect taxes such as GST, TDS, TDS under GST on Income and respective accounting, Verification of interest computation etc.

- **Training Charges:** This would include understanding of existing internal control system of training charges and suggestion on improvement of the same. The focus needs

to be on flow chart of above activity, review of personnel involved, documentation involved in above activity, review of accounting/ transaction software, verification of input credit such as GST, TDS, TDS under GST on expenses and respective accounting etc. Verification of invoice content, timing and receipt of invoice, accounting of invoice, payment of invoice, approval of expenses etc needs to be made

The expenditure should be cross verified with employee attendance record and extent of such verification may be reported.

- **Payment to employees:** The Internal Auditor would evaluate the existing internal control system of employee expenses and will provide suggestion on improvement of the same, if any. The Internal Auditor would comment on documentation, accounting, EPF/ESIC/PT, various deductions. The internal Auditor would verify the base documents such as appointment letter, attendance, basis of salary sheet preparation, leave policy/ records, approval mechanism of various expenditure, payment etc.

Permanent employee files, Recruitment file, attendance record, leave record may be reviewed and sample site visit may be undertaken.

EPF/ESIC/PT working needs to be verified to ensure all the compliances of the respective Acts are made. Liability of Leave encashment, bonus, ex-gratia and other long-term employee benefit needs to be accurately ascertained.

- **Other Expenses:** The Internal Auditor needs to understand the existing internal control system of other expenses and suggest improvement for the same. The auditor may verify the authenticity of expenditure, documentation, process flow chart, verification of input credit such as GST, TDS on expenses and respective accounting, Verification of invoice content, timing and receipt of invoice, accounting of invoice, payment of invoice, approval of expenses etc.
- **Sundry Debtors:** The Internal Auditor will review all outstanding beyond the agreed due date and will offer his comments.

Outstanding debtors more than 3 months need to be reported on timely basis to the management and balance confirmation needs to be obtained.

- **Cash and Bank Balance:** This would include understanding of existing internal control system of cash and bank balance, suggestion on improvement. To verify flow chart of various activities, review of personnel involved, documentation in above activity, review of accounting/transaction software, review of cash expenses, insurance policies on cash, timely bank reconciliation, Fixed Deposit balance confirmation, verification of computation interest on fixed deposits, optimum utilization of cash and bank balances.

Bank reconciliation needs to be verified on monthly basis. Bank balance needs to be review on timely basis and ensure optimum utilization thereof. Cash expenses should be vouched minutely.

- **Other Current assets:** scope of work includes understanding of existing internal control system of other current assets, suggestion on improvement of the same if any, verification of internal control system with selected transaction and reporting to the management. focus will be on organization chart of above activity, review of personnel involved, documentation in above activity, review of accounting/transaction software, review of recoverable amount, system of follow up and recovery mechanism, action on old balances.
- **Sundry Creditors:** scope of work includes understanding of existing internal control system of sundry creditors, suggestion on improvement of the same if any, verification of internal control system with selected transaction and reporting to the management. focus will be on organization chart of above activity, review of personnel involved, documentation in above activity, review of accounting/transaction software, review of payable amount, system of payment, action on old balances. Internal auditor needs to be verified whether balance Confirmation send to all the parties or not.
- **Sundry Deposits:** scope of work includes understanding of existing internal control system of sundry Deposits, suggestion on improvement of the same if any, verification of internal control system with selected transaction and reporting to the management. Our focus will be on organization chart of above activity, review of personnel involved, documentation in above activity, review of accounting/transaction software, review of deposit amount, system of payment, reconciliation with respective income account, action on old balances. Internal auditor needs to be verified whether balance Confirmation send to all the parties or not.
- **Statutory Liabilities:** scope of work includes understanding of existing internal control system of statutory liabilities, suggestion on improvement of the same if any, verification of internal control system with selected transaction and reporting to the management. Our focus will be on organization chart of above activity, review of personnel involved, documentation in above activity, review of accounting/transaction software, review of applicable statutory liabilities, System of collection, deduction, payment, return filing and reconciliation with respective income and expenses account, action on old statutory liabilities or refund.
- Physical verification of cash, inventory and fixed assets on test check and sample basis and reporting of deviation of the same, if any, with the books of accounts.

GST: The auditors needs to verify liability because of Reverse charge mechanism, Block credit, eligible credit, proportionate input credit for exempt service, reconciliation of online input credit with books of accounts etc.

TDS provision needs to be verified on all applicable expenses. TDS payment needs to be made on due date. TDS return should be filed accurately and form16 and form16A needs to be submitted on due date. Simultaneously TDS credit wherever applicable has to be taken on timely basis.

TDS under GST needs to be verified on all applicable expenses. TDS under GST payment needs to be made on due date. TDS under GST return should be filed accurately. Simultaneously TDS under GST credit wherever applicable has to be taken on timely basis.

Advance tax working needs to be done carefully with estimated profit and TDS receivable. Assistance & Guidance in finalizing the advance tax calculations & workings.

Employee relevant payment such as provident fund, ESIC, Professional Tax etc. should be paid on time and applicable return must be filed.

