



मुर्गांव पत्तन प्राधिकरण
MORMUGAO PORT AUTHORITY

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

वित्त विभाग / FINANCE DEPARTMENT

“सारसी” प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा – 403804.

“SAARASI” ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.

Tel. : (0832) 2521130 Email : facao@mptgoa.gov.in website : <https://www.mptgoa.gov.in>



FA/IA/80-C/2026/00039

dt. 04.03.2026

Sub: Quotation for Conducting Statutory Audit of Pension & Gratuity Trust Funds of MPA for F.Y. 2025–26, 2026–27 & 2027–28

MPA is one of the 12 Major Ports in India. At the end of every financial year, the Receipts & Payments Account, Income & Expenditure Account and Balance Sheet of the Pension Trust Fund and Gratuity Trust Fund are prepared separately.

For the preparation and audit of the annual accounts for the financial years 2025–26, 2026–27 and 2027–28, the services of a Practicing Chartered Accountant are required.

In this regard, sealed quotations are invited from practicing Chartered Accountants to carry out the Statutory Audit of the Pension Trust Fund and Gratuity Trust Fund for the financial years 2025–26, 2026–27 and 2027–28.

Tender Details:

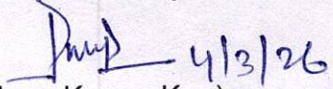
- **Tender Fee:** Rs. 500/-
- **Earnest Money Deposit (EMD):** Rs. 480/-
- **Estimated Cost of Audit for 3 Years:** Rs. 24,000/-

The **detailed scope of work, terms and conditions**, etc., are enclosed herewith as **Annexures I, II & III**.

You are requested to submit your **quotation for the Statutory Audit** to this office on or before **18.03.2026**.

In case you require any further details, you may kindly contact us through email at milind.dessai@mptgoa.gov.in or facao@mptgoa.gov.in.

Yours faithfully


(Pradeep Kumar Kar)
Financial Adviser &
Chief Accounts Officer

TERMS & CONDITIONS

1.	Description of service	The Statutory audit of Pension & Gratuity Trust Fund for FY 2025-26, 2026-27 & 2027-28 of Mormugao Port Authority.
2	Address	Administrative Office, Headland Sada, Goa – 403 804
3	GSTIN	30AAALM0293P1ZY
4	Scope of Work	Chartered Accountant Firm shall carry out the Statutory Audit of the Pension Trust Fund and Gratuity Trust Fund of MPA for the F.Y 2025–26, 2026–27 & 2027–28 and certify the Receipts & Payments Account, Income & Expenditure Account and Balance Sheet, after due verification of books of accounts, records and other relevant documents.
5	Tender Fee	The Tender Fee of Rs. 500/-(Rupees Five Hundred only) shall be paid online through e-payment mode only preferably NEFT/RTGS.
6	EMD	Earnest Money Deposit of Rs.480/- (Rupees Four Hundred and Eighty 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. Note: MSEs registered under Udyam Registration are exempted from payment of Tender Fee and EMD on submission of valid registration certificate.
7.	Requirement of submission of offer	a. Charges/fees for conducting the work as per scope mentioned above shall be submitted as per Annexure-II. b. i) The firm/or the Partner shall have minimum 5 years experience in carrying out Statutory/Internal Audit. The Chartered Accountant Firm should have its registered Office in Goa 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). 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>d. The sealed envelope containing quotation should be superscribed "QUOTATION FOR Statutory Audit of Pension & Gratuity Trust Fund for FY 2025-26,2026-27 & 2027-28", Quotations shall be sent by Registered A.D.post or delivered by hand latest by 18/03/2026 15.00 hrs at Mormugao Port Authority, Finance Dept., 1st Floor, Administrative Office, Headland Sada, Goa 403 804.</p> <p>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: 18/03/2026 upto 3.00 pm. Date of opening of quotation : 23/03/2026 at 11.00 am.</p> <p>The quotations will be opened in presence of quotationer/authorized representatives who wish to be present at their own cost.</p>
8.	Commencement of work	The audit report as per scope must be submitted within 30 days of receipt of work order through email.
9.	Payment	<p>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 this office.</p> <p>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.</p>

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 2025-26,2026-27 & 2027-28 as per scope mentioned in Annexure-I	Figures _____ (Words _____)

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

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. The Chartered Accountant Firm should have its registered Office in Goa.		
2	The Firm should have been in operation for at least 5 years after its registration. 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)		
3	Proof of minimum five years experience in Internal /Statutory audit.		
4	On the date of submission of tender, the bidder should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by the institute or any government departments.		
5	Provide valid copy of Registration for empanelment by C&AG or RBI.		
6	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.