- **P&L Statements & MIS reportings:** Quarterly profit and loss account needs to be prepared and discussed with the management along with respective income tax liability. Further issue of overdue debtors, any issue/notices of statutory liability and their status, bank balance needs to be addressed on timely basis.
- **Internal audit report should be presented to the Management on quarterly basis within 30 days of the end of quarter & Audit observation on monthly basis.**

9) Scope & Coverage of audit: -

- Supervising the data entry done by the accounts team of MSSC on weekly basis.
- Finalizing the TDS workings for monthly payment & filing quarterly TDS returns.
- Finalizing the TDS under GST workings for monthly payment & filing monthly TDS under GST returns.
- Finalizing the GST workings for monthly GST payment & filing various GST returns.
- Guidance in preparation of submissions during the course of assessment in matters pertaining to PT & GST.
- Attending on behalf of MSSC in front of the appropriate Government Authorities on matters pertaining to GST & PT.
- New rules, provisions & amendments in GST, TDS, TDS under GST, e-invoicing etc., applicable to MSSC to be informed & implemented on timely basis to us.
- Finalizing the advance tax calculations & workings & filing the advance tax.
- To represent on behalf of MSSC to the client in case of any matters related to GST, TDS, TDS under GST, PT as & when called.

10) General Terms & Conditions -

- An interested Chartered Accountant firms shall accept the work assigned to him

and complete the audit within stipulated time.

- An interested Chartered Accountant firms under these guidelines shall not be employee of MSSC for any purpose and therefore, shall not be eligible for any benefits available to MSSC's employees.
- An interested Chartered Accountant firms shall maintain absolute secrecy and confidentiality about internal matters of MSSC.
- Interested Chartered Accountant firms will have to register himself / herself as a vendor/party of MSSC at his / her own cost for the purpose of payment of their services.
- In case of concealment /misrepresentation of facts the application is liable for rejection.
- Incomplete application received of the late date or incomplete application shall not be considered.
- The firm should maintain the status of 2 FCA partner during the period of engagement of MSSC, failing which the contract is liable for termination.
- Timely completion of Audit will be the essence of appointment. In case of delay appropriate penal action may be taken.
- No subletting of the audit assignment will be allowed.
- The decision of the appointing authority with regard to appointment will be final.
- **Superscription:** The envelope containing the application must be sealed properly and must be super scribed as “**Application for Appointment of Internal Auditor**”.
- **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
- **Applications sent by post/courier:** The applications may be sent by post/courier to reach before the scheduled date and time as indicated above.
- **Rejection of Application:**

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal.
- e) The MSSC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

11) Mode of Communication–

1. Candidates are requested to visit our website – <http://mahasecurity.gov.in/Careers.php> for updates.
2. Interested parties may send their applications and other details inside a sealed envelope super-scribing ‘**Application for Appointment of Internal Auditor**’ to The Managing Director, MSSC, Maharashtra State Security Corporation, 32nd

Floor, Centre 1 , World Trade Centre, Cuffe Parade, Mumbai-400 005

3. Contact details for any difficulties / queries -

Director Administration

Maharashtra State Security Corporation.

32nd Floor, Center 1, World Trade Center,

Cuffe Parade, Mumbai.

Tel – (022) 22151670 Extn – 118 /123

12. Doubt/ Difficulty -

If there arises any doubt / difficulty with respect to the appointment of any clause of the recruitment guidelines, the same shall be placed before Director Admin, MSSC through email – empanelment.mssc@gmail.com and his / her decision in this regard shall be final and binding.

MSSC reserves right to cancel the process at any time or at any stage without assigning any reason.

Sd/-
**Managing Director
Maharashtra State Security
Corporation**

Format for Expression of Interest (EOI):

Interested CA Firm(s) will be required to submit his / her Expression of Interest in the prescribed format as given in Annexure-I and II, & Self attested scanned copies as mentioned below -

Eligible CA firm(s) is required to submit its EOI in the below mentioned format:

**Annexure 1
Format for EOI**

Sr. No	Particulars	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm	
2.	Address of the Firm	
3.	Contact Details: 1. Phone No: 2. Email Id:	
4.	Name & Contact details of the authorized representative	
5.	Date of Establishment of Firm	
6.	Firm's Registration No. with ICAI	
7.	Firm Income Tax PAN No	
8.	Firm GST Registration No.	
9.	Empanelment No. with C&AG (if any)	
10.	No. of Years of Firm Existence & Date of establishment of Firm	
11.	Turnover of the Firm in last three years (attach relevant documentary evidence/ balance sheet)	
12.	Previous Experience in Internal Audit. Number of Assignments in Commercial/ Audit in Charitable Institute, NGO etc. (attach relevant documentary evidence)	

13.	<p>Details of all Partners</p> <ul style="list-style-type: none"> • Name of Partner • ACA/FCA • Date of Joining the Firm • Membership Number • Whether the partner was engaged with other firm full time or part time with the firm. • If Yes details of another firm. • Contact Details 	
14	Firm Profile	
15	Audit fees (Inclusive of GST) on monthly basis.	

Signature of Applicant